



FOOD SAFETY RISK ASSESSMENT

FOR

Roll Me Up

Membership Number **20907**

Responsible Person - **Jason Hanratty**

Food Types	Equipment	Creation / Next Renewal Date
Crew Catering, Dairy, Dairy free, Festivals, Ice Cream, Private parties, TV / Location Catering, Waffles (Belgian), Waffles (Dutch), Wedding Caterer	Commercial Cool Boxes, Cool Boxes, Crepe, Pancake Rings, Donut Machine, Freezer, Fridge, Generator, Hand Wash Unit (portable), Ice Pan, Knives and chopping boards, LPG Gas Cylinder, Mixer, Other, Popcorn Machine, Waffle Maker, Water Boiler	Creation: 19/May/2025 Next Renewal Date: 18/May/2026

This Hazard Analysis is based on HACCP principles in order to comply with The Food Safety and Hygiene (England) Regulations 2013 and similar regulations in Wales and Scotland.

All hazards have been defined as either Control Points (CP's) or Critical Control Points (CCP's). The hazards shown as CCP's require particular attention and monitoring as they represent the biggest risk to public health & safety.

The Analysis has two parts:

- The process flow diagram
- An analysis for each of the hazard highlighted by the process flow diagram from the point of purchase through to handing to a customer

Any questions related to this assessment should be addressed to the owner in the first instance

Please print this risk assessment off and insert it into the risk assessment section of your NCASS Safety Management System

Collection from Suppliers

(Frozen, Ambient , Chilled)



Delivery by Suppliers

(Frozen , Ambient , Chilled)



Storage

(Frozen , Ambient , Chilled)



Defrosting

(Defrosting foods)



Transporting food

(Refrigerators and/or cool boxes, Ambient transport e.g. in a trailer or van)



Preparation

(Hygienic food preparation)



Cooking

(Cooking different food types)



Cooling

(Cooling)



Chilled Display

(Chilled display)



Ambient Display

(Ambient display)



Service

(Serving of food)

Roll Me Up
18/May/2026 - Roll Me Up - 27/11

Collection from Suppliers

Frozen Products

 Hazard	 Controls	Critical Limits	 Monitoring Procedures	 Corrective Actions
Microbiological, physical and chemical contamination.	<p>Approved/reputable suppliers used who can demonstrate legal compliance</p> <p>Food specifications set. Food matches specifications.</p> <p>Packaging intact and in good condition</p> <p>Equipment used for food transportation cleaned and disinfected before use</p> <p>Raw and ready to eat foods separated</p> <p>Food and non-food items kept separate during transportation</p>		<p>Checks to ensure: -</p> <p>Food/products are from an Approved/reputable supplier</p> <ul style="list-style-type: none"> Food/products meet specification Packaging intact Transportation “equipment” clean and hygienic Raw and ready to eat food separated during transportation Food has not been stored near to chemicals during transportation There is no evidence of contamination 	<p>Reject/dispose of food that is not from approved or reputable supplier. Retrain staff on purchasing requirements</p> <p>If food does not meet specification, review suitability and reject or retain. If retaining, ensure safety will be maintained. Retrain staff in purchasing requirements</p> <p>If packaging is damaged and raw and ready to eat foods have been in contact dispose of the ready to eat foods Retrain staff on purchasing and transportation requirements</p> <p>If chemical contamination has or is likely to have occurred, dispose of the food safely. Retrain staff on transportation requirements</p> <p>If there is evidence of physical contamination dispose of the food safely. Retrain staff on purchasing/transportation requirements</p> <p>If transportation equipment is unhygienic consider rejection of food, based on contamination risks. Review cleaning procedures and retrain staff on cleaning and purchasing requirements</p> <p>Note all problems and corrective actions in Issues section of Daily Record</p>
Microbiological multiplication	<p>Temperature-controlled storage such as cool bags / boxes or freezer vehicles, used to transport frozen food, capable of maintaining a temperature of -18°C or less</p> <p>Food purchased/collected that is within “Use by” or “Best before” date</p>	Frozen Foods -18°C or less	<p>Between pack food temperatures checked on arrival at food business with a sanitised probe thermometer.</p> <p>Temperatures above – 18 ° C noted in Issues section of Daily Record</p> <p>“Use by” and “Best before” dates checked</p>	<p>If food has defrosted fully or partially then refrigerate and treat as chilled, cook immediately (if product suitable for cooking) or dispose of it.</p> <p>Review transportation arrangements.</p> <p>Dispose of food that has passed its “Use by” or ‘Best before’ date</p> <p>Retrain staff on Purchasing requirements</p> <p>Note all problems and corrective actions in Issues section of the Daily Record</p>
Allergen cross contamination	<p>Approved/ reputable suppliers used who can demonstrate legal compliance</p> <p>Food specifications set</p> <p>All necessary information on allergen presence and ‘May contain’ warnings provided by approved/ reputable suppliers in English (imported products to have labels translated/over stickering in English).</p> <p>Foods containing allergens clearly labelled with allergen content and securely packaged/contained</p> <p>Foods containing allergens clearly identified, labelled and securely packaged</p> <p>Allergen free foods clearly labelled, securely packaged and protected from cross contamination</p> <p>Effective cleaning of storage facilities used in transporting food e.g., storage boxes, bags etc to limit risk of allergen build up</p> <p>Allergen free products separated from foods containing allergens during transportation</p> <p>Separate, readily identifiable, lidded containers used for transporting allergen free foods. Effective cleaning of storage facilities used in transporting food e.g., storage boxes, bags etc</p> <p>Clean containers stored away from areas likely to be contaminated by allergens</p> <p>Accurate records of allergen presence and “May contain” warnings (Allergen Information Records) established, maintained and available. Staff familiar with system and updated on any changes</p>		<p>Checks to ensure: -</p> <ul style="list-style-type: none"> Food is purchased/collection from approved/reputable suppliers only All necessary information on allergen presence and ‘May contain’ warnings provided by suppliers Foods containing allergens are securely packed/contained and accurately labelled Allergen free foods clearly labelled, securely packaged/contained and protected from cross contamination Use of designated containers for transporting allergen free foods. Clean containers stored away from areas likely to be contaminated by allergens Allergen free foods separated from foods containing allergens during transport Effective cleaning of storage facilities used in transporting food Packaging intact and in good condition Accurate record of allergen presence and “May contain” warnings (Allergen Information Record) maintained and available. Staff familiar with system and updated on any changes 	<p>If food is not from an approved/reputable supplier assess suitability for use. If unsuitable dispose of food safely. Review staff training in purchasing requirements as necessary</p> <p>-</p> <p>If packaging is damaged consider risks of contamination. If risk of contamination treat all affected foods as “contaminated.” Retrain staff in purchasing requirements</p> <p>If there is evidence that cross contamination may have occurred e.g. failure to separate allergen free foods from foods containing allergens, ineffective cleaning, failure to use separate, readily identifiable containers etc treat foods as contaminated or dispose of them</p> <p>If labelling and/or packaging missing/ inadequate dispose of food safely and retrain staff on purchasing requirements</p> <p>If failures to accurately update Allergen Information Records review and amend system and retrain staff as necessary</p> <p>Note all problems and corrective actions in Issues section of Daily Record</p>
Allergen presence	<p>Approved/ reputable suppliers used who can demonstrate legal compliance</p> <p>Food specifications set</p>		<p>Checks to ensure:</p> <ul style="list-style-type: none"> Supplier is approved/reputable Food meets specifications 	<p>If food is not from an approved/reputable supplier consider safe disposal. Retrain staff in purchasing requirements.</p>

<p>Checks made on incoming goods (collected from suppliers) to identify allergen presence/" May contain" warnings and identify any substitutions. Details recorded in Allergen Information Records</p> <p>Substitutions evaluated for allergen content and suitability for use. Allergen Information Records amended as necessary</p> <p>Foods containing allergens clearly labelled with allergen content and securely packaged/contained</p> <p>Allergen free foods clearly labelled, securely packaged/contained and protected from contamination</p> <p>Accurate record of allergen presence and "May contain" warnings established, maintained (Allergen Information Record), available and updated to reflect incoming goods. Staff familiar with the system</p>	<ul style="list-style-type: none"> • Allergen presence and "May contain" warnings identified, and details recorded in Allergen Information Records • Substitutions identified and suitability assessed, Allergen Information Records updated, and relevant staff informed • Food containing allergens clearly labelled with allergen content and securely packaged/contained • Allergen free foods are labelled, contained and protected from contamination • Record of allergen presence and "May contain" warnings (Allergen Information Records) established, maintained, available and updated to reflect incoming goods. Staff familiar with the system which is accurately updated to reflect incoming goods 	<p>If food does not meet specifications and/or substitutions are not suitable for use dispose of foods safely. Where substitutions are accepted ensure Allergen Information Records amended as necessary and relevant staff are informed</p> <p>If delivery checks are inadequate e.g., allergens missed/not recorded, or substitutions not identified review system and retrain staff</p> <p>If labelling and/or packaging missing/ inadequate, then dispose of food safely and retrain staff on purchasing requirements</p> <p>If there are failures to accurately update Allergen Information Records, review and amend system and retrain staff as necessary</p> <p>Note all problems and corrective actions in Issues section of Daily Record</p>
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Ambient products

 Hazard	 Controls	Critical Limits	 Monitoring Procedures	 Corrective Actions
Microbiological, physical and chemical contamination	<p>Approved/ reputable suppliers used who can demonstrate legal compliance</p> <p>Food specifications set</p> <p>Packaging intact and in good condition.</p> <p>Raw and ready-to-eat products separated during transportation</p> <p>Food and non-food items separated during transportation</p> <p>Equipment used for food transportation cleaned and disinfected before use</p>		<p>Checks to ensure: -</p> <ul style="list-style-type: none"> • Food/products are from an Approved/reputable supplier • Food meets specifications • Packaging intact and in good condition before purchase • Separation of raw and cooked foods during transportation • Food has not been stored near to chemicals during transportation • There are no unexpected odours, which may indicate chemical contamination • There is no evidence of physical contamination • Transportation "equipment" clean and hygienic 	<p>Reject food that is not from "approved" or reputable suppliers. Retrain staff on purchasing requirements</p> <p>If food does not meet specification review suitability and reject or retain. If retaining these foods, ensure safety will be maintained. Retrain staff on purchasing requirements.</p> <p>If packaging is damaged and raw and ready to eat foods may have been in contact dispose of the ready to eat foods. Retrain staff on purchasing requirements.</p> <p>If chemical contamination has or is likely to have occurred, dispose of the food safely</p> <p>Where there is evidence of physical contamination dispose of the food safely. Retrain staff on transportation requirements</p> <p>Where transportation equipment is unhygienic consider rejection of food, based on contamination risks. Review cleaning procedures and retrain staff</p> <p>Note all problems and corrective actions in Issues section of the Daily Record</p>
Microbiological multiplication	<p>Approved/reputable suppliers used who can demonstrate legal compliance</p> <p>Food purchased/collected within "Best before" date</p>		<p>Checks to ensure food/products are from an Approved/reputable supplier</p> <p>Best before dates checked</p>	<p>Dispose of food that is not from Approved or reputable supplier. Retrain staff on purchasing requirements</p> <p>Dispose of food that has passed its "Best before" date. Retrain staff on purchasing requirements</p>
Allergen cross contamination	<p>Approved/reputable suppliers used who can demonstrate legal compliance</p> <p>Food specifications set</p> <p>All necessary information on allergen presence and "May contain" warnings provided by approved/ reputable suppliers in English (imported products to have labels translated/over stickering in English).</p> <p>Foods containing allergens clearly labelled with allergen content and securely packaged/contained</p> <p>Any unpackaged foods containing allergens (such as celery, nuts etc) separated from other foods e.g., placed in clean lidded containers for transportation</p> <p>Foods containing allergens clearly identified, labelled and securely packaged</p> <p>Allergen free foods clearly labelled, securely packaged and protected from cross contamination</p> <p>Effective cleaning of storage facilities used in transporting food e.g., storage boxes, bags etc to limit risk of allergen build up</p>		<p>Checks to ensure:</p> <ul style="list-style-type: none"> • Food is purchases/collection from an approved/reputable supplier • All necessary information on allergen presence and "May contain" warnings provided by suppliers • Foods containing allergens securely packed/contained and accurately labelled • Separate, readily identifiable, lidded containers for transporting allergen free foods. Clean containers stored away from areas likely to be contaminated by allergens • Allergen free foods clearly labelled, securely packaged/contained and protected from cross contamination • Allergen free foods separated from foods containing allergens during transport • Effective cleaning of storage facilities used in transporting 	<p>If food is not from an approved/reputable supplier assess suitability for use. If unsuitable dispose of food safely. Review staff training in purchasing requirements as necessary</p> <p>If there is evidence that cross contamination may have occurred e.g., failure to separate allergen free foods from foods containing allergens, ineffective cleaning, failure to use separate, readily identifiable containers etc treat foods as contaminated or dispose of them</p> <p>If labelling and/or packaging missing/ inadequate dispose of food safely and retrain staff on purchasing requirements</p> <p>If failures to accurately update Allergen Information Records review and amend system and retrain staff as necessary</p> <p>Note all problems and corrective actions in Issues section of Daily Record</p>

	<p>Allergen free products separated from foods containing allergens during transportation</p> <p>Separate, readily identifiable, lidded containers used for transporting allergen free foods. Clean containers stored away from areas likely to be contaminated by allergens</p> <p>Accurate record of allergen presence and “May contain” warnings (Allergen Information Record) established, maintained and available. Staff familiar with system and updated on any changes</p>		<p>food e.g., storage boxes, bags etc to limit risk of allergen build up</p> <ul style="list-style-type: none"> • Packaging intact and in good condition • Accurate record of allergen presence and “May contain” warnings (Allergen Information Record) established, maintained and available • Staff familiar with system and updated on any changes 	
Allergen presence	<p>Approved/ reputable suppliers used who can demonstrate legal compliance</p> <p>Food specifications set</p> <p>Checks made on incoming goods (collected from suppliers) to identify allergen presence/ “May contain” warnings and identify any substitutions. Details recorded in Allergen Information Records</p> <p>Substitutions evaluated for allergen content/ “May contain” warnings and suitability for use. Allergen Information Records amended as necessary</p> <p>Foods containing allergens clearly labelled with allergen content and securely packaged/contained</p> <p>Allergen free foods clearly labelled, securely packaged/contained and protected from contamination</p> <p>Accurate record of allergen presence and “May contain” warnings established, (Allergen Information Record), maintained, available and updated to reflect incoming goods. Staff familiar with the system</p>		<p>Checks to ensure:</p> <ul style="list-style-type: none"> • Supplier is approved/reputable • Food meets specifications • Allergen presence and “May contain” warnings are identified. • Substitutions identified and are assessed for suitability, Allergen Information Records updated, and relevant staff informed • Food containing allergens clearly labelled with allergen content and securely packaged/contained • Allergen free foods clearly labelled, securely packaged/contained and protected from contamination • Record of allergen presence and “May contain” warnings (Allergen Information Records) established, maintained, available and updated to reflect incoming goods. 	<p>If food is not from an approved/reputable supplier consider safe disposal. Retrain staff in purchasing requirements</p> <p>If food does not meet specifications and/or substitutions are not suitable for use dispose of foods safely. Where substitutions are accepted ensure Allergen Information Records are amended as necessary and relevant staff are informed</p> <p>If delivery checks are inadequate e.g., allergens missed/not recorded, or substitutions not identified review system and retrain staff</p> <p>If labelling and/or packaging missing/ inadequate, dispose of food safely food and retrain staff on purchasing requirements</p> <p>If failures to accurately update Allergen Information Records review and amend system and retrain staff as necessary</p> <p>Note all problems and corrective actions in Issues section of Daily Record</p>

Notes

Chilled Products





 Hazard	 Controls	Critical Limits	 Monitoring Procedures	 Corrective Actions
Microbiological, physical and chemical contamination	<p>Approved/reputable suppliers used who can demonstrate legal compliance.</p> <p>Food specifications set</p> <p>Raw and ready-to-eat products kept separate during transportation</p> <p>Cool bags/boxes or refrigerated vehicles used to keep chilled food under temperature control kept clean and disinfected as necessary to provide hygienic transportation</p> <p>Food and non-food items kept separate during transportation.</p> <p>Packaging in good condition</p> <p>Unpackaged food protected from contamination</p>		<p>Checks to ensure:</p> <ul style="list-style-type: none"> • Food/products are from an “approved”/reputable supplier • Food meets specifications • Packaging intact and in good condition before purchase/collection • Separation of raw and cooked foods during transportation • Food has not been stored near to chemicals during transportation. • There are no unexpected odours, which may indicate chemical contamination • There is no evidence of physical contamination • Transportation “equipment” clean and hygienic 	<p>Reject food that is not from “approved” or reputable suppliers.</p> <p>If food does not meet specification review suitability and reject or retain. If retaining foods, ensure safety will be maintained. Retrain staff in purchasing requirements</p> <p>If packaging is damaged and raw and ready to eat foods have been in contact dispose of the ready to eat foods</p> <p>If chemical contamination has or is likely to have occurred, dispose of the food safely. Retrain staff on transportation requirements</p> <p>Where there is evidence of physical contamination dispose of the food safely</p> <p>Where transportation equipment is unhygienic consider disposal of food, based on contamination risks. Review cleaning procedures and consider need for staff retraining.</p> <p>Note all problems and corrective actions in the Issues section of the Daily Record</p>
Microbiological multiplication	<p>Chilled food kept at 5°C or below</p> <p>Critical limit 8°C at centre of food</p> <p>Food purchased/collected within “Use by” or “Best before” date</p>	Chilled Foods 8°C or less at centre	<p>Between pack food temperatures checked on arrival at food business with a sanitised probe thermometer.</p> <p>Temperatures above 5°C noted in Issues section of Daily Record and core temperature of food checked.</p> <p>Critical limit 8°C at centre of food</p> <p>“Use by” and “Best before” dates checked</p>	<p>If the temperature of the chilled food has risen above 8°C then disposal is the safest option.</p> <p>Where assessed as safe the 4-hour rule can be used</p> <p>The 4-hour rule: -</p> <p>This allows chilled food to be kept at a temperature higher than 8°C for 1 period of up to 4 hours. Where this exemption is used it is up to the FBO or Responsible Person to demonstrate that the 4-hour period has not been exceeded</p> <p>If the period has been exceeded, then the food must be disposed of safely</p>

				<p>Only one period of time outside temperature control is allowed, no matter how short</p> <p>Where the 4-hour rule is used it must be documented in the Issues section of the Daily Record</p> <p>Note. The 4-hour rule does not apply in Scotland. To ensure safety chilled food should only be kept above 8 °C for the minimum time</p> <p>Check suitability of “Chilled transport” equipment, service, repair or replace to maintain chill chain during transportation</p> <p>Food outside “Use by” or “Best Before” date disposed of safely.</p> <p>Staff retrained as necessary</p> <p>Note all problems and corrective actions in Issues section of Daily Record</p>
Allergen cross contamination	<p>“Approved”/reputable suppliers used who can demonstrate legal compliance</p> <p>Food specifications set</p> <p>All necessary information on allergen presence and “May contain” warnings provided by “approved”/ reputable suppliers in English (imported products to have labels translated/over sticking in English).</p> <p>Foods containing allergens clearly labelled with allergen content and securely packaged/contained</p> <p>Allergen free foods clearly labelled, securely packaged and protected from cross contamination</p> <p>Effective cleaning of storage facilities used in transporting food e.g., storage boxes, bags etc to limit risk of allergen build up</p> <p>Separate, readily identifiable, lidded containers used for transporting allergen free foods</p> <p>Clean containers stored away from areas likely to be contaminated by allergens</p> <p>Allergen free products separated from foods containing allergens during transportation</p> <p>Accurate record of allergen presence and “May contain” warnings (Allergen Information Record), established, maintained and available. Staff familiar with system and updated on any changes</p>		<p>Checks to ensure:</p> <ul style="list-style-type: none"> Food purchased/collection from an approved/reputable supplier All necessary information on allergen presence and “May contain” warnings provided by suppliers Foods containing allergens securely packed/contained and accurately labelled Allergen free foods clearly labelled, securely packaged/contained and protected from cross contamination Allergen free foods separated from foods containing allergens during transport Use of separate, readily identifiable, lidded containers for transporting allergen free foods Clean containers stored away from areas likely to be contaminated by allergens Effective cleaning of storage facilities used in transporting food e.g., storage boxes, bags etc to limit risk of allergen build up Packaging intact and in good condition Accurate record of allergen presence and “May contain” warnings (Allergen Information Record) maintained and available Staff are familiar with the system and are updated on any changes 	<p>If food is not from an approved/reputable supplier assess suitability for use. If unsuitable dispose of food safely. Review staff training in purchasing requirements as necessary</p> <p>If packaging is damaged, consider risks of contamination. If risk of contamination, treat all affected foods as “contaminated.” Retrain staff in purchasing requirements</p> <p>If there is evidence that cross contamination may have occurred e.g., failure to separate allergen free foods from foods containing allergens, ineffective cleaning, failure to use separate, readily identifiable containers etc treat foods as contaminated or dispose of them</p> <p>If labelling and/or packaging missing/ inadequate dispose of food and retrain staff on purchasing requirements</p> <p>If failures to accurately update Allergen Information Records review and amend system and retrain staff as necessary</p> <p>Note all problems and corrective actions in Issues section of Daily Record</p>
Allergen presence	<p>“Approved”/ reputable suppliers used who can demonstrate legal compliance</p> <p>Food specifications set</p> <p>Checks made on incoming goods (collected from suppliers) to identify allergen presence/ “May contain” warnings and identify any substitutions.</p> <p>Substitutions evaluated for allergen content/ “May contain” warnings and suitability for use assessed. Allergen Information Records amended as necessary</p> <p>Foods containing allergens clearly labelled with allergen content and securely packaged/contained</p> <p>Allergen free foods labelled and protected from contamination</p> <p>Accurate record of allergen presence and “May contain” warnings maintained (Allergen Information Record) and updated to reflect incoming goods. Staff familiar with the system</p>		<p>Checks to ensure: -</p> <ul style="list-style-type: none"> Supplier is “approved”/reputable Food meets specifications Substitutions identified and suitability assessed, Allergen Information Records updated, and relevant staff informed Allergen presence and “May contain” warnings on incoming goods identified and recorded Record of allergen presence and “May contain” warnings (Allergen Information Records) in foods accurately updated to reflect incoming goods Relevant staff aware of any changes in allergen content/presence of “May contain” warnings Food containing allergens clearly labelled with allergen content and securely packaged/contained Allergen free foods clearly labelled, securely packaged/contained and protected from contamination 	<p>If food is not from an “approved”/reputable supplier consider disposing of it safely. Retrain staff in purchasing requirements</p> <p>If delivery checks are inadequate i.e., allergens missed/not recorded, or substitutions not identified review system and retrain staff</p> <p>If food does not meet specifications and/or substitutions are not suitable for use reject foods. Where substitutions are accepted ensure Allergen Information Records are amended as necessary and relevant staff are informed</p> <p>If labelling and/or packaging missing/ inadequate reject food</p> <p>If failures to accurately update Allergen Information Records review and amend system and retrain staff as necessary</p> <p>Note all problems and corrective actions in Issues section of Daily Record</p>
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Delivery by Suppliers

Frozen Products

 Hazard	 Controls	Critical Limits	 Monitoring Procedures	 Corrective Actions
Microbiological, physical and chemical contamination	<p>“Approved”/ reputable suppliers used who can demonstrate legal compliance</p> <p>Delivery vehicle, equipment and containers clean and hygienic. Delivery staff demonstrate good hygienic practices</p> <p>Food specifications set</p> <p>Packaging intact and in good condition</p> <p>Raw and ready to eat foods separated</p> <p>Food protected from contamination</p> <p>Food and non-food items e.g., chemicals kept separate during transportation</p>		<p>Checks to ensure: -</p> <ul style="list-style-type: none"> Food/products from approved/reputable supplier Transportation, equipment and containers clean and hygienic. Delivery staff demonstrate good hygienic practices Food meets specifications Packaging intact Raw and ready to eat food separated during transportation Food has not been near to chemicals during transportation Food and non-food items separated Food protected from contamination <p>To confirm, complete the delivery checks (tick greyed out box) alongside statement “Delivery checks complete” within the Daily Record, in the Daily Diary</p>	<p>Reject food that is not from “approved” or reputable supplier.</p> <p>Where transportation equipment is unhygienic and/or delivery staff show bad hygienic practices consider rejection of food, based on contamination risks.</p> <p>If food does not meet specification review suitability and reject or retain. If retaining, ensure safety will be maintained.</p> <p>If packaging is damaged and raw and ready to eat foods have been in contact reject ready to eat food</p> <p>If chemical contamination has or is likely to have occurred, reject food</p> <p>If there is any evidence that food may have been contaminated reject food</p> <p>Where food is rejected raise issues with supplier</p> <p>Note all problems and corrective actions in the Issues section of Daily Record</p>
Microbiological multiplication	<p>Food delivered under temperature control at -18°C or less</p> <p>Food within “Use by” or “Best before” date</p>	Frozen Foods -18°C or less	<p>Between pack food temperatures checked on arrival at food business with a sanitised probe thermometer.</p> <p>Temperatures above -18 °C noted in Issues section of Daily Record (recording by exception)</p> <p>“Use by” and “Best before” dates checked</p>	<p>If food has defrosted fully or partially, or is at a temperature higher than -18°C refrigerate it and treat as chilled, cook immediately (if product suitable for cooking) or reject the goods/delivery</p> <p>Reject food that has passed its “Use by” or “Best before” dates</p> <p>Where food is rejected raise issues with supplier</p> <p>Note all problems and corrective actions in Issues section of Daily Record</p>
Allergen cross contamination	<p>Approved/reputable suppliers used who can demonstrate legal compliance</p> <p>All necessary information on allergen presence and “May contain” warnings provided by “approved”/ reputable suppliers in English (imported products to have labels translated/over stickering in English).</p> <p>Foods containing allergens clearly labelled with allergen content and securely packaged/contained</p> <p>Allergen free foods clearly labelled, securely packaged and protected from cross contamination</p> <p>Allergen free products separated from foods containing allergens during transport</p> <p>Separation of unwrapped foods containing allergens from other unwrapped foods</p> <p>Accurate record of allergen presence and “May contain” warnings (Allergen Information Record) established, maintained and available. Staff familiar with system and updated on any changes</p>		<p>Checks to ensure: -</p> <ul style="list-style-type: none"> Food/products are from an “approved”/reputable supplier All necessary information on allergen presence and “May contain” warnings provided by suppliers Foods containing allergens securely packed/contained and accurately labelled Allergen free foods clearly labelled, securely packaged/contained and protected from cross contamination Allergen free foods separated from foods containing allergens during transport Separation of unwrapped foods containing allergens from other unwrapped food Packaging intact and in good condition Accurate record of allergen presence and “May contain” warnings (Allergen Information Record) established, maintained and available. Staff familiar with system and updated on any changes 	<p>If foods are not from an “approved”/reputable supplier reject them</p> <p>If adequate information on allergen presence and “May contain” warnings is not provided by suppliers reject foods and consider alternative suppliers</p> <p>If there is evidence that contamination may have occurred e.g., failure to separate allergen free foods from foods containing allergens, reject foods</p> <p>If labelling and/or packaging missing/ inadequate reject food and review contract with suppliers</p> <p>Note all problems and corrective actions in Issues section of Daily Record</p>
Allergen presence	<p>Use of approved/reputable suppliers</p> <p>Food specifications set</p> <p>Where possible “No substitutions” policy agreed with suppliers</p> <p>All necessary information on allergen presence and “May contain” warnings provided by “approved”/ reputable suppliers</p> <p>Checks made on deliveries to identify allergen presence, “May contain” warnings and identify any substitutions.</p> <p>Substitutions evaluated for allergen content and suitability for use assessed. Allergen Information</p>		<p>Checks to ensure: -</p> <ul style="list-style-type: none"> Supplier is “approved”/reputable Food meets specifications Substitutions identified and assessed for suitability, Allergen Information Records updated, and relevant staff informed Allergen presence and “May contain” warnings on incoming goods identified and recorded Record of allergens and “May contain” warnings (Allergen Information Records) in foods accurately updated to reflect incoming goods 	<p>If food is not from an “approved”/reputable supplier consider suitability for use or dispose of it safely. Retrain staff in purchasing requirements</p> <p>If delivery checks are inadequate e.g., allergens missed/not recorded, or substitutions not identified review system and retrain staff</p> <p>If food does not meet specifications and/or substitutions are not suitable for use reject foods. Where substitutions are accepted ensure Allergen Information Records are amended as necessary and relevant staff are informed</p> <p>In case of regular substitutions consider reviewing supplier contracts</p>

	<p>Records amended as necessary</p> <p>Foods containing allergens clearly labelled with allergen content and securely packaged/contained</p> <p>Allergen free foods clearly labelled, securely packaged/contained and protected from contamination</p> <p>Accurate record of allergen presence and “May contain” warnings established, maintained (Allergen Information Record) and updated to reflect incoming goods</p>		<ul style="list-style-type: none"> Relevant staff aware of any changes in allergen content/presence of “May contain” warnings Food containing allergens clearly labelled with allergen content and securely packaged/contained Allergen free foods clearly labelled, securely packaged/contained and protected from contamination 	<p>If labelling and/or packaging missing/ inadequate, reject food and review contract with suppliers</p> <p>If failures to accurately update Allergen Information Records review and amend system and retrain staff as necessary</p> <p>Note all problems and corrective actions in Issues section of Daily Record</p>
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Ambient Products				
 Hazard	 Controls	Critical Limits	 Monitoring Procedures	 Corrective Actions
Microbiological, physical and chemical contamination.	<p>“Approved”/reputable suppliers used who can demonstrate legal compliance.</p> <p>Food specifications set</p> <p>Delivery vehicle, equipment and containers clean and hygienic. Delivery staff demonstrate good hygienic practices</p> <p>Packaging intact and in good condition.</p> <p>Raw and ready-to-eat products separated</p> <p>Food protected from contamination</p> <p>Food and non-food items separated</p>		<p>Checks to ensure: -</p> <ul style="list-style-type: none"> Food/products are from an “approved”/reputable supplier Food meets specifications Delivery vehicle, equipment and containers clean and hygienic Checks to ensure packaging intact and in good condition Raw and ready to eat foods separated during transportation Food has not been stored near to chemicals during transportation. Food protected from contamination 	<p>Reject food that is not from “approved” or reputable suppliers.</p> <p>If food does not meet specification review suitability and reject or retain. If retaining, ensure safety will be maintained.</p> <p>If transportation equipment is unhygienic and/or delivery staff show bad hygienic practices consider rejection of food, based on contamination risks</p> <p>If packaging is damaged and raw and ready to eat foods are likely to have come into contact reject foods</p> <p>If chemical contamination has or is likely to have occurred, reject food</p> <p>If there is any evidence that food may have been contaminated reject food</p> <p>If food is rejected raise issues with supplier</p> <p>Note all problems and corrective actions in the Issues section of Daily Record</p>
Microbiological multiplication	<p>“Approved”/reputable suppliers used who can demonstrate legal compliance.</p> <p>Food specifications set</p> <p>Food within “Best before” date</p>		<p>Checks to ensure food/products are from an “approved”/reputable supplier</p> <p>Checks to ensure food meets specifications</p> <p>Checks to ensure food within “Best before” date</p>	<p>Reject food that is not from “approved” or reputable supplier.</p> <p>If food does not meet specification review suitability and reject or retain. If retaining, ensure safety will be maintained.</p> <p>Food outside “Best before” date rejected</p> <p>If food is rejected raise issues with supplier</p> <p>Note all problems and corrective actions in Issues section of Daily Record</p>
Allergen cross contamination	<p>“Approved”/reputable suppliers used who can demonstrate legal compliance</p> <p>All necessary information on allergen presence and “May contain” warnings provided by “approved”/ reputable suppliers in English (imported products to have labels translated/over stickering in English).</p> <p>Foods containing allergens clearly labelled with allergen content and securely packaged/contained</p> <p>Allergen free foods clearly labelled, securely packaged and protected from cross contamination</p> <p>Allergen free products separated from foods containing allergens during transport</p> <p>Separation of unwrapped foods containing allergens from other unwrapped foods</p> <p>Accurate record of allergen presence and “May contain” warnings (Allergen Information Record) maintained and available. Staff familiar with system and updated on any changes</p>		<p>Checks to ensure:</p> <ul style="list-style-type: none"> Food/products are from an “approved”/reputable supplier All necessary information on allergen presence and “May contain” warnings provided by suppliers Foods containing allergens securely packed/contained and accurately labelled Allergen free foods clearly labelled, securely packaged/contained and protected from cross contamination Allergen free foods separated from foods containing allergens during transport Separation of unwrapped foods containing allergens from other unwrapped food Packaging intact and in good condition Accurate record of allergen presence and “May contain” warnings (Allergen Information Record) established, maintained and available Staff familiar with system and updated on any changes 	<p>If foods are not from an “approved”/reputable supplier reject them</p> <p>If adequate information on allergen presence and “May contain” warnings is not provided by suppliers reject foods and consider alternative suppliers</p> <p>If of unwrapped foods containing allergens are not separated from other unwrapped food reject foods</p> <p>If there is evidence that contamination may have occurred e.g., failure to separate allergen free foods from foods containing allergens reject foods</p> <p>If labelling and/or packaging missing/ inadequate reject food and review contract with suppliers</p> <p>Note all problems and corrective actions in Issues section of Daily Record</p>

Allergen presence	<p>Use of “approved”/reputable suppliers. Food specifications set. Where possible “No substitutions” policy agreed with suppliers</p> <p>All necessary information on allergen presence and “May contain” warnings provided by “approved”/ reputable suppliers</p> <p>Checks made on deliveries to identify allergen presence and identify any substitutions. Substitutions evaluated for allergen content and suitability for use assessed. Allergen Information Records amended as necessary.</p> <p>Foods containing allergens clearly labelled with allergen content and securely packaged/contained</p> <p>Allergen free foods clearly labelled, securely packaged/contained and protected from contamination</p> <p>Accurate record of allergen presence and “May contain” warnings maintained (Allergen Information Record) and updated to reflect incoming goods</p>		<p>Checks to ensure: -</p> <ul style="list-style-type: none"> Supplier is “approved”/reputable Food meets specifications Substitutions identified assessed for suitability, Allergen Information Records updated, and relevant staff informed Allergen presence and “May contain” warnings on incoming goods identified and recorded Record of allergens and “May contain” warnings (Allergen Information Records) in foods accurately updated to reflect incoming goods Relevant staff aware of any changes in allergen content/presence of “May contain” warnings Food containing allergens clearly labelled with allergen content and securely packaged/contained Allergen free foods clearly labelled, securely packaged/contained and protected from contamination 	<p>If food is not from an “approved”/reputable supplier reject it. Retrain staff in purchasing requirements</p> <p>If delivery checks are inadequate i.e., allergens missed/not recorded, or substitutions not identified then review system and retrain staff</p> <p>If food does not meet specifications and/or substitutions are not suitable for use reject foods. Where substitutions are accepted ensure Allergen Information records are amended as necessary and relevant staff are informed</p> <p>In case of regular substitutions consider reviewing supplier contracts</p> <p>If labelling and/or packaging missing/ inadequate reject food and review contract with suppliers</p> <p>If failures to accurately update Allergen Information Records review and amend system and retrain staff as necessary</p> <p>Note all problems and corrective actions in Issues section of Daily Record</p>
Notes				
Chilled Products				
 Hazard	 Controls	Critical Limits	 Monitoring Procedures	 Corrective Actions
Microbiological, physical and chemical contamination.	<p>“Approved”/ reputable suppliers used who can demonstrate legal compliance</p> <p>Food specifications set</p> <p>Packaging intact and in good condition</p> <p>Delivery vehicle, equipment and containers clean and hygienic. Delivery staff demonstrate good hygienic practices</p> <p>Raw and ready to eat foods separated</p> <p>Food and non-food items separated during transportation</p> <p>Food protected from contamination</p>		<p>Checks to ensure: -</p> <ul style="list-style-type: none"> Food/products are from an “approved”/reputable supplier Food meets specifications Packaging intact and in good condition Delivery vehicle, equipment and containers clean and hygienic and delivery staff demonstrate good hygienic practices Raw and ready to eat foods separated Food has not been stored near to chemicals during transportation. Food protected from contamination 	<p>Reject food that is not from “approved” or reputable supplier.</p> <p>If food does not meet specification review suitability and reject or retain. If retaining, ensure safety will be maintained.</p> <p>If transportation vehicle/equipment is unhygienic and/or delivery staff show bad hygienic practices, consider rejection of food, based on contamination risks</p> <p>If packaging is damaged and raw and ready to eat foods have been in contact reject foods</p> <p>If chemical contamination has or is likely to have occurred reject foods</p> <p>If there is any evidence that food may have been contaminated reject food</p> <p>If food is rejected raise issues with supplier</p> <p>Note all problems and corrective actions in the Issues section of Daily Record</p>
Microbiological multiplication	<p>“Approved”/reputable suppliers used who can demonstrate legal compliance.</p> <p>Food specifications set</p> <p>Chilled food kept at 5°C or below</p> <p>Critical limit 8°C at centre of food</p> <p>Food within “Use by” and “Best before” dates</p>	Chilled Foods 8°C or less at centre	<p>Checks to ensure: -</p> <ul style="list-style-type: none"> Food/products are from an “approved”/reputable supplier Food meets specifications Temperature checks between packs are carried out. Food temperatures checked on arrival at food business with a sanitised probe thermometer Temperatures above 5°C noted in Issues section of Daily Record and core temperature of food checked. Critical limit 8°C at centre of food Food within “Use by” and “Best before” date 	<p>Reject food that is not from “approved” or reputable supplier.</p> <p>If food does not meet specification review suitability and reject or retain. If retaining, ensure safety will be maintained</p> <p>If the core temperature of the chilled food has risen above 8°C then the food should be rejected.</p> <p>Reject food that has passed its “Use by” or “Best before” dates</p> <p>Where food is rejected raise issues with supplier</p> <p>Note all problems and corrective actions in Issues section of Daily Record</p>
Allergen cross contamination	<p>“Approved”/reputable suppliers used who can demonstrate legal compliance</p> <p>All necessary information on allergen presence and “May contain” warnings provided by approved/ reputable suppliers in English (imported products to have labels translated/over sticking in English).</p>		<p>Checks to ensure: -</p> <ul style="list-style-type: none"> Food/products are from an “approved”/reputable supplier Packaging intact and in good condition Foods containing allergens securely packed/contained and accurately labelled Allergen free foods clearly labelled, securely packaged/contained and 	<p>If products are not from an “approved”/reputable supplier reject them</p> <p>If there is evidence that contamination may have occurred e.g., failure to separate allergen free foods from foods containing allergens reject food</p> <p>If labelling and/or packaging missing/ inadequate, reject food and review contract with</p>

	<p>Foods containing allergens clearly labelled with allergen content and securely packaged/contained</p> <p>Allergen free foods clearly labelled, securely packaged and protected from cross contamination</p> <p>Allergen free products separated from foods containing allergens during transport</p> <p>Accurate record of allergen presence and “May contain” warnings (Allergen Information Record) maintained and available. Staff familiar with system and updated on any changes</p>		<p>protected from cross contamination</p> <ul style="list-style-type: none"> • Allergen free products separated from foods containing allergens during transport • Accurate record of allergen presence and “May contain” warnings (Allergen Information Record) maintained and updated. • Staff are familiar with system and updated on any changes 	<p>suppliers</p> <p>If systems to prevent cross contamination e.g., separation of products, cleaning to remove allergens</p> <p>If labelling is missing/inadequate, reject food and review issue with suppliers</p> <p>If failures to accurately update Allergen Information Records review and amend system and retrain staff as necessary</p> <p>Note all problems and corrective actions in Issues section of Daily Record</p>
Allergen presence	<p>Use of “approved”/reputable suppliers</p> <p>Food specifications set</p> <p>Where possible “No substitutions” policy agreed with suppliers</p> <p>All necessary information on allergen presence and “May contain” warnings provided by “approved”/ reputable suppliers</p> <p>Checks made on deliveries to identify allergen presence/ “May contain” warnings in foods and identify any substitutions.</p> <p>Allergen presence and “May contain” warnings in foods noted in Allergen Information Records</p> <p>Substitutions evaluated for allergen content/ “May contain” warnings and suitability for use assessed</p> <p>Foods containing allergens clearly labelled with allergen content and securely packaged/contained</p> <p>Allergen free foods clearly labelled, securely packaged/contained and protected from contamination</p> <p>Accurate record of allergen presence and “May contain” warnings in foods maintained (Allergen Information Records) and updated to reflect incoming goods. Staff familiar with system and updated on any changes</p>		<p>Checks to ensure: -</p> <ul style="list-style-type: none"> • Supplier is “approved”/reputable • Food meets specifications • Substitutions identified suitability assessed, Allergen Information Records updated, and relevant staff informed • Allergen presence and “May contain” warnings on incoming goods identified and recorded • Record of allergens and “May contain” warnings (Allergen Information Records) in foods accurately updated to reflect incoming goods • Relevant staff aware of any changes in allergen content/presence of “May contain” warnings • Food containing allergens clearly labelled with allergen content and securely packaged/contained • Allergen free foods clearly labelled, securely packaged/contained and protected from contamination 	<p>If food is not from an “approved”/reputable supplier reject it. Retrain staff in purchasing requirements</p> <p>If delivery checks are inadequate i.e., allergens missed/not recorded, or substitutions not identified review system and retrain staff</p> <p>If food does not meet specifications and/or substitutions are not suitable for use reject foods. Where substitutions are accepted ensure Allergen Information Records are amended as necessary and relevant staff are informed</p> <p>In case of substitutions consider reviewing supplier contracts</p> <p>If labelling is missing/inadequate reject food and review issue with suppliers</p> <p>If failures to accurately update Allergen Information Records review and amend system and retrain staff as necessary</p> <p>Note all problems and corrective actions in Issues section of Daily Record</p>
Notes				

Storage				
Frozen Storage				
 Hazard	 Controls	Critical Limits	 Monitoring Procedures	 Corrective Actions
Microbiological, physical and chemical contamination.	<p>Food suitably packaged and labelled</p> <p>Food made “In house” suitably wrapped and appropriately labelled, including with “Date of Manufacture/Freezing”</p> <p>Good system of stock rotation</p> <p>Packaging intact</p> <p>Where possible, raw and ready-to-eat products separated in storage</p> <p>Freezers maintained in good working order. Planned maintenance programme for freezers</p> <p>Programmed cleaning and disinfection of freezers as part of the Cleaning Plan (to maintain good hygiene and limit allergen cross contamination)</p> <p>Chemicals stored in labelled containers away from food areas</p> <p>Food safe chemicals used where appropriate</p>		<p>Checks to ensure: -</p> <ul style="list-style-type: none"> • Packaging intact • Cleanliness and condition of freezers (Cleaning and maintenance check) • “Use by” and “Best before” dates on products and stock rotation checks are being carried out. • Food is correctly packaged and labelled • Separation between raw and ready to eat foods 	<p>If packaging is damaged and raw and ready to eat foods are likely to have been in contact dispose of ready to eat food safely</p> <p>If chemical contamination has or is likely to have occurred dispose of food safely</p> <p>If there is evidence of physical contamination dispose of food safely. Where possible de-box items away from food preparation areas</p> <p>If packaging/storage containers appears unhygienic consider safe disposal of food</p> <p>If freezers are dirty or working incorrectly, transfer food to a clean, effectively operating freezer and clean, disinfect, repair or replace the unsatisfactory freezer</p> <p>Review Cleaning Plan and Planned Maintenance schedule and as necessary retrain staff</p> <p>Record details of any breakdowns in the Equipment Breakdown and Repair Record</p> <p>If stock rotation is ineffective review system and retrain staff</p> <p>Note all problems and corrective actions in Issues section of Daily Record</p>
Microbiological multiplication.	<p>Frozen food stored at -18°C to -20°C (or in accordance with Manufacturer’s recommendations)</p> <p>Food stored below load lines (freezers not overstocked)</p> <p>Food within “Use by”, “Best before” date or assigned shelf life</p> <p>Good stock rotation system in place</p>	Frozen Foods -18°C or colder	<p>Check “Between pack food temperatures” in each freezer, once a day, using a sanitised probe thermometer</p> <p>Record readings in Daily Record.</p> <p>Check “Use by”, “Best before” and/or assigned shelf-life dates regularly</p>	<p>If food has defrosted fully or partially, or is at a temperature higher than -18°C refrigerate it and treat as chilled, cook immediately (if product suitable for cooking) or dispose of it safely</p> <p>If temperatures are above -18°C note details in the Issues section of the Daily Record</p> <p>Review freezer storage, reduce loading, service, repair or replace as necessary</p> <p>Review Planned Maintenance Record and details in Equipment Breakdown and Repair Log</p> <p>Safely dispose of food beyond “Use by”, “Best Before” date or assigned shelf life</p> <p>Note all problems and corrective actions in Issues section of Daily Record</p>
Allergen cross contamination	<p>All necessary information on allergen presence and “May contain” warnings provided by “approved”/ reputable suppliers</p> <p>Accurate record of allergen presence and “May contain” warnings (Allergen Information Record) maintained and available. Staff familiar with system and updated on any changes</p> <p>Foods containing allergens clearly labelled with allergen content and securely packaged/contained</p> <p>Allergen free foods clearly labelled, securely packaged and protected from cross contamination</p> <p>Allergen free products stored separately from foods containing allergens, where possible</p> <p>Thorough cleaning programme to include storage areas, facilities and equipment to minimise the presence of allergen debris and residues.</p> <p>Use separate cleaning cloths for cleaning designated storage equipment.</p>		<p>Checks to ensure: -</p> <ul style="list-style-type: none"> • Accurate record of allergens and “May contain” warnings (Allergen Information Record) maintained and updated. • Staff are familiarised with the system and updated on any changes • Foods containing allergens securely packed/contained and accurately labelled • Allergen free foods clearly labelled, securely packaged/contained and protected from cross contamination • Separation of foods free from allergens from foods containing allergens where possible • Cleaning is effective to remove and minimise the risk from allergen debris and residues 	<p>If failures to accurately update and maintain Allergen Information Records, review and amend system and retrain staff as necessary</p> <p>If cleaning is ineffective review Cleaning Plan and retrain staff. Just because a surface looks clean, does not guarantee it is free of all allergen residues. Not all allergen residues can be removed from equipment or surfaces with uneven, porous cooking surfaces or intricate parts. A thorough two stage cleaning process should be carried out to minimise allergen residues.</p> <p>If labelling is missing/inadequate dispose of food safely, review and amend system. Retrain staff as necessary</p> <p>If there is any evidence that allergen cross contamination may have occurred treat food as if contaminated or discard it e.g., if packaging is damaged and allergens such as sesame seeds have accumulated at the bottom of a freezer</p> <p>If systems to prevent cross contamination e.g., separation of products, cleaning to remove allergens break down, storage of food in airtight containers etc review systems and retrain staff</p> <p>Note all problems and corrective actions in Issues section of Daily Record</p>

Allergen presence	<p>All necessary information on allergen presence and “May contain” warnings provided by “approved”/reputable suppliers</p> <p>Information on allergen presence and “May contain” warnings provided for food produced “In house”</p> <p>Accurate record of allergen presence and “May contain” warnings (Allergen Information Records) maintained and available. Staff familiar with system and updated on any changes</p> <p>Foods containing allergens clearly labelled with allergen content and securely packaged/contained</p> <p>Allergen free foods clearly labelled, securely packaged/contained and protected from contamination</p>		<p>Checks to ensure: -</p> <ul style="list-style-type: none"> • Allergen presence and “May contain” warning records accurate, kept up to date (Allergen Information records) and available • Staff familiar with Allergen Information Records. • Foods containing allergens are clearly labelled and securely packaged/contained • Allergen free foods clearly labelled, securely packaged and protected from contamination 	<p>If there are failures to accurately update Allergen Information Records review and amend system and retrain staff as necessary</p> <p>If labelling is missing/inadequate dispose of food safely, review and amend system. Retrain staff as necessary.</p> <p>Note all problems and corrective actions in Issues section of Daily Record</p>
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Notes

Ambient Storage

 Hazard	 Controls	Critical Limits	 Monitoring Procedures	 Corrective Actions
Microbiological, physical and chemical contamination	<p>Food protected from contamination</p> <p>Food packaging intact</p> <p>Food stored in pest proof containers once packaging opened</p> <p>Food stored off floor in well ventilated space</p> <p>Raw and ready-to-eat products separated in storage</p> <p>Good system of stock rotation</p> <p>Pest management programme in place with scheduled, regular pest control inspections.</p> <p>Where facilities prevent complete pest proofing e.g., gazebo and food remains overnight all food must be stored in pest proof containers</p> <p>Regular cleaning of storage, racking, cupboards etc detailed in Cleaning Plan</p> <p>Regular maintenance of premises structure</p> <p>Food and non-food items separated in storage. Chemicals stored in labelled containers away from food.</p>		<p>Checks to ensure: -</p> <ul style="list-style-type: none"> • Storage is clean, hygienic and suitable • Food is suitably stored and protected from contamination • There is no evidence of pest presence and that a pest control programme is in place • Foods and ingredients are suitably packaged and labelled • Separation of raw and ready to eat food • Cleaning chemicals are safely stored away from food products • Food and non-food items are stored separately • Storage area and fixtures and fittings are maintained in good condition 	<p>Review cleaning programme if storage areas not clean and hygienic.</p> <p>Review storage if arrangements are inadequate e.g., raw and ready to eat not separated, food stored on floor, opened packages not stored in pest proof containers etc. separation Make changes to ensure food protected from contamination and retrain staff</p> <p>If there is evidence that foods may have been contaminated e.g., raw and ready to eat foods not separated dispose of food safely and review storage/ pest control arrangements</p> <p>If there is evidence of premises damage or pest presence review maintenance programme and pest management programme</p> <p>If there is evidence of pest presence, check condition of all stored food, dispose of contaminated food safely, call pest control operator and review pest management programme</p> <p>Retrain staff as necessary</p> <p>Note all problems and corrective actions in Issues section of Daily Record</p>
Microbiological multiplication	<p>Food purchased in good condition</p> <p>Good stock rotation</p> <p>Food within “Best before” date</p>		<p>Checks to ensure good stock rotation</p> <p>Checks to ensure food within “Best before” date</p>	<p>Safely dispose of food beyond “Best before” date</p> <p>If stock rotation failure review arrangements and retrain staff</p> <p>Note all problems and corrective actions in Issues section of Daily Record</p>
Allergen cross contamination	<p>All necessary information on allergen presence and “May contain” warnings provided by “approved”/ reputable suppliers</p> <p>Accurate record of allergen presence and “May contain” warnings (Allergen Information Record) maintained and available. Staff familiar with system and updated on any changes</p> <p>Foods containing allergens clearly labelled with allergen content and securely packaged/contained</p> <p>Allergen free foods clearly labelled, securely packaged and protected from cross contamination</p> <p>Allergen free products stored separately from foods containing allergens, where possible</p> <p>Separation of unwrapped foods containing allergens from other unwrapped foods</p> <p>Allergens in powder form stored in airtight containers</p>		<p>Checks to ensure: -</p> <ul style="list-style-type: none"> • Accurate record of allergens and “May contain” warnings (Allergen Information Record) maintained and updated. • Staff are familiar with system and updated on any changes • Foods containing allergens securely packed/contained and accurately labelled • Allergen free foods clearly labelled, securely packaged/contained and protected from cross contamination • Separation of foods free from allergens from foods containing allergens • Allergens in powder form kept in airtight containers • Unwrapped foods containing allergens separated from other unwrapped foods • Cleaning is effective to remove and minimise the risk from allergen debris and residues 	<p>If failures to accurately update and maintain Allergen Information Records, review and amend system and retrain staff as necessary</p> <p>If cleaning is ineffective review Cleaning Plan and retrain staff. Just because a surface looks clean, does not guarantee it is free of all allergen residues. Not all allergen residues can be removed from equipment or surfaces with uneven, porous cooking surfaces or intricate parts. A thorough two stage cleaning process should be carried out to minimise allergen residues.</p> <p>If there is any evidence that allergen cross contamination may have occurred treat food as contaminated or discard it.</p> <p>If labelling is missing/inadequate, dispose of food safely, review and amend system. Retrain staff as necessary</p> <p>If systems to prevent cross contamination start to fail e.g., separation of products, cleaning to</p>

	Thorough cleaning programme to include storage areas, facilities and equipment to minimise the presence of allergen debris and residues. Use separate cleaning cloths for cleaning designated storage equipment.		<ul style="list-style-type: none"> Spillages of allergen ingredients are properly cleaned. 	remove allergens, storage of food in airtight containers etc, review systems and retrain staff Note all problems and corrective actions in Issues section of Daily Record
Allergen presence	<p>All necessary information on allergen presence and “May contain” warnings provided by “approved”/ reputable suppliers</p> <p>Accurate record of allergen presence and “May contain” warnings (Allergen Information Records) maintained and available.</p> <p>Staff familiar with system and updated on any changes</p> <p>Foods containing allergens clearly labelled with allergen content and securely packaged/contained</p> <p>Allergen free foods clearly labelled, securely packaged/contained and protected from contamination</p>		<p>Checks to ensure: -</p> <ul style="list-style-type: none"> Allergen presence and “May contain” warning records kept up to date (Allergen Information records) and available Staff familiar with Allergen Information Records. Foods containing allergens are clearly labelled and securely packaged/contained Allergen free foods clearly labelled, securely packaged and protected from contamination 	<p>If failures to accurately update Allergen Information Records, review and amend system and retrain staff as necessary</p> <p>If labelling is missing/inadequate dispose of food safely, review and amend system. Retrain staff as necessary.</p> <p>Note all problems and corrective actions in Issues section of Daily Record</p>

Notes

Chilled Storage

 Hazard	 Controls	Critical Limits	 Monitoring Procedures	 Corrective Actions
Microbiological, physical and chemical contamination	<p>Packaging intact and in good condition</p> <p>Food protected from contamination i.e., stored in lidded food containers whenever possible, or suitably covered</p> <p>Raw and ready to eat foods separated</p> <p>Raw food stored below ready to eat food</p> <p>Refrigerators and other chilling equipment kept clean and disinfected in accordance with Cleaning Plan and maintained in good condition</p> <p>Food and non-food items kept separate</p> <p>Food safe cleaning products used</p> <p>Cleaning chemicals stored securely, away from food</p> <p>Foods are stored in suitable food grade packaging.</p>		<p>Checks to ensure: -</p> <ul style="list-style-type: none"> Packaging intact Food protected from contamination Raw and ready to eat food separated and raw food stored below ready to eat food Chillers/units maintained in a clean and hygienic condition Safe and effective use of chemicals Suitable food grade packaging/wrapping is used 	<p>If chiller units are unhygienic transfer food to a suitable clean and hygienic alternative. Dispose of any food likely to have been contaminated</p> <p>Review Cleaning plan and retrain staff</p> <p>In the event of chemical contamination dispose of food safely, review use of chemicals and storage, retrain staff</p> <p>If raw and ready to eat foods are not properly separated/stored review likelihood of contamination. If contamination likely safely dispose of food and retrain staff</p> <p>If labelling is missing dispose of food safely</p> <p>Note all problems and corrective actions in Issues section of Daily Record</p>
Microbiological multiplication	<p>Food stored in order to allow good air circulation</p> <p>Chilled food kept at 5°C or below</p> <p>Critical limit 8°C at centre of food</p> <p>Food within “Use by”, “Best before” date or assigned shelf life</p> <p>Stock rotation system in place</p>	Chilled Foods 8°C or less at centre	<p>Twice daily temperature checks with sanitised probe thermometer</p> <p>Refrigeration temperature 5°C or less.,</p> <p>If temperature above 5°C, core food temperature checked with a sanitised probe thermometer (-Critical limit 8°C)</p> <p>Readings recorded in the Daily Record</p> <p>“Use by”, “Best before” dates and/or assigned shelf life checked</p>	<p>If the temperature of the chilled food has risen above 8°C then disposal is the safest option.</p> <p>If assessed as safe the 4-hour rule can be used. This allows chilled food to be kept at a temperature higher than 8°C for 1 period of up to 4 hours. If this exemption is used it is up to the food business operator or Responsible Person to demonstrate that the 4-hour period has not been exceeded</p> <p>If the period has been exceeded, then the food must be disposed of safely</p> <p>Only one period of time outside temperature control is allowed, no matter how short</p> <p>Note. The 4-hour rule does not apply in Scotland</p> <p>Food outside its “Use by”, “Best before” date or assigned shelf life must be disposed of safely</p> <p>If food is disposed of or the 4-hour rule is used, then it must be documented in the Issues section of the Daily Record.</p>
Allergen cross contamination	<p>All necessary information on allergen presence and “May contain” warnings provided by “approved”/ reputable suppliers</p> <p>Information on allergen presence and “May contain” warnings provided for food produced “In house”</p>		<p>Checks to ensure: -</p> <ul style="list-style-type: none"> Allergen Information records accurate, kept up to date and available Staff familiar with Allergen Information Records Foods containing allergens securely packaged/contained and accurately 	<p>If failures to accurately update Allergen Information Records, review and amend system and retrain staff as necessary</p> <p>If cleaning is ineffective review Cleaning Plan and retrain staff. Just because a surface looks clean, does not guarantee it is free of all allergen residues. Not all allergen residues can be removed</p>

	<p>Record of allergen presence and “May contain” warnings (Allergen Information Record) maintained and updated as chilled foods added, removed or replaced. Staff are familiarised with the system and updated on any changes</p> <p>Foods containing allergens clearly labelled with allergen content and securely packaged/contained</p> <p>Allergen free foods clearly labelled, securely packaged/contained and protected from contamination</p> <p>Allergen free products stored separately from foods containing allergens, where possible</p> <p>Thorough cleaning programme to include storage areas, facilities and equipment to minimise the presence of allergen debris and residues.</p> <p>Use separate cleaning cloths for cleaning designated storage equipment.</p>		<p>labelled</p> <ul style="list-style-type: none"> • Allergen free foods clearly labelled, securely packaged and protected from contamination • Separation of foods free from allergens from foods containing allergens • Cleaning is effective to remove and minimise the risk from allergen debris and residues 	<p>from equipment or surfaces with uneven, porous cooking surfaces or intricate parts. A thorough two stage cleaning process should be carried out to minimise allergen residues.</p> <p>If labelling and/or packaging missing/ inadequate dispose of food safely, review and amend system and retrain staff</p> <p>If there is any evidence that allergen cross contamination may have occurred, treat food as contaminated or discard.</p> <p>If systems to prevent cross contamination e.g., separation of products, cleaning to remove allergens etc break down review systems and retrain staff</p> <p>Note all problems and corrective actions in Issues section of Daily Record</p>
Allergen presence	<p>All necessary information on allergen presence and “May contain” warnings provided by “approved”/ reputable suppliers</p> <p>Information on allergen presence and “May contain” warnings provided for food produced “In house”</p> <p>Record of allergen presence and “May contain” warnings (Allergen Information Record) maintained and updated as chilled foods added, removed or replaced. Staff are familiar with system and updated on any changes</p> <p>Foods containing allergens clearly labelled with allergen content and securely packaged/contained</p> <p>Allergen free foods clearly labelled, securely packaged and protected from contamination</p>		<p>Checks to ensure: -</p> <ul style="list-style-type: none"> • Allergen Information records accurate, kept up to date and available • Staff familiar with Allergen Information Records • Foods containing allergens are clearly labelled and securely packaged/contained • Allergen free foods clearly labelled and protected from contamination 	<p>If failures to accurately update Allergen Information Record e.g., as a result of changes to chilled food storage (product removal or addition), then review and amend system and retrain staff as necessary</p> <p>If labelling and/or packaging missing/ inadequate dispose of food safely, then review and amend system and retrain staff</p> <p>Note all problems and corrective actions in Issues section of Daily Record</p>
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Defrosting

Defrosting

 Hazard	 Controls	Critical Limits	 Monitoring Procedures	 Corrective Actions
Microbiological, physical and chemical contamination.	<p>Foods placed in a container to collect fluids released during defrosting</p> <p>Defrosting foods protected from contamination e.g., covered, whilst defrosting</p> <p>Separation of raw and ready to eat foods. Raw foods stored below ready to eat foods</p> <p>Separation of foods and non-foods.</p> <p>Chemicals stored securely, away from food preparation areas. Food safe chemicals used in food preparation areas whenever possible</p> <p>Staff maintain high standards of personal hygiene</p>		<p>Checks to ensure: -</p> <ul style="list-style-type: none"> Defrosting foods do not pose a contamination risk - defrosting liquid does not contaminate other foods Defrosting foods are protected from contamination e.g., held in lidded container Raw food stored below ready to eat food in refrigerator Chemicals are kept away from defrosting foods. Food safe chemicals used where possible Staff maintain high standards of personal hygiene 	<p>If staff do not maintain high standards of personal hygiene, consider contamination risks and safely dispose of food as necessary</p> <p>Dispose of any food products where there is evidence of contamination</p> <p>If evidence of contamination review defrosting procedures and retrain staff</p> <p>Note all problems and corrective actions in Issues section of Daily Record</p>
Microbiological multiplication	<p>High risk foods defrosted in refrigerator operating at 5 °C or below</p> <p>Other methods:</p> <p>Defrost under running water</p> <p>NOT SUITABLE FOR RAW MEAT OR POULTRY</p> <p>Use of defrost setting on microwave</p> <p>Minimise time out of temperature control</p>		<p>Checks to ensure: -</p> <ul style="list-style-type: none"> Refrigerator operating at below 5° Time out of temperature control minimised Food is fully defrosted Once defrosted, food is stored under suitable temperature control e.g., refrigerated 	<p>Safely dispose of ready to eat foods, that have been out of temperature control for more time than permitted (4-hour rule)</p> <p>If there is evidence food has been out of temperature control beyond permitted limits review defrosting procedures and retrain staff</p> <p>Note all problems and corrective actions in Issues section of Daily Record</p>
Allergen cross contamination	<p>Accurate record of allergen presence and “May contain” warnings (Allergen Information records) maintained and available. Staff are familiarised with the system and updated on any changes</p> <p>Foods containing allergens clearly labelled with allergen content and securely packaged/contained</p> <p>Allergen free foods clearly labelled and protected from contamination</p> <p>Allergen free foods defrosted separately from foods containing allergens</p> <p>Separate, readily identifiable, lidded containers used for defrosting allergen free foods</p> <p>Thorough cleaning of containers used to defrost allergen free foods, before re-use,</p> <p>Clean containers stored away from areas likely to be contaminated by allergens</p>		<p>Checks to ensure: -</p> <ul style="list-style-type: none"> Allergen Information records accurate, kept up to date and available. Staff familiar with Allergen Information Records Foods containing allergens are clearly labelled and securely packaged/contained Allergen free foods clearly labelled and protected from contamination Separation of allergen free foods from allergen containing foods during defrosting Allergen free foods protected from allergen cross contamination e.g., by use of readily identifiable, lidded containers Cleaning is effective to remove and minimise the risk from allergen debris and residues 	<p>If there are failures to accurately update Allergen Information Records, review and amend system and retrain staff as necessary</p> <p>If labelling and/or packaging missing/ inadequate, dispose of food safely, review and amend system and retrain staff</p> <p>If there is any evidence that allergen cross contamination may have occurred treat food as if contaminated or discard of it.</p> <p>If systems to prevent cross contamination e.g., separation of products, cleaning to remove allergens, are ineffective review systems and retrain staff</p> <p>Note all problems and corrective actions in Issues section of Daily Record</p>
Allergen presence	<p>Accurate record of allergen presence and “May contain” warnings (Allergen Information records) maintained and available. Staff are familiarised with the system and updated on any changes</p> <p>Foods containing allergens clearly labelled with allergen content and securely packaged/contained</p> <p>Allergen free foods clearly labelled, securely packaged and protected from contamination</p>		<p>Checks to ensure:</p> <ul style="list-style-type: none"> Allergen Information records accurate, kept up to date and available. Staff familiar with Allergen Information Records Foods containing allergens are clearly labelled and securely packaged/contained Allergen free foods clearly labelled, securely packaged and protected from contamination 	<p>If there are failures to accurately update the Allergen Information Records, then review and amend system and retrain staff as necessary</p> <p>If labelling and/or packaging missing/ inadequate dispose of food safely, review and amend system and retrain staff</p> <p>Note all problems and corrective actions in Issues section of Daily Record</p>

Notes

Transporting food

Chilled Transport

 Hazards	 Controls	Critical Limits	 Monitoring	 Corrective Action
Microbiological, physical and chemical contamination	<p>Containers, equipment and/ or vehicles used to transport food are kept clean, disinfected as necessary and maintained in good condition</p> <p>Raw and ready to eat foods separated</p> <p>Foods protected against contamination by covering/wrapping/packaging or placing in lidded containers</p> <p>Food and non-food items kept separate</p> <p>Staff maintain high standards of personal hygiene</p>		<p>Checks to ensure: -</p> <ul style="list-style-type: none"> Hygienic containers, equipment and vehicles used and maintained in good condition Raw and ready to eat foods kept separate Food products are suitably covered and protected against contamination Food products are not stored close to chemicals There are no unexpected odours, which may indicate chemical contamination Staff maintain high standards of personal hygiene 	<p>If containers/vehicles are not clean and hygienic then assess contamination risks and as necessary, safely dispose of ready to eat foods</p> <p>If staff personal hygiene is poor, consider contamination risks and dispose of food as necessary.</p> <p>If raw and ready to eat foods have been in contact dispose of the ready to eat foods safely</p> <p>Dispose of any food products where there is evidence of contamination</p> <p>Dispose of food products with a chemical odour</p> <p>Review transportation procedures where failures occur</p> <p>Retrain staff as necessary</p> <p>Note all problems and corrective actions in Issues section of Daily Record</p>
Microbiological multiplication	<p>Chilled food kept at 5°C or below</p> <p>Critical limit 8°C at centre of food</p> <p>Food within “Use by”, “Best before” date or assigned shelf life</p>	Chilled Foods 8°C or less at centre	<p>Temperature checks - between pack food temperatures checked on arrival at food business with a sanitised probe thermometer.</p> <p>Temperatures above 5°C noted in Issues section of Daily Record and core temperature of food checked.</p> <p>Critical limit 8°C at centre of food</p> <p>Checks to ensure food within “Use by”, “Best before” date or assigned shelf life</p>	<p>If the temperature of the chilled food has risen above 8°C then disposal is the safest option</p> <p>The 4-hour rule: If assessed as safe the 4-hour rule can be used. This allows chilled food to be kept at a temperature higher than 8°C for 1 period of up to 4 hours.</p> <p>If this exemption is used it is up to the food business operator to demonstrate that the 4-hour period has not been exceeded</p> <p>If the period has been exceeded, then the food must be disposed of safely</p> <p>Only one period of time outside temperature control is allowed, no matter how short.</p> <p>Note. The 4-hour rule does not apply in Scotland</p> <p>Food outside its “Use by”, “Best before” date or assigned shelf life must be disposed of safely</p> <p>If food is disposed of or if the 4-hour rule is used, details must be documented in the Issues section of the Daily Record.</p>
Allergen cross contamination	<p>Accurate record of allergen presence and “May contain” warnings (Allergen Information Records) maintained and available. Staff are familiarised with the system and updated on any changes</p> <p>Effective cleaning of transport storage facilities such as refrigeration equipment or cold boxes to limit risk of allergen build up.</p> <p>Foods containing allergens clearly identified, labelled and securely packaged</p> <p>Allergen free foods clearly labelled and protected from contamination</p> <p>Allergen free products stored separately from foods containing allergens</p> <p>Separate, readily identifiable, lidded containers used for transporting allergen free foods</p> <p>Clean containers stored away from areas likely to be contaminated by allergens</p>		<p>Checks to ensure: -</p> <ul style="list-style-type: none"> Allergen Information records accurate, kept up to date and available Staff familiar with Allergen Information Records Effectiveness of cleaning to remove allergen residues Products containing allergens securely packaged/contained and labelled Allergen free foods clearly labelled, securely packaged and protected from contamination Separation of foods containing allergens and allergen-free materials Measures to limit/remove cross contamination risks are in place e.g., use of readily identifiable, lidded containers for transporting allergen free foods 	<p>If there are failures to accurately update Allergen Information Records, then review and amend system and retrain staff as necessary</p> <p>If labelling and/or packaging missing/ inadequate dispose of food safely, review and amend system and retrain staff</p> <p>If there is any evidence that allergen cross contamination may have occurred treat food as if contaminated or discard of it</p> <p>If systems to prevent cross contamination e.g., separation of products, cleaning ineffective etc review systems and retrain staff</p> <p>Note all problems and corrective actions in Issues section of Daily Record</p>
Allergen presence	<p>Accurate record of allergen presence and “May contain” warnings (Allergen Information records) maintained and available. Staff are familiarised with the system and updated on any changes</p> <p>Foods containing allergens clearly labelled with allergen content and securely packaged/contained</p>		<p>Checks to ensure: -</p> <ul style="list-style-type: none"> Allergen Information records accurate, kept up to date and available Staff familiar with Allergen Information Records Foods containing allergens are clearly labelled and securely 	<p>If there are failures to accurately update Allergen Information Record, then review and amend system and retrain staff as necessary</p> <p>If labelling and/or packaging missing/ inadequate dispose of food safely, review and amend system and retrain staff</p>

	Allergen free foods clearly labelled and protected from contamination		packaged/contained <ul style="list-style-type: none"> Allergen free foods clearly labelled, securely packaged and protected from contamination 	Note all problems and corrective actions in Issues section of Daily Record
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Ambient Transport				
 Hazards	 Controls	Critical Limits	 Monitoring	 Corrective Action
Microbiological, physical and chemical contamination	Containers or vehicles used to transport food are kept clean and disinfected as necessary and maintained in good condition Raw and ready to eat foods separated Foods protected against contamination by covering/wrapping/packaging or placing in lidded containers Food and non-food items kept separate Staff maintain high standards of personal hygiene		Checks to ensure: - <ul style="list-style-type: none"> Hygienic containers/vehicles, used and maintained in good condition Raw and ready to eat foods kept separate Food products are suitably covered and protected against contamination Food products are not stored close to chemicals Unexpected odours, which may indicate chemical contamination Staff maintain high standards of personal hygiene 	If containers/vehicles are not clean and hygienic then assess contamination risks and as necessary, safely dispose of ready to eat foods If staff do not maintain high standards of personal hygiene, consider contamination risks and dispose of food as necessary If raw and ready to eat foods have been in contact dispose of the ready to eat foods safely Dispose of any food products where there is evidence of contamination Dispose of food products with a chemical odour Review transportation procedures where failures occur Retrain staff as necessary Note all problems and corrective actions in Issues section of Daily Record
Microbiological multiplication	Food within "Best before" date Food in good condition		Checks to ensure food in good condition Checks to ensure food within "Best before" date	Safely dispose of food beyond "Best before" date Dispose of food in poor condition If there is a stock rotation failure, then retrain staff Note all problems and corrective actions in Issues section of Daily Record
Allergen cross contamination	Accurate record of allergen presence and "May contain" warnings (Allergen Information records) maintained and available. Staff are familiarised with the system and updated on any changes Effective cleaning of transport storage facilities such as cupboards, containers, racking etc to limit risk of allergen build up. Foods containing allergens clearly identified, labelled and securely packaged Allergens in powder form stored in air-tight containers Separation of unwrapped foods containing allergens from other unwrapped foods Allergen free products stored separately from foods containing allergens Allergen free foods clearly labelled and protected from contamination Separate, readily identifiable, lidded containers used for transporting allergen free foods Clean containers stored away from areas likely to be contaminated by allergens		Checks to ensure: - <ul style="list-style-type: none"> Allergen Information records accurate, kept up to date and available Staff familiar with Allergen Information Records Effectiveness of cleaning to remove allergen presence Products containing allergens suitably packaged and labelled/identified Allergen free foods clearly labelled and protected from contamination Separation of unwrapped foods containing allergens from other unwrapped foods Separation of foods containing allergens and allergen-free materials Measures to limit/remove cross contamination risks are in place e.g., use of readily identifiable, lidded containers for transporting allergen free foods 	If there are failures to accurately update Allergen Information Record, then review and amend system and retrain staff as necessary If systems to prevent cross contamination e.g., separation of products, cleaning ineffective etc review systems and retrain staff If labelling and/or packaging missing/inadequate dispose of food safely, review and amend system and retrain staff If there is any evidence that allergen cross contamination may have occurred, then treat food as if contaminated or discard of it Note all problems and corrective actions in Issues section of Daily Record
Allergen presence	Accurate record of allergen presence and "May contain" warnings (Allergen Information records) maintained and available. Staff are familiarised with the system and updated on any changes Foods containing allergens clearly labelled with allergen content and securely packaged/contained Allergen free foods clearly labelled and protected from contamination		Checks to ensure: - <ul style="list-style-type: none"> Allergen Information Records accurate, kept up to date and available Staff are familiar with Allergen Information Records Foods containing allergens are clearly labelled and securely packaged/contained Allergen free foods clearly labelled and protected from contamination 	If there are failures to accurately update Allergen Information Record, then review and amend system and retrain staff as necessary If labelling and/or packaging missing/inadequate dispose of food safely, review and amend system and retrain staff

				Note all problems and corrective actions in Issues section of Daily Record
Notes				



Preparation				
Preparation				
 Hazards	 Controls	Critical Limits	 Monitoring	 Corrective Action
Microbiological contamination	<p>All food preparation surfaces, and equipment maintained in good condition and appropriately cleaned and disinfected</p> <p>Good workflow to minimise risk of contamination</p> <p>Direct handling of ready to eat food minimised e.g., tools and equipment used</p> <p>Raw and ready to eat foods separated in storage and during preparation</p> <p>Separate areas for preparation of raw and ready to eat foods, where possible.</p> <p>Separate tools and equipment used for raw and ready to eat food preparation</p> <p>Where raw and ready to eat foods are prepared on the same worksurfaces, preparation processes are separated by time and thorough cleaning and disinfection (two-stage cleaning processes)</p> <p>Use of colour coded boards, tools and equipment, where possible</p> <p>Shared equipment thoroughly cleaned and disinfected before changing from raw to ready to eat preparation</p> <p>NOTE. Complex equipment such as mincers, slicers, vacuum packers, weighing scales etc (complex equipment) must not be used for both raw and ready to eat food preparation.</p> <p>Staff maintain high standards of personal hygiene</p> <p>Fitness to work policy implemented</p>		<p>Checks to ensure: -</p> <ul style="list-style-type: none"> Effective cleaning and disinfection Good standards of personal hygiene in place for all food handlers before and during work, including hand washing Suitable separation of raw and ready to eat foods during handling and preparation Separate complex equipment for raw and cooked food preparation Fitness to Work policy is properly implemented 	<p>Dispose of food products where there is evidence of, or a high risk of contamination e.g., use of the same chopping board for preparing raw and ready to eat foods without thorough cleaning and disinfection between uses or lack of handwashing by food handlers</p> <p>Review Cleaning Plan if cleaning and disinfection is found to be inadequate</p> <p>Refresh staff hygiene training where necessary.</p> <p>Retrain staff in safety management controls as necessary</p> <p>Note all problems and corrective actions in Issues section of Daily Record</p>
Microbiological multiplication	<p>Limit the time periods when chilled high risk foods are outside of temperature control during preparation</p> <p>Minimise quantities of high-risk food being prepared at any one time</p> <p>High risk food products returned to temperature control as soon as preparation completed</p>	High risk food outside temp control for 1 single period of no more than 4 hours	<p>Time outside temperature control monitored for high-risk foods</p> <p>Checks to ensure amount of high-risk food under preparation at any one time is minimised</p>	<p>If issues with time high risk foods out of temperature control:</p> <p>Dispose of any high risk, chilled products kept outside temperature control for more than 1 period, of up to a maximum of 4 hours (See 4-hour rule)</p> <p>Review preparation processes as necessary</p> <p>Retrain staff as necessary.</p> <p>Note all problems and corrective actions in Issues section of Daily Record</p>
Physical and chemical contamination	<p>Use “approved”/reputable food suppliers – to reduce risk of physically or chemically contaminated ingredients</p> <p>Preparation areas and equipment maintained in a sound condition</p> <p>Food that is likely to contain physical contaminants is thoroughly cleaned/washed, especially ready to eat foods such as salad leaves</p> <p>Food protected from chemical contamination</p> <p>Chemicals stored securely, away from food. Food safe chemicals used where possible</p> <p>Open food is protected from contamination when cleaning is in progress</p>		<p>Checks to ensure: -</p> <ul style="list-style-type: none"> Only approved/reputable suppliers used Preparation areas and equipment maintained in good condition Effective washing of high-risk foods such as salads or soft fruits Staff store, handle and use cleaning chemicals correctly 	<p>Safely dispose of food not from “approved”/reputable suppliers.</p> <p>Repair any damage to food preparation areas and/or replace damaged equipment</p> <p>If there is recurrence of contaminated food, return/dispose of food and raise issues with supplier(s). If there is frequent recurrence, consider alternative suppliers</p> <p>If there is evidence that chemical contamination may have occurred dispose of food safely</p> <p>Review chemical handling processes and storage. Retrain staff as necessary</p> <p>Note all problems and corrective actions in Issues section of Daily Record</p>
Allergen cross contamination	<p>Accurate record of allergen presence and “May contain” warnings (Allergen Information Records) maintained and available. Staff are familiarised with the system and updated on any changes</p> <p>If there are recipe changes/ ingredients are substituted, then the Allergen Information Records must be updated to reflect any change in allergen content.</p> <p>Staff check records before food preparation and implement measures to prevent allergen contamination occurring</p>		<p>Checks to ensure: -</p> <ul style="list-style-type: none"> Staff consult Allergen Information Records before preparing food for customers requesting absence of specific allergen. Foods containing allergens clearly labelled with allergen content and securely packaged/contained Thorough cleaning to remove allergen residues Separate equipment and tools for preparation of allergen free foods 	<p>If failures to accurately update Allergen Information Records, review and amend system and retrain staff as necessary</p> <p>If labelling and/or packaging missing/ inadequate, dispose of food safely, review and amend system and retrain staff.</p> <p>If staff fail to check allergen records before food preparation, then retrain staff</p> <p>If cleaning to remove allergen presence is ineffective, then review Cleaning Plan and retrain staff</p>

	<p>Foods containing allergens clearly labelled with allergen content and securely packaged/contained</p> <p>Thorough cleaning to limit risk of allergen cross contamination</p> <p>Allergen free foods prepared separately from foods containing allergens</p> <p>Clean designated tools and equipment used for preparation of allergen free foods</p> <p>Allergen free foods clearly labelled and protected from contamination</p> <p>Good staff personal hygiene to limit cross contamination. Staff trained to maintain high standards of personal hygiene to limit allergen transfer e.g., thorough handwashing before preparation of allergen free foods, change of protective clothing as move from general preparation to allergen free food preparation etc.</p>		<ul style="list-style-type: none"> • Allergen free foods protected from contamination • Staff are maintaining high levels of personal hygiene e.g., hand washing, clothing changes etc to limit risk of allergen transfer • Allergen free foods clearly labelled and protected from contamination 	<p>If staff fail to follow measures to limit cross contamination risks review arrangements and retrain staff</p> <p>If there is any evidence that allergen cross contamination may have occurred, treat food as if contaminated or discard of it</p> <p>If systems to prevent cross contamination e.g., separation of products, cleaning plans etc are ineffective then review systems and amend as necessary</p> <p>Where changes are made to systems ensure staff are fully trained in the new arrangements</p> <p>Note all problems and corrective actions in Issues section of Daily Record</p>
Allergen presence	<p>Accurate record of allergen presence and “May contain” warnings (Allergen Information Records) maintained and available. Staff are familiarised with the system and updated on any changes. Staff check records before preparing food</p> <p>Foods containing allergens clearly labelled with allergen content and securely packaged/contained</p> <p>Full information on all recipes, ingredients and processes available to ensure consistency of product (in terms of allergen presence or absence).</p> <p>Standard recipes used where possible</p> <p>Staff trained in ways to prepare foods that are free from specific allergens and to ensure food is protected from contamination during and after preparation</p> <p>System in place to track requests for foods free from specific allergens from point of order, through preparation, cooking, and onto service or delivery to customer</p>		<p>Checks to ensure: -</p> <ul style="list-style-type: none"> • Allergen presence and “May contain” warnings records (Allergen information Records) are maintained, accurate and available • Staff refer to Allergen Information Records before food preparation • Foods containing allergens clearly are labelled with allergen content and securely packaged/contained • Accurate recipes are available, and staff trained to follow specifications • Allergen free foods are prepared safely • Allergen free requests are clear and that foods are prepared to match the order requirements, and are readily identifiable • There is an effective system in place to identify and track foods free from specific allergens, throughout preparation to the point of service or delivery to the customer 	<p>If there are failures to accurately update Allergen Information Records, then review and amend system and retrain staff as necessary</p> <p>If labelling and/or packaging missing/inadequate then dispose of food safely, review and amend system and retrain staff</p> <p>If staff fail to check allergen records before preparing allergen free orders, retrain staff</p> <p>If system to identify and track foods free from specific allergens through preparation process and beyond fails then review, amend and retrain staff.</p> <p>Where there is any risk that allergens are present in an allergy free request the food must not be served or sold to the customer. The safest option will be to safely discard of the food</p> <p>Where changes are made to systems staff must be trained in the new arrangements</p> <p>Note all problems and corrective actions in Issues section of the Daily Record</p>
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Cooking				
Cooking				
⚠ Hazards	🛡 Controls	Critical Limits	📊 Monitoring	✅ Corrective Action
Microbiological, physical and chemical contamination	<p>Raw and ready to eat foods separated before and during cooking processes</p> <p>Use of colour coded tools and utensils for ensuring separation in processing raw and ready to eat foods.</p> <p>Food protected from contamination whilst awaiting and during cooking e.g., covered before cooking</p> <p>Direct food handling minimised, use of tools where possible</p> <p>Staff maintain high standards of personal hygiene</p> <p>Chemicals stored securely, away from food</p> <p>Food safe chemicals used where possible. Manufacturer's advice on the use of chemicals is followed</p> <p>Premises maintained in good, hygienic condition</p> <p>Cooking equipment and tools maintained in good condition and cleaned and disinfected appropriately</p> <p>Appropriate protection to prevent environmental contamination when cooking outdoors</p>		<p>Checks to ensure: -</p> <ul style="list-style-type: none"> Separation of raw and ready to eat foods Appropriate use of colour coded equipment and tools Staff maintain high standards of personal hygiene Premises, equipment, tools, and utensils hygienic and maintained in good condition Food is protected from environmental contamination (when working outdoors) Cleaning chemicals safely stored away from food and used according to manufacturer's instructions 	<p>If there is failure to implement measures to prevent cross contamination e.g., use of colour coded tools etc then review measures and retrain staff</p> <p>If unsafe use of chemicals, then review Cleaning Plan and retrain staff</p> <p>If damage to premises, equipment and tools then repair and/or replace. Review maintenance schedules</p> <p>If there is inadequate protection from outdoor environmental contamination, then review and replace the protection arrangements</p> <p>Discard all foods that may have been contaminated</p> <p>Note all problems and corrective actions in Issues section of Daily Record</p>
Post process (cooking) contamination	<p>Food protected from risk of post process contamination e.g., by use of covered containers, packaging, wrapping etc</p> <p>Limited direct handling wherever possible</p> <p>High standards of personal hygiene where direct handling is necessary</p>		<p>Checks to ensure food protected from post process contamination e.g., use of covered or lidded containers</p>	<p>If post process contamination is likely then review control measures, amend and retrain staff</p> <p>Dispose of any ready to eat foods that are likely to be contaminated</p>
Microbiological multiplication, survival/spore/toxin formation	<p>Foods cooked to a safe temperature e.g., 70°C for 2 minutes or 75°C for 30 seconds at centre. A time/temp combination where there is good evidence that food safety is maintained e.g. cooking certain whole muscle meat "pink"</p> <p>NOTE. Some foods can be safely cooked to a lower temperature e.g., whole muscle meat such as topside, steak, lamb joints and venison joints</p> <p>Rolled or minced meats, pork and poultry must be thoroughly cooked i.e., have no pink meat at the centre.</p> <p>Frozen meat and poultry thoroughly defrosted before cooking</p> <p>Foods that are cooked in liquids stirred frequently to distribute heat evenly and avoid creation of cold spots</p> <p>Food cooked within "Use by", "Best before" or assigned shelf life</p>	<p>Core temp of:</p> <p>60°C for 45 mins</p> <p>or</p> <p>65°C for 10 mins</p> <p>or</p> <p>70°C for 2 mins</p> <p>or</p> <p>75°C for 30 seconds</p> <p>or</p> <p>80°C for 6 seconds</p>	<p>Core temperatures checked with sanitised probe thermometer to ensure food has been thoroughly cooked</p> <p>Check for evidence of undercooking such as pink meat at the centre (unless specified as safe or justified by a separate full risk assessment))</p> <p>Temperature checks recorded in Daily Record.</p> <p>It will be up to the FBO or Responsible Person to decide on which checks to record. Checks should be focused on higher risk foods and should represent the range of cooked food produced</p> <p>Checks to ensure food being cooked in liquids are stirred frequently</p> <p>Checks to ensure food had not passed "Use by", "Best by" or assigned shelf life before cooking</p>	<p>If food does not reach the required core temperature, then continue cooking until required temperature achieved</p> <p>If equipment fails to reach required temperatures, check if repairs are required.</p> <p>As necessary service/repair/place and review maintenance programme</p> <p>If after cooking food is still undercooked, and has NOT been permitted by a specific risk assessment, then retrain staff on cooking procedures</p> <p>If high risk foods have been simmering for more than 2 hours without stirring, consider discarding and retrain staff</p> <p>If is food beyond "Use by", "Best before" or assigned shelf life it should not be cooked but should be disposed of safely. Retrain staff</p> <p>Note all problems and corrective actions in Issues section of Daily Record</p>
Allergen cross contamination	<p>Accurate record of allergen presence and "May contain" warnings (Allergen Information Records) maintained and available. Staff are familiarised with the system and updated on any changes.</p> <p>Staff trained to check records before cooking food and implementing measures to prevent allergen cross contamination occurring</p> <p>Thorough cleaning of cooking areas, equipment, tools and utensils to limit risk of allergen cross contamination</p> <p>Allergen free foods cooked using separate, identifiable tools, utensils and equipment, from those used for cooking foods containing allergens</p> <p>Fresh deep fat frying oil (and any similar "reusable" cooking liquids) used for cooking allergen free foods</p>		<p>Checks to ensure: -</p> <ul style="list-style-type: none"> Allergen records and "May contain" warnings identified, and records kept up to date. Staff refer to Allergen Information Records before cooking allergen free meals Effective cleaning carried out to remove allergen debris and to minimise build-up of allergen residues Foods containing allergens clearly labelled with allergen content and securely packaged/contained Separation of foods containing allergens and allergen-free materials during preparation Fresh oil and separate frying equipment in use for deep frying allergen free foods 	<p>If there are failures to accurately update Allergen Information Records, then review and amend system and retrain staff as necessary</p> <p>If labelling and/or packaging missing/inadequate, then dispose of food safely, review and amend system and retrain staff</p> <p>If staff fail to check allergen records before cooking, retrain staff</p> <p>If cleaning to remove allergen presence is ineffective review Cleaning Plan and retrain staff</p> <p>If staff fail to follow measures to minimise cross contamination risks, then review arrangements and retrain staff</p>

	<p>Allergen free foods clearly labelled and protected from contamination</p> <p>Foods containing allergens clearly labelled with allergen content and securely packaged/contained</p> <p>Staff trained to maintain high standards of personal hygiene to limit allergen transfer (e.g., thorough handwashing and change of protective clothing) before cooking allergen free foods</p>		<ul style="list-style-type: none"> Staff are maintaining high levels of personal hygiene e.g., hand washing, clothing changes etc in order to limit risk of allergen transfer 	<p>If there is any evidence that allergen cross contamination may have occurred, then treat food as if contaminated or discard of it</p> <p>If changes are made to systems, ensure staff are fully trained in the new arrangements</p> <p>Note all problems and corrective actions in Issues section of Daily Record</p>
Allergen presence	<p>Accurate record of allergen presence and "May contain" warnings (Allergen Information Records) maintained and available. Staff are familiarised with the system and updated on any changes. Staff check records before cooking food</p> <p>Foods containing allergens clearly labelled with allergen content and securely packaged/contained</p> <p>Full information on all recipes, ingredients and processes available. Staff trained to follow recipes and specified cooking processes.</p> <p>Standard recipes used where possible</p> <p>Staff trained in ways to cook foods that are free from specific allergens and to ensure food is protected from contamination during and after cooking</p> <p>If after cooking foods that are free from specific allergens, they are not going to be served to the customer straight away then ensure that they are packaged, labelled and stored appropriately</p> <p>Ensure there is a system in place to identify and track foods free from specific allergens from the cooking process and onto next stages e.g., service to customers, hot holding, chilling, packaging, labelling or placing into suitable storage</p>		<p>Checks to ensure: -</p> <ul style="list-style-type: none"> Allergen presence and "May contain" warnings are identified, and records are kept up to date Staff refer to the Allergen Information records before cooking meals that are free from certain allergens Staff follow recipe specifications and take measures to produce food free from specified allergens Food is protected from contamination during and after cooking Tracking system in place to identify food order as free from specific allergens throughout cooking stages and on to service or further processing stages 	<p>If there are failures to accurately update Allergen Information Records, then review and amend system and retrain staff as necessary</p> <p>If staff fail to check the Allergen Information Records before cooking allergen free orders, then retrain staff</p> <p>If staff fail to follow detailed recipe specifications and/or specific measures to produce allergen free foods, discard food and retrain staff</p> <p>If system to track allergen free orders fails, is unclear or there is evidence that contamination may have occurred, then discard of the food, review system and retrain staff</p> <p>If there is any risk that allergens are present in an allergy free request, then this food must not be served or sold to the customer. The safest option will be to discard of the food</p> <p>Where changes are made to these systems then staff must be trained in the new arrangements</p> <p>Note all problems and corrective actions in the Issues section of the Daily Record</p>
Notes				

Cooling				
Cooling				
⚠ Hazards	🛡 Controls	Critical Limits	📊 Monitoring	✅ Corrective Action
Microbiological, physical and chemical contamination	<p>Premises, equipment and tools maintained in good condition and cleaned and disinfected appropriately</p> <p>Cooling foods protected from post process contamination e.g., by covering them (loosely)</p> <p>High standards of staff personal hygiene maintained</p> <p>Chemicals stored securely, away from food and used in accordance with manufacturer's instructions</p> <p>Food safe chemicals used where possible</p> <p>Open food removed when cleaning in progress</p>		<p>Checks on the measures in place to protect against post process contamination</p> <p>Checks on hygiene and cleanliness of premises, equipment, tools and utensils</p> <p>Checks on safe usage and storage of cleaning chemicals</p>	<p>If there is any evidence that 'cooling' food may have been contaminated, then dispose of it safely</p> <p>Review systems to protect against contamination, retrain staff</p> <p>Note all problems and corrective actions in Issues section of Daily Record</p>
Microbiological multiplication, growth of spores and toxin production	<p>Food is cooled rapidly</p> <ul style="list-style-type: none"> Blast chiller used if available- food should reach refrigeration temperature within 90 minutes <p>Alternatively</p> <ul style="list-style-type: none"> Food bulk minimised e.g., joints less than 2.5 Kgs Food surface area maximised (e.g. food placed into shallow containers) Food containers placed in ice water baths or in clean, cool areas <p>Target – Food cooled to refrigeration temperature within 90 to 120 minutes</p>	Food cooled and refrigerated as quickly as possible, target 90-120 minutes	<p>Checks on measures to maximise cooling rate</p> <p>Checks on cooling time and final temperature of products- measured with a sanitised probe thermometer.</p> <p>NOTE. The FBO or Responsible Person must select the items for which cooling times and temperatures will be recorded. Items selected should be high risk. For the selected items the time at the start of cooling and the centre temperature must be recorded. When cooling ceases, the centre temperature of the food and the time must be recorded.</p> <p>Details are recorded in the Cooling section of the Daily Record</p>	<p>If the blast chiller cannot cool food to refrigeration temperature within 90 minutes, then review quantity of food involved, consider need for maintenance or replacement</p> <p>If food cannot be cooled to refrigeration temperature within 120 minutes, consider risks from bacterial/spore growth/ production of toxins. Decisions should be based on length of cooling time and core temperature achieved</p> <p>Review cooling methods and amend as necessary. Retrain staff.</p> <p>Dispose of food where there is a risk of bacterial multiplication, spore growth or production of toxins</p> <p>Note all problems and corrective actions in the Issues section of Daily Record</p>
Allergen cross contamination	<p>Accurate record of allergen presence and "May contain" warnings (Allergen Information Records) maintained and available. Staff are familiarised with the system and updated on any changes</p> <p>Foods containing allergens clearly labelled with allergen content and securely packaged/contained</p> <p>Thorough cleaning of cooling areas, equipment, tools and utensils to limit risk of allergen cross contamination</p> <p>Designated containers and tools used for cooling allergen free foods. Clean containers stored away from areas likely to be contaminated by allergens</p> <p>Allergen free foods cooled separately from foods containing allergens.</p> <p>Cooling food protected from risk of contamination e.g., by use of loose wrapping/covers. Allergen free foods clearly labelled and protected from contamination</p> <p>Staff trained to maintain high standards of personal hygiene to limit allergen transfer e.g., thorough handwashing before handling allergen free foods,</p>		<p>Checks to ensure: -</p> <ul style="list-style-type: none"> Allergen presence and "May contain" warnings identified, and records kept up to date Effective cleaning carried out to remove allergen debris and to minimise build-up of allergen residues Separation of foods containing allergens and allergen-free materials during cooling Use of clean, designated containers, tools and equipment for cooling allergen free foods Cooling foods protected from contamination Staff maintain high levels of personal hygiene e.g., hand washing, to limit risk of allergen transfer 	<p>If failures to accurately update Allergen Information Records, review and amend system and retrain staff as necessary</p> <p>If labelling and/or packaging missing/ inadequate, dispose of food safely, review and amend system and retrain staff</p> <p>If cleaning to remove allergen presence is ineffective review the Cleaning Plan and retrain staff</p> <p>If there is failure to use clean, separate, readily identifiable containers, tools and equipment for cooling allergen free foods, then assess the contamination risks and consider whether it is necessary to safely discard of these foods. Review arrangements and retrain staff</p> <p>If staff fail to follow measures to minimise cross contamination risks, then review arrangements and retrain staff</p> <p>Where there is any evidence that allergen cross contamination may have occurred treat food as if contaminated or discard of it.</p> <p>Where changes are made to systems, ensure staff are fully trained in the new arrangements</p> <p>Note all problems and corrective actions in the Issues section of Daily Record</p>
Allergen presence	<p>Accurate record of allergen presence and "May contain" warnings (Allergen Information Records) maintained and available. Staff are familiarised with the system and updated on any changes</p> <p>Foods containing allergens are clearly labelled with allergen content and securely packaged/contained</p> <p>Staff are trained in ways to cool foods that are free from specific allergens and to ensure food is protected from contamination during and after cooling</p> <p>After cooling foods free from specific allergens, they are packaged, labelled and stored appropriately</p>		<p>Checks to ensure: -</p> <ul style="list-style-type: none"> Allergen presence and "May contain" warnings are identified, and records kept up to date Staff follow the correct procedures for cooling products that are part of an "allergen free request" Tracking system in place to identify food orders (Allergen free requests) throughout the cooling stage and on to service or further processing stages 	<p>If there are failures to accurately update Allergen Information Records, then review and amend system and retrain staff as necessary</p> <p>If labelling and/or packaging missing/ inadequate then dispose of food safely, review and amend system and retrain staff</p> <p>If system to track allergen free orders fails, is unclear or there is evidence that contamination may have occurred, then discard food, review system and retrain staff</p> <p>If there is any risk that allergens are present in an "allergy free" request, then food must not be</p>

	<p>Systems are in place to identify and track foods free from specific allergens during cooling process</p> <p>Systems in place to identify and track foods free from' specific allergens, through cooling process and onto next stages e.g., service to customers, chilling, packaging, labelling or placing into suitable storage.</p>		<p>served or sold to the customer. The safest option will be to discard the food</p> <p>Where changes are made to systems, staff must be trained in the new arrangements</p> <p>Note all problems and corrective actions in the Issues section of Daily Record</p>
<p>Notes</p>			



Chilled Display

Chilled display

 Hazard	 Controls	Critical Limits	 Monitoring Procedures	 Corrective Actions
Microbiological, physical and chemical contamination	<p>Raw and ready-to-eat foods separated</p> <p>Separate colour coded equipment, utensils and tools used when handling raw and ready-to-eat foods</p> <p>Clean, hygienic display units, containers and tools used</p> <p>Foods protected from contamination e.g., use of sneeze screens, covering or packaging foods</p> <p>High standards of staff personal hygiene maintained</p> <p>Equipment and premises maintained in good condition</p> <p>Chemicals stored securely, away from food</p> <p>Food safe chemicals used where possible</p> <p>Manufacturers advice followed</p> <p>Foods displayed in suitable food grade packaging</p>		<p>Regular checks on display units to ensure separation of raw and ready to eat products and protection from contamination</p> <p>Checks to ensure: -</p> <ul style="list-style-type: none"> Hygiene and cleanliness of food containers Premises and equipment are in good condition Staff personal hygiene is properly maintained Staff handle and use cleaning chemicals correctly Suitable food grade packaging/wrapping used 	<p>If raw and ready to eat foods are not properly separated or protected e.g., by sneeze screens, then review likelihood of contamination. If there is evidence that contamination may have occurred, then dispose of the food safely and retrain staff</p> <p>If there is failure to use colour coded equipment and tools, review likelihood of contamination. If there is evidence that contamination may have occurred, then dispose of the food safely and retrain staff</p> <p>If display units and/or containers are unhygienic transfer food to a suitable clean and hygienic alternative. Dispose of any food likely to have been contaminated.</p> <p>Review Cleaning plan and retrain staff</p> <p>If there is poor staff personal hygiene, consider the risk of food contamination. If contamination is likely, dispose of food</p> <p>If premises or equipment are in poor condition, then repair or replace and consider contamination risks. If there is evidence that chemical contamination may have occurred, dispose of food safely and retrain staff</p> <p>Note all problems and corrective actions in the Issues section of the Daily Record</p>
Microbiological multiplication	<p>Pre-chill display equipment before use.</p> <p>Target chilled food held at 5°C or below</p> <p>Critical limit 8°C at centre of food</p> <p>Food within “Best before”, “Use by” date or assigned shelf life</p>	Chilled Food on display 8°C or less at centre	<p>Temperature of food on display checked twice daily with a sanitised probe thermometer.</p> <p>It will be up to the FBO or Responsible Person to select the items for which centre temperature readings will be recorded. Items selected should be high risk.</p> <p>Selected temperature check results must be documented in the Daily Record – Chilled Storage section</p> <p>Checks to ensure food within “Use by” dates, or assigned shelf life</p>	<p>If the temperature of the chilled food has risen above 8°C then disposal is the safest option</p> <p>Where assessed as safe the 4-hour rule can be used</p> <p>4-hour rule</p> <p>This allows chilled food to be kept at a temperature higher than 8°C for 1 period of up to 4 hours. Where this exemption is used it is up to the Food Business Operator or Responsible Person to demonstrate that the 4-hour period has not been exceeded</p> <p>If the period has been exceeded, then the food must be disposed of safely</p> <p>Only one period of time outside temperature control is allowed, no matter how short</p> <p>Use of the 4-hour rule should be noted in the issues section of the Daily Record</p> <p>Note. The 4-hour rule does not apply in Scotland</p> <p>Food that has exceeded its “Use by date” or assigned shelf life must be disposed of safely</p> <p>Note all problems and corrective actions in the Issues section of the Daily Record</p>
Allergen cross contamination	<p>NOTE. Requests for food free of allergens will vary in their requirements. As a result, orders are likely to be prepared on request and so the need for chilled display is likely to be limited.</p> <p>If this is not the case the following control measures will need to be in place</p> <p>Accurate record of allergen presence and “May contain” warnings (Allergen Information Records) maintained and available. Staff are familiarised with the system and updated on any changes</p> <p>Foods containing allergens clearly labelled with allergen content and securely packaged/contained</p> <p>Thorough cleaning of display area and display equipment to limit risk of allergen cross contamination</p>		<p>Checks to ensure: -</p> <ul style="list-style-type: none"> Allergen Information Records are accurate and available Effective cleaning carried out to remove allergen debris and to minimise build-up of allergen residues Readily identifiable containers for allergen free foods Separation of foods containing allergens from allergen free materials Products containing allergens suitably identified Allergen free foods clearly labelled and protected from contamination Staff are maintaining high standards of personal hygiene 	<p>If there are failures to accurately update Allergen Information Records, then review and amend system and retrain staff as necessary</p> <p>If labelling and/or packaging missing/inadequate, then dispose of food safely, review and amend system and retrain staff</p> <p>If systems to prevent cross contamination e.g., separation of products, cleaning to remove allergens, staff personal hygiene etc inadequate or improperly used review systems and retrain staff</p> <p>If there is any evidence that allergen cross contamination may have occurred, then treat food as if contaminated or discard of it</p> <p>Note all problems and corrective actions in the Issues section of the Daily Record</p>

	<p>Allergen free foods displayed in separate cold display unit from foods containing allergens.</p> <p>Separate, readily identifiable, containers used for allergen free foods. Clean containers stored away from areas likely to be contaminated by allergens</p> <p>Allergen free foods clearly labelled and protected from contamination</p> <p>Staff trained to maintain high standards of personal hygiene to limit allergen transfer e.g., thorough handwashing before handling “allergen free” foods,</p>			
Allergen presence	<p>Accurate record of allergen presence and “May contain” warnings (Allergen Information Records) maintained and available. Staff are familiarised with the system and updated on any changes</p> <p>Foods containing allergens clearly labelled with allergen content and securely packaged/contained</p> <p>Staff trained to ask customers if they have any food allergies and to take down accurate details of any request for food free of specific allergens</p> <p>System in place to provide customer with full information on the presence of allergens as ingredients used in other foods, as kitchen is not allergen free. Suitably risk assessed “May contain” warnings used where appropriate.</p> <p>Correct allergen information is given to the customer as well as information on allergen free options. In some cases, this might be that allergen free foods cannot be produced as a result of limited space and equipment within the kitchen</p>		<p>Checks to ensure accuracy and availability of allergen presence and “May contain” warnings records</p> <p>Checks to ensure effective allergen information provision systems in place for customers</p>	<p>If there are failures to accurately update Allergen Information Records, then review and amend system and retrain staff as necessary</p> <p>If labelling and/or packaging missing/inadequate, dispose of food safely, review and amend system and retrain staff</p> <p>If problems with the customer information system occur then review, amend and as necessary retrain staff</p> <p>Note all problems and corrective actions in the Issues section of the Daily Record</p>
Notes				

Ambient Display

Ambient display

 Hazard	 Controls	Critical Limits	 Monitoring Procedures	 Corrective Actions
Microbiological, physical and chemical contamination.	<p>Raw and ready-to-eat foods separated</p> <p>Separate colour coded tools used when handling raw and ready-to-eat foods</p> <p>Clean and hygienic display units, containers and tools used</p> <p>Foods protected from contamination e.g., use of sneeze screens, covering or packaging foods</p> <p>High standards of staff personal hygiene maintained</p> <p>Chemicals stored securely, away from food</p> <p>Food safe chemicals used where possible. Manufacturers advice followed for use of chemicals</p>		<p>Regular checks on display units to ensure separation of raw and ready to eat products and protection from contamination</p> <p>Checks to ensure: -</p> <ul style="list-style-type: none"> Adequate Hygiene and cleanliness of food containers Suitable condition of display equipment Staff are maintaining personal hygiene Staff handle and use cleaning chemicals correctly 	<p>If food units and containers are not clean and hygienic, then assess contamination risks and if there is any evidence that contamination may have occurred then safely dispose of ready to eat foods</p> <p>Review Cleaning Plan and retrain staff</p> <p>If food is inadequately protected from contamination (e.g., lack of a sneeze screen) then safely dispose of food that is likely to be contaminated. Review protection arrangements and retrain staff as necessary</p> <p>If poor staff personal hygiene, then consider the risk of food contamination. If there is any evidence that contamination may have occurred, safely dispose of ready to eat foods and retrain staff</p> <p>If premises or equipment is in poor condition, repair or replace damaged elements. Review maintenance programme</p> <p>If there is any evidence that chemical contamination may have occurred, safely dispose of foods. Review use of chemicals and storage, retrain staff</p> <p>Note all problems and corrective actions in the Issues section of the Daily Record</p>
Microbiological multiplication	<p>Stock rotation in place to ensure food in good condition</p> <p>Food within "Best before" date</p>		<p>Checks to ensure food in good condition</p> <p>Checks to ensure Stock Rotation system in place and effective</p>	<p>Food outside "Best before" date disposed of safely</p> <p>Food in poor condition is disposed of safely</p> <p>If there is a stock rotation system failure, review system and retrain staff</p> <p>Note all problems and corrective actions in the Issues section of the Daily Record</p>
Allergen cross contamination.	<p>Accurate record of allergen presence and "May contain warnings" (Allergen Information Records) maintained and available. Staff are familiarised with the system and updated on any changes</p> <p>Foods containing allergens clearly labelled with allergen content and securely packaged/contained</p> <p>Thorough cleaning of display area and display equipment to limit risk of allergen cross contamination</p> <p>Allergen free foods displayed separately from foods containing allergens.</p> <p>Separate, readily identifiable, containers used for allergen free foods. Clean containers stored away from areas likely to be contaminated by allergens</p> <p>Allergen free foods clearly labelled and protected from contamination</p> <p>Staff trained to maintain high standards of personal hygiene to limit allergen transfer e.g., thorough handwashing before handling allergen free foods</p>		<p>Checks to ensure: -</p> <ul style="list-style-type: none"> Record of allergen presence and "May contain" warnings (Allergen Information Records) accurate, up to date and available. Checks to ensure staff are familiar with the system and updated on changes Effective cleaning carried out to remove allergen debris and to minimise build-up of allergen residues Readily identifiable, containers used for allergen free foods Separation of foods containing allergens and allergen-free materials Allergen free foods clearly labelled and protected from contamination Staff are maintaining high standards of personal hygiene 	<p>If there are failures to accurately update Allergen Information Records, then review and amend system and retrain staff as necessary</p> <p>If staff are not familiar with the allergen information Records system, update and retrain them.</p> <p>If labelling and/or packaging missing/inadequate, then dispose of food safely, review and amend system and retrain staff</p> <p>Where there is any evidence that allergen cross contamination may have occurred, treat food as contaminated or discard of it</p> <p>If systems to prevent cross contamination (e.g., separation of products, cleaning to remove allergens, staff personal hygiene etc) are inadequate or improperly used, then review systems and retrain staff</p> <p>Note all problems and corrective actions in the Issues section of the Daily Record</p>
Allergen presence	<p>Accurate record of allergen presence and "May contain" warnings (Allergen Information Records) maintained and available. Staff are familiarised with the system and updated on any changes</p> <p>Foods containing allergens clearly labelled with allergen content and securely packaged/contained</p> <p>Allergen free foods clearly labelled and protected from contamination</p> <p>System in place to provide customer with full information on presence of allergens as ingredients and of "May contain" warnings</p>		<p>Checks to ensure:</p> <ul style="list-style-type: none"> Accuracy and availability of allergen presence and "May contain" warnings records Staff are familiar with the system and updated on changes Effective allergen information provision systems in place for customers 	<p>If there are failures to accurately update Allergen Information Records, then review and amend system and retrain staff as necessary</p> <p>If labelling and/or packaging missing/inadequate, then dispose of food safely, review and amend system and retrain staff</p> <p>If there are problems with the customer information system then review, amend and as necessary retrain staff</p> <p>Note all problems and corrective actions in the Issues section of the Daily Record</p>

Notes



Service				
Food service				
⚠ Hazards	🛡 Controls	📊 Critical Limits	🔍 Monitoring Procedures	✅ Corrective Action
Microbiological, physical and chemical contamination.	<p>Clean and hygienic equipment, containers and utensils used for serving food.</p> <p>Raw and ready to eat foods separated</p> <p>Foods protected from contamination (e.g., use of sneeze screens, covering or packaging of foods)</p> <p>Direct handling minimised, use of tongs, utensils etc where possible</p> <p>Service areas, vending machines, equipment, containers, packaging and utensils maintained in a hygienic and sound condition.</p> <p>High standards of staff personal hygiene maintained</p> <p>Chemicals stored away from food.</p> <p>Manufacturer's advice followed</p> <p>Food safe chemicals used</p> <p>Food served in food grade packaging</p>		<p>Regular checks on equipment, utensils and containers to ensure clean and hygienic condition</p> <p>Checks to ensure:</p> <ul style="list-style-type: none"> • Separation of raw and cooked products • Effectiveness of measures to protect against contamination • Direct handling of foods minimised • Condition of service areas, vending machines, equipment, containers, packaging and utensils • Staff personal hygiene practices are properly maintained • Staff handle and use cleaning chemicals correctly • Suitable food grade packaging/ wrapping used 	<p>Where equipment containers and utensils are not clean and hygienic, assess contamination risks. If there is any evidence that contamination may have occurred safely dispose of foods</p> <p>Review Cleaning plan and retrain staff</p> <p>If raw and ready to eat foods are not properly separated or protected against contamination (e.g., by sneeze screens), then assess contamination risks. If there is any evidence that contamination may have occurred safely dispose of foods. Review systems to protect food from contamination, amend as necessary and retrain staff</p> <p>If there is frequent direct handling of food, consider contamination risks and dispose of affected ready to eat foods safely</p> <p>If service areas vending machines, equipment, containers, packaging and utensils are not maintained in a hygienic and sound condition, then transfer food to suitable clean and hygienic alternatives.</p> <p>If there is any evidence that contamination may have occurred, then safely dispose of foods. Review Cleaning Plan and Maintenance Programme. Retrain staff</p> <p>If there is poor staff personal hygiene, then consider risk of food contamination. If there is any evidence that contamination may have occurred, safely dispose of foods and retrain staff</p> <p>If staff do not use cleaning chemicals effectively and safely, then review Cleaning Plan and retrain staff</p> <p>Note all problems and corrective actions in the Issues section of the Daily Record</p>
Microbiological multiplication	<p>Time out of temperature control minimised</p> <p>Food within "Use by" and "Best before" date or within assigned shelf life</p>		<p>Checks to ensure that the time foods are out of temperature control during service is minimised</p> <p>Checks to ensure food within "Use by" and "Best before" dates, or assigned shelf life</p>	<p>If food service involves extended periods of time before delivery to customer, then review service arrangements to minimise time out of temperature control</p> <p>If food beyond "Use by" or "Best before" dates or assigned shelf life, then dispose of it safely</p>
Allergen cross contamination	<p>Accurate record of allergen presence and "May contain" warnings (Allergen Information Records) maintained and available. Staff familiarised with system and updated about changes</p> <p>Thorough cleaning of service area and equipment to limit risk of allergen cross contamination</p> <p>Foods containing allergens clearly labelled with allergen content and securely packaged/contained</p> <p>Allergen free food identified, labelled and securely packaged/contained</p> <p>Allergen free foods served using separate equipment and utensils from foods containing allergens.</p> <p>Separate, readily identifiable, containers used for allergen free foods. Clean containers stored away from areas likely to be contaminated by allergens</p> <p>Staff trained to maintain high standards of personal hygiene to limit allergen transfer (e.g., thorough handwashing and changing of overclothing before serving allergen free foods)</p> <p>Self-service options (e.g., buffets), are clearly labelled with allergen information and are supervised by staff/regular checks undertaken, to manage the potential for cross contamination e.g., by utensils, inadequate separation of foods.</p>		<p>Checks to ensure: -</p> <ul style="list-style-type: none"> • Record of allergen presence and "May contain" warnings (Allergen Information Records) up to date, accurate and available • Staff understand system and are regularly updated on changes • Effective cleaning carried out to remove allergen debris and to minimise build-up of allergen residues • Readily identifiable, containers used for allergen free foods • Separation of foods containing allergens and allergen-free materials • Products containing allergens suitably labelled/ identified and packaged • Allergen free foods clearly identified, labelled and protected from contamination • Staff are maintaining high standards of personal hygiene • Self-service options are safely maintained to minimise risk of allergenic cross contamination. 	<p>If there are failures to accurately update Allergen Information Records, then review and amend system and retrain staff as necessary</p> <p>If labelling and/or packaging missing/ inadequate, then dispose of food safely, review and amend system and retrain staff. If there is any evidence that allergen cross contamination may have occurred, then treat food as if contaminated or discard of it</p> <p>If systems to prevent cross contamination (e.g., separation of products, cleaning to remove allergens, staff personal hygiene etc) are inadequate or improperly used, then review systems and retrain staff</p> <p>Note all problems and corrective actions in the Issues section of the Daily Record</p>
Allergen presence	Record of allergen presence and "May contain" warnings (Allergen Information Records) kept up to		Checks to ensure: -	If there are failures to accurately update Allergen Information Records, then review and amend

	<p>date and available. Staff familiarised with system and updated about changes</p> <p>Foods containing allergens clearly labelled with allergen content and securely packaged/contained</p> <p>Staff trained to ask customers if they have any food allergies and to write down accurate details of any request for food free of specific allergens</p> <p>Signage to indicate where customers can obtain information on allergen presence e.g., on menus, from staff etc</p> <p>System in place to ensure accurate allergen information is given to customers as well as information on allergen free options.</p> <p>If kitchen space is insufficient to ensure that allergen free foods can be produced, then customers are advised accordingly</p> <p>Systems in place to identify and track provision of foods free from specific allergens through all preparation and cooking processes, through to the point of service.</p> <p>A clear system in place for dealing with customer complaints or concerns regarding allergenic contamination. Staff trained on this system and are familiar with how to deal with customer complaints.</p>		<ul style="list-style-type: none"> • Accuracy and availability of allergen presence and "May contain" warnings, records and signage (signage - for customers to indicate where information can be found) • Staff are familiar with allergen information records and are given regular updates on any changes • Accurate allergen information is given to customers as well as information on allergen free options • Food not containing allergens is clearly labelled and packaged/contained • Food containing allergens securely packaged/contained and clearly labelled with allergen content • Effective system in place to identify and track provision of foods free from specific allergens through all preparation and cooking processes, through to the point of service 	<p>system and retrain staff as necessary</p> <p>If labelling and/or packaging missing/ inadequate, then dispose of food safely, review and amend system and retrain staff</p> <p>If signage to indicate where allergen information may be found is inadequate, then review system and retrain staff</p> <p>If there are problems with the customer information system, then review and amend and retrain staff as necessary</p> <p>If there is any evidence that allergen cross contamination may have occurred, then treat food as if contaminated or discard of it</p> <p>If the systems in place to identify and track provision of foods free from specific allergens through all preparation and cooking processes and to point of service are inadequate, then review and amend them and retrain staff.</p> <p>Note all problems and corrective actions in the Issues section of the Daily Record</p> <p>If a customer makes a complaint or raises concerns about allergenic contamination then review the matters and take necessary actions. Where applicable retrain staff on customer complaints procedure.</p>
Notes				

