|  |
| --- |
| Food Safety Hazard Analysis |
| Unit Name |  |
| Unit Address |  |
|  |
| Hazard Analysis Implementation | Date  | Signed  |
| 1st Review | Date | Signed |
| 2nd Review | Date | Signed |
| 3rd Review | Date | Signed |

**The Compass Group Food Safety Hazard Analysis is based upon the Codex Aliment Arius 7 Principles of HACCP, 3rd edition 2003, which is a recognised food safety management system**

The purpose of this document is to identify what specific food safety hazards are present at each process step of your catering operation and determine what controls are required to be in place to prevent or minimise food safety hazards from occurring.

It is the responsibility of the Unit Manager or Head Chef to complete the Hazard Analysis for each catering premises.

**Hazard Analysis Review**

The site-specific Hazard Analysis pack is to be formally reviewed:

* Every 12 months, or
* Following a change of food operation (e.g. new cooking method / new equipment / additional food services)
* A new unit manager / head chef

To formally review the site-specific Hazard Analysis document the unit manager or head chef should undertake the following steps: -

* Check the generic food flow diagram to ensure all stages of the food operation relevant to your unit have been identified correctly.
* Ensure a Hazard Analysis chart is provided for each stage identified.
* Read and satisfy yourself that all control measures listed within each Hazard Analysis chart are implemented correctly within your unit.
* Re-date and sign.

**Steam Products Food Process Flow Chart**

The below table lists all the different process steps for operation of Steamplicity plated meals, Bulk Steamplicity and Esteem meals.

In line with HACCP Principles there is a Food Safety Hazard Analysis Record for each process stage explaining the specific food safety hazards and controls associated with that stage in the food journey

**Food Safety Hazard Analysis Record**

**Tick Where Relevant**

**Food Process Step**

Receipt

Step 2: **Receipt & Delivery**

Chilled Storage

Step 3: **Food Storage**

Step 4: **Transportation**

Delivery

Cooking & Assembly

Step 5: **Cooking & Assembly**

Hot service Multiportion

Step 6: **Hot Service / Multiportion**

|  |
| --- |
| Process Step 2Receipt & Delivery |
| Food Safety Hazards | **Control Measures** | **Critical Limits** | **Monitoring** | **Corrective Actions** |
| Microbiological growth- Inherent contamination- Bacterial growth- Cross contamination | Steamplicity / Esteem products delivered by authorised vendor.Delivery driver will report to stores person BEFORE opening the vehicle.  Nominated person to examine vehicle temperature before authorising delivery. Obtain vehicle print out if available and retain for records.Steamplicity / Esteem deliveries MUST be received between +0°C to +5°C | Target delivery temperature between +0°C and +5°C,If temperature above +5°C a destructive product test shall be taken.If +8°C delivery can be accepted if occurred for a short time frame.If above +8°C but below +10°C delivery can be accepted, if planned use within 12 hours. If not possible delivery to be rejected.Refrigeration unit must be able to rapidly cool to below +5°C. | Check shelf life dates and condition of food.Delivery to be placed immediately into chilled storage.Check that only products from authorised suppliers are used. Obtain vehicle temperature print out if available and attach to delivery record sheet.Take temperatures using a calibrated probe or infra-red unit (allow 2°C tolerance for infra-red).Complete **Steamplicity/Esteem****Delivery Record** | Reject if over +10°C.Discard any packs with damage or broken seals.Reject unsatisfactory products & advise Cuisine centre. |
| Physical contamination | Carry out inspections of food deliveries. |  | Check packaging and delivery vehicle for any for obvious signs of pest damage. | Reject unsatisfactory products & advise Cuisine Centre. |
| Chemical contamination | Carry out inspections of food deliveries.  |  | Check packaging and delivery vehicle for obvious signs of damage. | Reject unsatisfactory products & advise Cuisine Centre. |
| Allergens | Only purchase goods from authorised suppliers. |  | Check packaging is intact and label is clear and attached.No obvious signs of damage.  | Reject unsatisfactory products & advise Cuisine Centre. |
|  |  |  |  |  |
| Site Specific Actions |  |  |  |  |
|  |  |
| The above control measures and monitoring procedures are implemented within my unit |
| Signed | **Date** |

 **Good Hygiene Practice** reference documents:

 **Steamplicity & Esteem Specific** | Supported with: Food Storage / Pest Control / Food Labelling & Shelf Life

|  |
| --- |
| Process Step 3Food Storage |
| Food Safety Hazards | **Control Measures** | **Critical Limits** | **Monitoring** | **Corrective Actions** |
| Microbiological growth- Inherent contamination- Bacterial growth- Cross contamination | Food Storage area must be able to maintain the temperature of the product between +0°C to +5°C.Separate Steamplicity / Esteem products from other food. In service area e.g. Wards where limited space available, store Steamplicity / Esteem product above and separate to other food items.Check all products are correctly labelled and within date.Use First in First Out rule when storing chilled products.All meals stored in satellite fridges MUST be destroyed at end of service and not returned to main storage areas. | Chilled foods maximum storage temp +5°C.Do not exceed use-by dates / discard on dates.Do not freeze product.  | Check refrigerator temperatures (minimum) twice daily using a food simulant. Complete:**Refrigerator / Freezer Temperature Record****Ward Temperature Record****Opening and Closing Checklist** | Product between +5°c and +8°C permitted for short periods of time e.g. defrost cycle.If between +8°C to +10°C product must be use within 12 hours.If product above +10°C, destroy and do not use.Discard any contaminated or date expired foods.Request maintenance for defective equipment. |
| Physical contamination | Check all products seals are intact. Maintain food stores, containers and equipment in a clean condition. Keep all refrigerators, clean and in good condition. Maintain premises free from pest infestation. |  | Check premises are free from pest activity.Check condition of catering equipment.Complete **Opening and Closing Checklist.** | Contact your pest control provider.Report any defective equipment and remove from use.Discard any contaminated foods. |
| Chemical contamination | Use only approved chemical products for cleaning.Store all cleaning chemicals away from food storage areas. |  | Complete **Opening and Closing Checklist** | Discard any contaminated foods. |
| Allergens | Check all products seals are intact. Ensure the product has the correct label with allergens underlined. |  | Complete **Opening and Closing Checklist** | Discard any damaged or opened containers.Discard any packs found with missing of illegible labels. |
|  |  |  |  |  |
| Site Specific Actions |  |  |  |  |
|  |  |
| The above control measures and monitoring procedures are implemented within my unit |
| Signed | **Date** |



 **Good Hygiene Practice** reference documents:

 **Steamplicity & Esteem Specific** | Supported with: Food Storage / Allergens / Cross Contamination / Food

 Labelling & Shelf Life / Pest Control / Cleaning

|  |
| --- |
| Process Step 4Transportation |
| Food Safety Hazards | **Control Measures** | **Critical Limits** | **Monitoring** | **Corrective Actions** |
| Microbiological growth- Inherent contamination- Bacterial growth- Cross contamination | Effective handwashing by all food handlers.Clean and sanitise surfaces, and insulated transport equipment / vehicles.**CHILLED TRANSPORT**For additional or small quantities, an insulated chilled bag must be used to maintain temperature below 5°C.Esteem / Steamplicity plated meals to be moved at +5°c or colder. Meals that have not left the distribution area MUST not be returned to chilled storage unless it can be demonstrated they have been maintained at +50c or colder throughout.Multi portion to be moved from chilled storage within 15 minutes of start of cooking.**HOT TRANSPORT**Temperature control at point of cooking. Food to be served immediately on arrival. | **CHILLED TRANSPORT**+0°C to +5°C**HOT TRANSPORT**Core temperature of meal at service 75°C. | Check personal hygiene. Check handwashing. Check and record food temperatures before dispatch and on arrival at service point using food simulant in insulated container or between pack probe (allow 2°C tolerance). Check condition and suitability of containers and vehicles.Complete **Steamplicity / Esteem Transport Record** | Product between +5°c and +8°C permitted for short periods of time e.g. defrost cycle.If between +8°C to +10°C product must be use within 12 hours.If product above +10°C, destroy and do not use.Discard any contaminated or date expired foods.Request maintenance for defective equipment. |
| Physical contamination | Prevent exposure of food to physical contaminationCheck work surfaces and equipment for signs of damage before commencing cooking.Probe wipes used before and after each dish. |  | Check equipment before use for possible physical contamination Complete **Opening and Closing Checklist** | Discard any contaminated food.Retrain food handlers Report any defective equipment and remove from use. |
| Chemical contamination | Store cleaning chemicals and sources of physical contamination away from food preparation areas |  | Check chemical storage Check food washingComplete **Opening and Closing Checklist** | Discard any contaminated food.Retrain food handlers Increase monitoring frequency |
| Allergens | Adhere to brand easy steps through process including garnish and display. |  | Adhere to build charts and brand specifications where applicable Check sources of allergenic contamination | Discard any damaged or opened containers.Discard any packs found with missing of illegible labels. |
|  |  |  |  |  |
| Site Specific Actions |  |  |  |  |
|  |  |
| The above control measures and monitoring procedures are implemented within my unit |
| Signed | **Date** |

 **Good Hygiene Practice** reference documents:

 **Steamplicity & Esteem Specific** | Supported with: Personal Hygiene / Food Storage / Allergens / Cross

 Contamination / Cleaning



|  |
| --- |
| Process Step 5Cooking & Assembly |
| Food Safety Hazards | **Control Measures** | **Critical Limits** | **Monitoring** | **Corrective Actions** |
| Microbiological growth- Inherent contamination- Bacterial growth- Cross contamination | Effective handwashing by all food handlers.  Clean and sanitise surfaces, equipment and sinks. All Esteem / Plated meals to be kept at +5°C or colder until ready to cook.Use Steamplicity programmed microwave to achieve;Steamplicity / Esteem Plated Meals = 82°CSteamplicity Multiportion Bulk Trays = 75°CSteamplicity / Esteem meals to be placed on a China plate, or bowl prior to cooking.Only use the cook programme that is on the label.Do not put the blue plate into the microwave for plated meals.Multiportion trays to be moved from chilled storage within 15 minutes of start of cooking. | Core Temperature:Steamplicity / Esteem Plated Meals = 82°CSteamplicity Multiportion Bulk Tray = 75°C | Check personal hygiene. Check handwashing.Check correct programme number implemented. Check and record temperatures on completion of cooking.Steamplicity / Esteem Plated Meals allow 30 seconds for pressure to stabilise prior to probing.Multiportion Bulk Trays allow 1 minute for pressure to stabilise prior to probing.Complete;**Ward Order / Temperature Record Sheets** | If core temperature not achieved boost once to achieve core temperature required.If not achieved destroy meal. Report to manager and replace meal.Report any defective equipment and remove from use. |
| Physical contamination | Check seal prior to starting cooking process.Clean and sanitise probe between each meal. |  | Complete **Opening and Closing Checklist.** | Destroy any food believed to be contaminated. |
| Chemical contamination | Store cleaning chemicals and sources of physical contamination away from food preparation areas. |  | Check chemical storage.Check food washing.Complete **Opening and Closing Checklist** | Discard any contaminated food.Retrain food handlers.Increase monitoring frequency. |
| Allergens | Adhere to brand easy steps through process including garnish and display. |  | Adhere to build charts and brand specifications where applicable.Check sources of allergenic contamination. | Discard any damaged or opened containers.Discard any packs found with missing of illegible labels. |
|  |  |  |  |  |
| Site Specific Actions |  |  |  |  |
|  |  |
| The above control measures and monitoring procedures are implemented within my unit |
| Signed | **Date** |

 **Good Hygiene Practice** reference documents:

 **Steamplicity & Esteem Specific** | Supported with: Personal Hygiene / Cooking / Allergens / Cross Contamination

|  |
| --- |
| Process Step 6Hot Service / Multiportion |
| Food Safety Hazards | **Control Measures** | **Critical Limits** | **Monitoring** | **Corrective Actions** |
| Microbiological growth- Inherent contamination- Bacterial growth- Cross contamination | Display / Hot Hold food at +63°C or hotter.Hot food maybe kept at less than +63°C for a single period of no more than two hours. | Display / Hot Hold food at +63°C or hotter. Hold for maximum of 2 hours at temperature more than 63°C | Cook as close to service time and display immediately after cooking.Complete **Food Service Temperature Record** | Discard any meals / food not consumed. Do not return to storage. |
| Physical contamination | Where appropriate, cover foods during hot holding.Check equipment for signs of damage.Do not use defective equipment. Take out of use and report defect. |  | Check equipment before use for sources of physical contamination. | Discard any contaminated food.Request maintenance for defective equipment. |
| Chemical contamination | Store cleaning chemicals and sources of physical contamination away from food handling areas. |  | Check chemical storage.Complete **Opening and Closing Checklist** |  |
| Allergens | Control exposure of food to allergenic cross contamination.Ensure all food items are correctly labelled |  |  | Discard any damaged or opened containers.Discard any packs found with missing of illegible labels. |
|  |  |  |  |  |
| Site Specific Actions |  |  |  |  |
|  |  |
| The above control measures and monitoring procedures are implemented within my unit |
| Signed | **Date** |

 **Good Hygiene Practice** reference documents:

 **Steamplicity & Esteem Specific** | Supported with: Personal Hygiene / Cooking / Food Service & Display / Allergens

 / Cross Contamination

**Monitoring Documents**

Each Hazard Analysis chart will identify specific food safety checks that must be carried out by frontline colleagues using specific documentation to record their finding upon.

The table below lists each monitoring document required for each stage within your food operation.

|  |  |  |
| --- | --- | --- |
| **Food Stage** | **Monitoring Document** | **Purpose** |
| Receipt & Delivery | Food delivery record | To record delivery condition of all received foods checking temperature / shelf life and signs of physical damage. |
| Storage | Opening / Closing Checklists | Checking all food storage areas for cleanliness, signs of physical damage, pests or other cross contamination risks. |
| Refrigerator Temperature Record | To record the operating temperature of any refrigerators used to store food. |
| Preparation | Repair & Maintenance Record | To record any structural or equipment maintenance requests. |
| Opening / Closing Checklists | Checking all food storage areas for cleanliness, signs of physical damage, pests or other cross contamination risks. |
| Food Transportation | Food Transport Record | To record the temperature of all transported foods before departure and at receipt. |
| Cooking | Food Production Temperature Record | To record cooking temperatures for all protein dishes. |
| Probe Thermometer Accuracy Record | To record the self-calibration of all probe thermometers used to check cooking temperatures. |
| Cleaning | Cleaning Schedule  | To ensure effective cleaning undertaken on food preparation surfaces, cooking utensils and other catering equipment following the preparation and service of food. |
| Opening / Closing Checklists | Checking all food storage areas for cleanliness, signs of physical damage, pests or other cross contamination risks. |
| Training  | Training Records  | To ensure competence and compliance of the operatives handling and preparing Steamplicity and Esteem products.  |