

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 delivery  Chilled Foods +10c to +50c  Frozen 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 +80c  Frozen foods = max -150c | Check shelf life dates and condition of food  Check separation of ready-to-eat and raw foods  Check cleanliness and condition of delivery vehicle  Check that only products from authorized  suppliers are used  Complete **Food**  **Delivery Record** | | Reject Chilled Foods above +80c  Reject Frozen Foods above -150c  Discard unauthorized food products  Reject 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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| Food Safety Hazard Analysis Record  2: 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 -23oc  Store raw food in a separate refrigerator from cooked / ready-to-eat foods  Store eggs in separate refrigerator  Use all foods before expiry of UB / BB dates  When storing food, rotate the stock to ensure that the product with the shortest shelf life is used first  After 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 hr  If 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 activity  Check cleaning standards  Check condition of catering equipment  Complete **Opening and Closing Checklist** | Contact your pest control provider  Address cleaning requirements promptly  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 | | 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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| 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 Record  3: 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 food  Only use pasteurized egg in raw or lightly cooked food  Pre-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 contamination  Check 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 washing  Complete **Opening and Closing Checklist** | Discard any contaminated food.  Retrain food handlers  Increase monitoring |
| Allergens | | Adhere to authorised recipes and ingredients  Use 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 items  Check sources of allergenic contamination | Review menu and recipes for compliance |
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| Site Specific Actions | |  | | | |
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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 Record  4: 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°C  Defrost 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°C  Label 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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| 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 Record  5: 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 equipment  Vacuum 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’ instructions  Maintain interior and exterior of equipment in clean condition.  Operate ‘clean as you go’ routine  Ensure Food is labelled once packed | **Chilled**  Label and use within 72 hours of production  **Frozen**  Label and use within 1 month, including day of preparation  Do not exceed shelf life beyond this. | Complete Cleaning Record daily and standards verified by visual inspection  Briefing/ Training records  Maintenance records  Visually check condition of equipment  Operate equipment in accordance with manufacturers specifications where applicable  Supervision 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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| Food Safety Hazard Analysis Record  6: 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 seconds  Never 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 eggs  Ensure 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 dishes  Always 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 process  Check equipment for signs of damage before commencing cooking process  Do 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 condition  Check 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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| 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 Record  7: 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 refrigerate  Label 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 / temperature  Check all foods are refrigerated within 90 minutes | With blast chiller  continue blast chilling until temperature of 50C is reached  Without blast chiller  discard 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-contamination  Loosely cover food if cooling without blast chiller  Check equipment is in good working condition before use |  | Visually check cooling procedures  Complete **Opening and Closing Checklist** | Discard contaminated foods  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  Loosely cover food if cooling without blast chiller |  | Visually check cooling procedures  Clearly label food once cooled | Discard contaminated or date expired foods |
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| Site Specific Actions | |  | | | |
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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 Record  8: 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 foods  Reheat foods rapidly  Serve reheated foods immediately | Core temperature of +750C (**England, Wales and Northern Ireland**) for 30 seconds  Core temperature of +820C in **Scotland** for 30 seconds  Never 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 process  Check equipment for signs of damage before commencing re-heating process  Do 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. |  |  |  |
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| Food Safety Hazard Analysis Record  9: 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 hotter  Hot 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 reheated  Discard food not maintained above 63oc or that has been previously reheated |
| 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 |  |  |  |
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| Site Specific Actions | |  | | | |
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| Food Safety Hazard Analysis Record  10: 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 hotter  Hot food may be kept at less than +63oC for a single period of no more than 2 hours  Use a designated probe thermometer designated for use with cooked foods  Ready-to-eat food above +8oC: display limited to one period of 4 hours maximum.  Provide appropriate and separate serving utensils  Clean 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 63oC  Display / Serve cold food at +8oC or colder  Food 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 reheated  Food displayed above +8oC (for a maximum period of 4 hours) must be discarded.  At end of service period, cool and refrigerate food within shelf life  Discard 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 service  Do 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 periods  Complete **Opening and Closing Checklist** | Discard any contaminated food.  Request maintenance for defective equipment  Discard 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 labelled  Provide separate serving utensils for each food. |  | Check that allergen reports reflect dishes on the menu  Complete **Opening Checklist** |  |
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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 Record  11: 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 hotter  Hot food maybe kept at less than +63oC for a single period of no more than 2 hours  Use a designated probe thermometer designated for use with cooked foods  Ready-to-eat cold buffet food left above +80C: display limited to 4 hours maximum.  Provide appropriate and separate serving utensils  Clean 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 63oC  Display / Serve cold food at +8oC or colder  Food 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 reheated  Food displayed above +8oC (for a maximum period of 4 hours) must be discarded.  At end of service period, cool and refrigerate food within shelf life  Discard 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 service  Do 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 periods  Complete **Opening and Closing Checklist** | Discard any contaminated food.  Request maintenance for defective equipment  Discard 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 available  Provide separate serving utensils for each food. |  | Check that allergen reports reflect dishes on the menu  Complete **Opening Checklist** |  |
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| Site Specific Actions | | | |  | | | |
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| Food Safety Hazard Analysis Record  12: 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 use  Only use pasteurized egg in cocktails  Ensure beer lines are cleaned at regular intervals  Clean 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 contamination  Check 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 areas  Ensure beer lines are thoroughly rinsed after line cleaning | |  | Check chemical storage  Check food washing  Complete **Opening and Closing Checklist** | Discard any contaminated food.  Retrain food handlers  Increase monitoring frequency | |
| Allergens | | | | Adhere to authorised recipes and ingredients  Use 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 | |
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| Site Specific Actions | | | |  | | | | | |
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| Food Safety Hazard Analysis Record  13: 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 colder  Transport hot food at +630C or hotter  Food 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 contaminated  Request 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 foods  Complete **Opening Checklist** |  | |
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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 Record  14: 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 life  For customer re-heating provide re-heating guidance and advise to re-heat once only  Use dedicated probe thermometer to check the vending machine temperature during re-filling | Cold vending machines at +5oC or colder  Do not exceed use by dates | Check and record temperature of high risk cold food vending machines daily  All vending products checked whenever replenishing stock to ensure all food is in date | Request maintenance for defective equipment  Remove 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 machine  Complete **Opening Checklist** |  |
|  | |  |  |  |  |
| Site Specific Actions | |  | | | |
|  | |  | | | |
| The above control measures and monitoring procedures are implemented within my unit | | | | | |
| Signed | | | | **Date** | |
|  | | | |  | |
| 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 | | |  |  | |
|  |  |  | |  |  | | |

**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