

 Also refer to the following ***Good Hygiene Practice*** guides for additional guidance:

 **Storage / Pest Control / Labelling & Shelf Life**

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| Food Safety Hazard Analysis Record 1: Receipt & Delivery |
| Food Safety Hazards | **Control Measures** | **Critical Control Limits** | **Monitoring** | **Corrective Actions** |
| Microbiological growth- Inherent contamination- Bacterial growth- Cross contamination | Use a probe thermometer when checking the temperature of chilled and frozen deliveries, Check the temperature of one product per chilled and frozen food deliveryChilled Foods +10c to +50cFrozen Foods - 180c  Place goods into chilled and frozen storage without delay Follow good personal hygiene rules and wash hands after receipt and storage of goods | Chilled foods = max +80cFrozen foods = max -150c | Check shelf life dates and condition of food Check separation of ready-to-eat and raw foodsCheck cleanliness and condition of delivery vehicle Check that only products from authorized suppliers are used Complete **Food** **Delivery Record** | Reject Chilled Foods above +80cReject Frozen Foods above -150cDiscard unauthorized food productsReject unsatisfactory products & inform Foodbuy |
| Physical contamination | Carry out inspections of food deliveries and vehicles   |  | Check packaging for obvious signs of pest damage | Reject unsatisfactory products & advise Foodbuy |
| Chemical contamination | Carry out inspections of food deliveries and vehicles  |  | Check packaging for obvious signs of damage | Reject unsatisfactory products & advise Foodbuy |
| Allergens | Only purchase goods from authorised suppliers |  | Check packaging is intact and no obvious signs of damage | Reject unsatisfactory products & advise Foodbuy |
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| Site Specific Actions |  |
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| The above control measures and monitoring procedures are implemented within my unit |
| Signed | **Date** |

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| Food Safety Hazard Analysis Record2: Food Storage |
| Food Safety Hazards | **Control Measures** | **Critical Control Limits** | **Monitoring** | **Corrective Actions** |
| Microbiological growth- Bacterial growth- Cross contamination | Maintain the temperature of all chilled and frozen foods: +10c to +50c-18oc to -23ocStore raw food in a separate refrigerator from cooked / ready-to-eat foodsStore eggs in separate refrigeratorUse all foods before expiry of UB / BB datesWhen storing food, rotate the stock to ensure that the product with the shortest shelf life is used firstAfter opening, label foods in accordance with manufacturer's shelf-life instructions unless food is to be used on the same day.Food frozen in-unit must be used within 1 month | Chilled foods maximum storage temperature +80c  Frozen foods maximum storage temperature -18oc Do not exceed UB / BB / discard on dates | Check refrigerator temperatures three times per shift using temperature gauge and probe thermometer and record on **Refrigerator / Freezer** **Temperature Record**Check freezer temperatures once per shift using between pack temperature readings and record on **Refrigerator / Freezer Temperature Record**Complete **Opening and Closing Checklist** | If temperatures are above critical limits re-check after 1 hrIf still out of range, then follow Refrigerator and Freezer Breakdown procedure in section in GHP 6 Food Storage.Discard contaminated or date expired foods.Request maintenance for defective equipment. |
| Physical contamination | Ensure all foods are correctly labelled, wrapped and stored off the floor Maintain food stores, containers and equipment in a clean condition Keep all refrigerators, freezers and ambient shelving clean and in good condition Maintain premises free from pest infestation |  | Check premises are free from pest activityCheck cleaning standardsCheck condition of catering equipment Complete **Opening and Closing Checklist** | Contact your pest control providerAddress cleaning requirements promptlyReport any defective equipment and remove from useDiscard any contaminated foods. |
| Chemical contamination | Use only approved chemical products for cleaningStore all cleaning chemicals away from food storage areas |  | Complete **Opening and Closing Checklist** | Discard any contaminated foods. |
| Allergens | Ensure all foods (including unit produced) are correctly labelled and wrapped and / or covered. Store dry goods in closed containers and / or segregate allergenic ingredients. |  | Complete **Opening and Closing Checklist** | Discard any cross contaminated foods |
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| Site Specific Actions |  |
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| The above control measures and monitoring procedures are implemented within my unit |
| Signed | **Date** |
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| C:\Users\moorech2\OneDrive - CPGPLC\Documents\HSE\Policy\FSMS\Icons\White\good-hygiene-practice.jpg | Also refer to the following ***Good Hygiene Practice*** guides for additional guidance:**Temperature Control / Pest Control / Cross Contamination / Labelling & Shelf Life / Storage / Cleaning** |
| Food Safety Hazard Analysis Record3: Food Preparation |
| Food Safety Hazards | **Control Measures** | **Critical Control Limits** | **Monitoring** | **Corrective Actions** |
| Microbiological growth- Bacterial growth- Cross contamination | Food handlers must wash hands before handling food Keep high risk foods at ambient temperature for the shortest possible time required for preparation Prepare raw / ready to eat foods in separate areas or separate by time / cleaning Use separate equipment for raw and ready-to-eat (RTE) foods or clean and sanitise between use Clean + sanitise surfaces, equipment and sinks between preparation of raw and RTE foods.Use separate complex equipment for preparation of either raw or RTE foodOnly use pasteurized egg in raw or lightly cooked foodPre-chill ambient meat / fish / pulses for use in sandwiches | Keep ready-to-eat foods at ambient temperature for a single period not exceeding 30 minutes | Monitor personal hygiene standards Check handwashing Check separation of raw and ready-to-eat food Check temperature control of food under preparation  | Discard any contaminated food.Retrain food handlers Increase monitoring frequency |
| Physical contamination | Prevent exposure of food to physical contaminationCheck work surfaces and equipment for damage before food preparation |  | Check equipment before use for possible physical contamination Complete **Opening and Closing Checklist** | Discard any contaminated food.Report any defective equipment and remove from use |
| Chemical contamination | Wash salads, fruit and vegetables intended to be consumed without cooking in clean water.Store cleaning chemicals away from food prep areas |  | Check chemical storage Check food washingComplete **Opening and Closing Checklist** | Discard any contaminated food.Retrain food handlers Increase monitoring  |
| Allergens | Adhere to authorised recipes and ingredientsUse separate boards / knives and other equipment when preparing allergen free food | Provide accurate allergen report for all menu items | Accurate allergen report to be made available for all menu itemsCheck sources of allergenic contamination | Review menu and recipes for compliance  |
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| Site Specific Actions |  |
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| The above control measures and monitoring procedures are implemented within my unit |
| Signed | **Date** |
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| C:\Users\moorech2\OneDrive - CPGPLC\Documents\HSE\Policy\FSMS\Icons\White\good-hygiene-practice.jpg | Also refer to the following ***Good Hygiene Practice*** guides for additional guidance:**Storage / Preparation / Personal Hygiene / Cross Contamination / Cleaning / Pest Control / Allergens** |
| Food Safety Hazard Analysis Record4: Defrosting |
| Food Safety Hazards | **Control Measures** | **Critical Control Limits** | **Monitoring** | **Corrective Actions** |
| Microbiological growth- Bacterial growth- Cross contamination | Defrost food in refrigerator at +1C to +5°CDefrost raw meat or poultry in the bottom of raw food refrigerator.Separate raw foods from cooked/ready-to-eat foods.Never refreeze defrosted foods.. | Defrost in refrigerator at +1C to +5°CLabel food at start of defrosting with 72hrs shelf life or follow manufacturers instructions | Check foods are completely defrosted prior to cooking or service**Complete Food Defrosting Record** | Continue defrosting until foods are fully defrosted |
| Physical contamination | Defrost in a covered container  |  |  | Destroy any food believed to be contaminated |
| Chemical contamination |  |  | Check chemical storage Complete **Opening and Closing Checklist** | Destroy any food believed to be contaminated |
| Allergens |  |  |  |  |
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| Site Specific Actions |  |
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| The above control measures and monitoring procedures are implemented within my unit |
| Signed | **Date** |
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| C:\Users\moorech2\OneDrive - CPGPLC\Documents\HSE\Policy\FSMS\Icons\White\good-hygiene-practice.jpg | Also refer to the following ***Good Hygiene Practice*** guides for additional guidance:**Defrosting / Cross Contamination / Personal Hygiene** |

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| Food Safety Hazard Analysis Record5: Vacuum Packing |
| Food Safety Hazards | **Control Measures** | **Critical Control Limits** | **Monitoring** | **Corrective Actions** |
| Microbiological growth- Bacterial growth- Bacterial survival- Cross contamination | Only persons trained and authorized in use of Vacuum Packers to use equipmentVacuum Packing machines are to be dedicated for use on raw or cooked/ready-to-eat food only. The use for both raw and cooked is prohibited. No cooked/ready to eat foods to come in contact with vacuum packing machine for raw foods. Each machine should be clearly marked “For Raw Food Only” or “For Ready-to-Eat Food Only”Clean and sanitise machine thoroughly before and after each use and according to the manufacturers’ instructions sanitiser contact time with machine must be adequate and in accordance with manufacturers’ instructionsMaintain interior and exterior of equipment in clean condition.Operate ‘clean as you go’ routineEnsure Food is labelled once packed | **Chilled**Label and use within 72 hours of production**Frozen**Label and use within 1 month, including day of preparationDo not exceed shelf life beyond this. | Complete Cleaning Record daily and standards verified by visual inspectionBriefing/ Training recordsMaintenance recordsVisually check condition of equipmentOperate equipment in accordance with manufacturers specifications where applicableSupervision of use.Periodic checks on labelling standards | Clean and sanitise machine before use.Request maintenance for defective equipment Inform Manager if controls cannot be met. |
| Physical contamination | Machine to maintained with a Planned, Preventative and Reactive Maintenance contract in place |  |  |  |
| Chemical contamination |  |  |  |  |
| Allergens |  |  |  |  |
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| Site Specific Actions |  |
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| The above control measures and monitoring procedures are implemented within my unit |
| Signed | **Date** |
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| C:\Users\moorech2\OneDrive - CPGPLC\Documents\HSE\Policy\FSMS\Icons\White\good-hygiene-practice.jpg | Also refer to the following ***Good Hygiene Practice*** guides for additional guidance:**Temperature Control / Cross Contamination / Personal Hygiene / Allergens** |

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| Food Safety Hazard Analysis Record6: Cooking |
| Food Safety Hazards | **Control Measures** | **Critical Control Limits** | **Monitoring** | **Corrective Actions** |
| Microbiological growth- Bacterial growth- Cross contamination | Cook to a core temperature of +750C for 30 secondsNever undercook rolled, minced, diced meat, processed meats or poultry and pork Whole cuts of red meat required “rare” may be cooked to a lower temperature Use probe thermometer to check the core temperature of all protein items or visually check where appropriate, e.g. fried eggsEnsure the probe is sanitised between uses.  | Core temperature of +750C (unless dish-specified).Ensure the outer surface of the meat is fully browned and sealed before serving | Check and record core cooking temperatures. Complete **Food Production Temperature Record** for all main protein dishesAlways ensure you:* Probe the thickest part of the meat.
* Check several batches where batch cooking is employed

Highlight rare meat and fish cooked to lower temperature on **Food Production Temperature Record** | Continue to cook until +750C achieved. |
| Physical contamination | Where appropriate cover foods during the cooking processCheck equipment for signs of damage before commencing cooking processDo not use defective equipment. Take out of use and report defect. |  | Check cooking equipment before use for sources of physical contamination Check the cooking container used is in good conditionCheck protective clothing | Discard any contaminated food.Retrain food handlers Use alternative cooking methods if defective equipment found |
| Chemical contamination | Store cleaning chemicals and sources of physical contamination away from food preparation areas |  | Check chemical storage  |  |
| Allergens | Control exposure of food to allergenic cross contamination. |  |  |  |
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| Site Specific Actions |  |
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| The above control measures and monitoring procedures are implemented within my unit |
| Signed | **Date** |
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| C:\Users\moorech2\OneDrive - CPGPLC\Documents\HSE\Policy\FSMS\Icons\White\good-hygiene-practice.jpg | Also refer to the following ***Good Hygiene Practice*** guides for additional guidance:**Cooking / Cross Contamination / Personal Hygiene / Allergens / Food Labelling & Shelf Life**  |

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| Food Safety Hazard Analysis Record7: Cooling |
| Food Safety Hazards | **Control Measures** | **Critical Control Limits** | **Monitoring** | **Corrective Actions** |
| Microbiological growth- Bacterial growth- Cross contamination | **Cooling with a blast chiller** * Food thickness not to exceed 50mm
* Joints and poultry not to exceed 2.5kg
* Commence blast chilling within 30 minutes of cooking.
* Transfer immediately to refrigerator / freezer

**Without blast chiller*** Ensure the area chosen for cooling ready-to-eat foods will not result in cross-contamination.
* Transfer food to cold container
* Move food to coolest part of kitchen
* Use cold water bath to speed cooling
* Cool only small quantities of food without blast chiller.

Sanitise a probe thermometer to check the core temperature of foods.  | Cool food to +1oC to +5oC within 90 minutes and refrigerate Cool food to +1oC to +5oC within 90 minutes and refrigerateLabel and use within shelf life of 72 hours of production for chilled products or 1 month for frozen products. | Complete Food Cooling Record to document cooling time / temperatureCheck all foods are refrigerated within 90 minutes | With blast chiller continue blast chilling until temperature of 50C is reachedWithout blast chillerdiscard if not cooled to 5oC and refrigerated after 90 minutes |
| Physical contamination | Ensure the area chosen for cooling ready-to-eat foods will not result in cross-contaminationLoosely cover food if cooling without blast chillerCheck equipment is in good working condition before use |  | Visually check cooling proceduresComplete **Opening and Closing Checklist** | Discard contaminated foodsRequest 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 contaminationLoosely cover food if cooling without blast chiller |  | Visually check cooling proceduresClearly label food once cooled | Discard contaminated or date expired foods  |
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| Site Specific Actions |  |
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| The above control measures and monitoring procedures are implemented within my unit |
| Signed | **Date** |
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| C:\Users\moorech2\OneDrive - CPGPLC\Documents\HSE\Policy\FSMS\Icons\White\good-hygiene-practice.jpg | Also refer to the following ***Good Hygiene Practice*** guides for additional guidance:**Cooling & Re-heating / Cross Contamination / Personal Hygiene / Allergens** |
| Food Safety Hazard Analysis Record8: Re-Heating |
| Food Safety Hazards | **Control Measures** | **Critical Limits** | **Monitoring** | **Corrective Actions** |
| Microbiological growth- Bacterial growth- Bacterial survival- Cross contamination | Follow manufacturers’ instructions where applicable for re-heating ready to eat foodsReheat foods rapidlyServe reheated foods immediately  | Core temperature of +750C (**England, Wales and Northern Ireland**) for 30 secondsCore temperature of +820C in **Scotland** for 30 secondsNever reheat foods more than once | Check and record core temperature of all reheated foods on completion of reheating. Check several batches if batch cooking employed | Continue to reheat to +750C (+820C in Scotland) |
| Physical contamination | Where appropriate cover foods during the re-heating processCheck equipment for signs of damage before commencing re-heating processDo not use defective equipment. Take out of use and report defect. |  | Check equipment before use for sources of physical contamination Check re-heat container used is in good condition | Discard any contaminated food.Retrain food handlers Use alternative cooking methods if defective equipment found |
| 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. |  |  |  |
|  |  |  |  |  |
| Site Specific Actions |  |
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| The above control measures and monitoring procedures are implemented within my unit |
| Signed | **Date** |
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| C:\Users\moorech2\OneDrive - CPGPLC\Documents\HSE\Policy\FSMS\Icons\White\good-hygiene-practice.jpg | Also refer to the following ***Good Hygiene Practice*** guides for additional guidance:**Cooling & Re-heating / Cross Contamination / Personal Hygiene / Allergens** |

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| Food Safety Hazard Analysis Record9: Hot Holding |
| Food Safety Hazards | **Control Measures** | **Critical Control Limits** | **Monitoring** | **Corrective Actions** |
| Microbiological growth- Bacterial growth- Bacterial survival- Cross contamination | Display / hot hold food at +63oC or hotterHot food maybe kept at less than +63oC for a single period of no more than two hours. | Display / Hot Hold food at +63oC or hotter. Hold for maximum of 2 hours at temperature less than 63oC | Check and record temperature of one meat, fish, dairy, pulses, pasta and or rice dishes per hot cabinet every 90 minutes.Highlight rare cuts of meat on **Food Service Temperature Record** | Re-heat food to 75oC (82oC in Scotland) if not previously reheatedDiscard food not maintained above 63oc or that has been previously reheated |
| Physical contamination | Where appropriate cover foods during hot holdingCheck 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 |  |  |  |
|  |  |  |  |  |
| Site Specific Actions |  |
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| The above control measures and monitoring procedures are implemented within my unit |
| Signed | **Date** |
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| C:\Users\moorech2\OneDrive - CPGPLC\Documents\HSE\Policy\FSMS\Icons\White\good-hygiene-practice.jpg | Also refer to the following ***Good Hygiene Practice*** guides for additional guidance:**Hot Holding / Cross Contamination / Service** |

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| Food Safety Hazard Analysis Record10: Counter Service |
| Food Safety Hazards | **Control Measures** | **Critical Control Limits** | **Monitoring** | **Corrective Actions** |
| Microbiological growth- Bacterial growth- Bacterial survival- Cross contamination | Display / hot hold food at +63oC or hotterHot food may be kept at less than +63oC for a single period of no more than 2 hoursUse a designated probe thermometer designated for use with cooked foodsReady-to-eat food above +8oC: display limited to one period of 4 hours maximum.Provide appropriate and separate serving utensilsClean and sanitise surfaces, equipment between handling raw and ready-to-eat foods  | Display / Hot Hold food at +63oC or hotter. Hold for maximum of 2 hours at temperature less than 63oCDisplay / Serve cold food at +8oC or colderFood above +8oC must be displayed for maximum of 4 hours  | Check and record temperature of one meat, fish, dairy, pulses, pasta and or rice dishes per hot plate every 90 minutes, using the **Food Service Temperature Record**Check and record time and temperature cold buffet was displayed from, using the **Food Service Temperature Record** | Re-heat food to 75oC (82oC in Scotland) if not previously reheatedFood displayed above +8oC (for a maximum period of 4 hours) must be discarded.At end of service period, cool and refrigerate food within shelf lifeDiscard food that has been previously reheated or exposed to risk of contamination Request maintenance for defective equipment |
| Physical contamination | Check display equipment for signs of damage before serviceDo not use defective equipment. Take out of use and report defect. |  | Check equipment before use for sources of physical contamination Monitor for any breakages (e.g. heat lamps etc.) during service periodsComplete **Opening and Closing Checklist** | Discard any contaminated food.Request maintenance for defective equipmentDiscard all food on service counter in the event of glass breakage |
| Chemical contamination | Store cleaning chemicals and sources of physical contamination away from food handling areas |  | Check chemical storage Complete **Closing Checklist** |  |
| Allergens | Control exposure of food to allergenic cross contamination.Ensure all food items are correctly labelledProvide separate serving utensils for each food. |  | Check that allergen reports reflect dishes on the menuComplete **Opening Checklist** |  |
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| Site Specific Actions |  |
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| The above control measures and monitoring procedures are implemented within my unit |
| Signed | **Date** |
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| C:\Users\moorech2\OneDrive - CPGPLC\Documents\HSE\Policy\FSMS\Icons\White\good-hygiene-practice.jpg | Also refer to the following ***Good Hygiene Practice*** guides for additional guidance:**Cross Contamination / Personal Hygiene / Allergens / Pest Control / Food Labelling & Shelf Life / Food Service** |

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| Food Safety Hazard Analysis Record11: Hospitality Service |
| Food Safety Hazards | **Control Measures** | **Critical Control Limits** | **Monitoring** | **Corrective Actions** |
| Microbiological growth- Bacterial growth- Bacterial survival- Cross contamination | Display / hot hold food at +63oC or hotterHot food maybe kept at less than +63oC for a single period of no more than 2 hoursUse a designated probe thermometer designated for use with cooked foodsReady-to-eat cold buffet food left above +80C: display limited to 4 hours maximum.Provide appropriate and separate serving utensilsClean and sanitise surfaces, equipment between handling raw and ready-to-eat foods  | Display / Hot Hold food at +63oC or hotter. Hold for one period of a maximum of 2 hours at temperature less than 63oCDisplay / Serve cold food at +8oC or colderFood above +8oC must be displayed for one period only for a maximum of 4 hours  | Check and record temperature of one meat, fish, dairy, pulses, pasta and or rice dishes per hot cabinet every 90 minutes, using the **Food Service Temperature Record**Check and record time and temperature cold buffet was displayed from, using the **Food Service Temperature Record** | Re-heat food to 75oC (82oC in Scotland) if not previously reheatedFood displayed above +8oC (for a maximum period of 4 hours) must be discarded.At end of service period, cool and refrigerate food within shelf lifeDiscard food that has been previously reheated or exposed to risk of contamination Request maintenance for defective equipment |
| Physical contamination | Check display equipment for signs of damage before serviceDo not use defective equipment. Take out of use and report defect. |  | Check equipment before use for sources of physical contamination Monitor for any breakages (e.g. heat lamps etc.) during service periodsComplete **Opening and Closing Checklist** | Discard any contaminated food.Request maintenance for defective equipmentDiscard all food on service counter in the event of glass breakage |
| Chemical contamination | Store cleaning chemicals and sources of physical contamination away from food handling areas |  | Check chemical storage Complete **Closing Checklist** |  |
| Allergens | Control exposure of food to allergenic cross contamination.Ensure all food items have accurate allergen information availableProvide separate serving utensils for each food. |  | Check that allergen reports reflect dishes on the menuComplete **Opening Checklist** |  |
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| Site Specific Actions |  |
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| The above control measures and monitoring procedures are implemented within my unit |
| Signed | **Date** |
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| C:\Users\moorech2\OneDrive - CPGPLC\Documents\HSE\Policy\FSMS\Icons\White\good-hygiene-practice.jpg | Also refer to the following ***Good Hygiene Practice*** guides for additional guidance:**Cross Contamination / Personal Hygiene / Allergens / Food Labelling & Shelf Life / Food Service** |
| Food Safety Hazard Analysis Record12: Bar Service |
| Food Safety Hazards | **Control Measures** | **Critical Control Limits** | **Monitoring** | **Corrective Actions** |
| Microbiological growth- Bacterial growth- Bacterial survival- Cross contamination | Effective handwashing by all food handlers Clean + sanitise surfaces, equipment and sinks before and after useOnly use pasteurized egg in cocktailsEnsure beer lines are cleaned at regular intervalsClean and sanitise ice machines regularly |  | Check personal hygiene Check handwashing   Complete **Opening and Closing Checklist** | Retrain food handlers Increase monitoring frequency |
| Physical contamination | Prevent exposure of food to physical contaminationCheck work surfaces and equipment for signs of damage before commencing bar service |  | 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 | Wash salads, fruit and vegetables for use in drinks.Store cleaning chemicals and sources of physical contamination away from food preparation areasEnsure beer lines are thoroughly rinsed after line cleaning |  | Check chemical storage Check food washingComplete **Opening and Closing Checklist** | Discard any contaminated food.Retrain food handlers Increase monitoring frequency |
| Allergens | Adhere to authorised recipes and ingredientsUse separate boards / knives and other equipment when preparing allergen free items |  | Adhere to recipes and brand specifications where applicable Check sources of allergenic contamination | Review menu and recipes for compliance  |
|  |  |  |  |  |
| Site Specific Actions |  |
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| The above control measures and monitoring procedures are implemented within my unit |
| Signed | **Date** |
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| C:\Users\moorech2\OneDrive - CPGPLC\Documents\HSE\Policy\FSMS\Icons\White\good-hygiene-practice.jpg | Also refer to the following ***Good Hygiene Practice*** guides for additional guidance:**Food Service / Cross Contamination / Personal Hygiene / Allergens / Food Labelling & Shelf Life** |
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| Food Safety Hazard Analysis Record13: Food Transportation |
| Food Safety Hazards | **Control Measures** | **Critical Control Limits** | **Monitoring** | **Corrective Actions** |
| Microbiological growth- Bacterial growth- Bacterial survival- Cross contamination | High risk foods to be served at ambient temperature which is transported above +8oC should be held at ambient temperature for a maximum of 2 hours (including transit and display/service time)Separate food safe containers must be provided for the transportation of raw and ready to eat foods | Transport cold food at +8oC or colderTransport hot food at +630C or hotterFood served cold which is transported above +8oC must be used/served within 2 hours | Check and record food temperatures before leaving production site and on arrival at service unit, using the **Food Transportation Record From** | Food above +8oC (for a maximum period of 4 hours) must be discarded. Food below 63oC during service can be reheated to 75oC (82oC in Scotland) if not previously reheated. At end of service period, discard any leftover food.  |
| Physical contamination | Transporting all food in suitable containers, covering or wrapping the food, and transporting in a clean vehicle |  | Check condition and suitability of containers and vehicle  | Discard any food found to be physically contaminatedRequest maintenance for defective equipment |
| Chemical contamination | Clean, food safe containers to be used for the transportation of all foods |  | Cleaning schedule to include all food transportation containers |  |
| Allergens | Control exposure of food to allergenic cross contamination.Ensure all food items are correctly labelled |  | Check Allergen Reports are provided for all transported foodsComplete **Opening Checklist** |  |
|  |  |  |  |  |
| Site Specific Actions |  |
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| The above control measures and monitoring procedures are implemented within my unit |
| Signed | **Date** |
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| C:\Users\moorech2\OneDrive - CPGPLC\Documents\HSE\Policy\FSMS\Icons\White\good-hygiene-practice.jpg | Also refer to the following ***Good Hygiene Practice*** guides for additional guidance:**Temperature Control / Cross Contamination / Personal Hygiene / Allergens / Cleaning** |

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| Food Safety Hazard Analysis Record14: Food Vending Service |
| Food Safety Hazards | **Control Measures** | **Critical Control Limits** | **Monitoring** | **Corrective Actions** |
| Microbiological growth- Bacterial growth- Bacterial survival- Cross contamination | Use food within shelf lifeFor customer re-heating provide re-heating guidance and advise to re-heat once onlyUse dedicated probe thermometer to check the vending machine temperature during re-filling  | Cold vending machines at +5oC or colderDo not exceed use by dates | Check and record temperature of high risk cold food vending machines dailyAll vending products checked whenever replenishing stock to ensure all food is in date  | Request maintenance for defective equipmentRemove products from defective cold food vending machines Discard food not maintained at or below +5oC |
| Physical contamination | Ensure vending machines are cleaned as per cleaning schedule and free from pests |  | Check location is clean and pest free whenever replenishing stock |  |
| Chemical contamination | Ensure vending machines are cleaned as per cleaning schedule |  |  |  |
| Allergens | Ensure all foods (including unit produced) are correctly labelled with full allergen information |  | Check that allergen reports reflect items in the vending machineComplete **Opening Checklist** |  |
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| Site Specific Actions |  |
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| The above control measures and monitoring procedures are implemented within my unit |
| Signed | **Date** |
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| C:\Users\moorech2\OneDrive - CPGPLC\Documents\HSE\Policy\FSMS\Icons\White\good-hygiene-practice.jpg | Also refer to the following ***Good Hygiene Practice*** guides for additional guidance:**Food Labelling & Shelf Life / Cross Contamination / Cleaning / Allergens / Pest Control** |

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

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