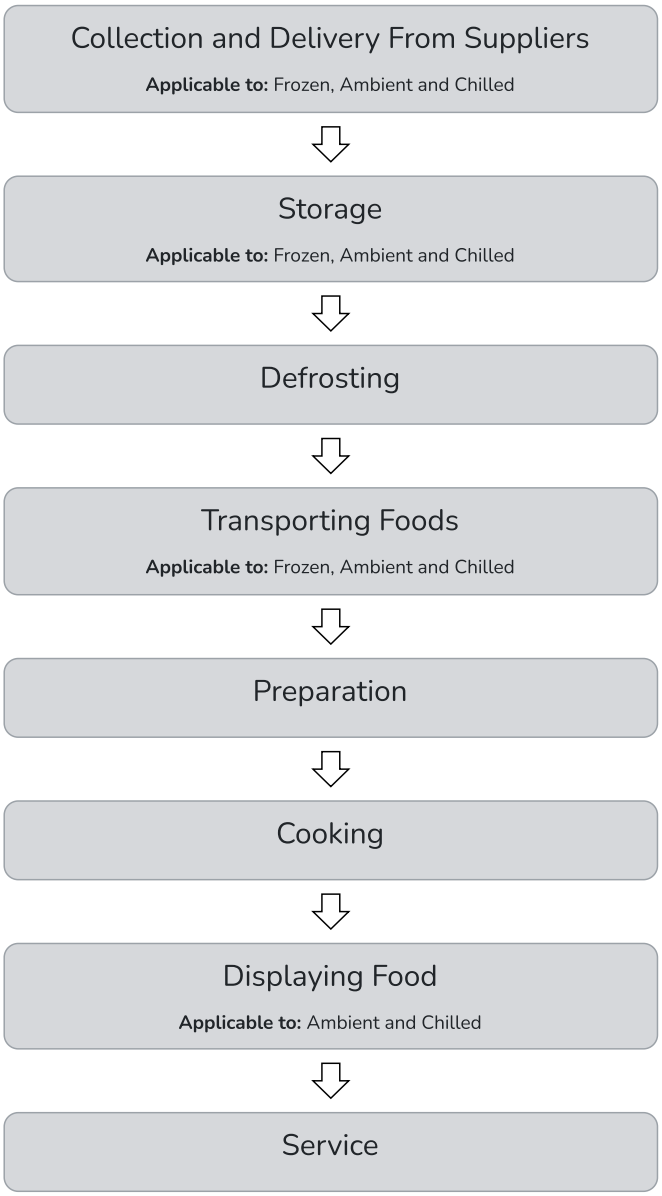
# Roll Me Up : Food Safety Risk Assessment



| Collection and Delivery From Suppliers | | | |
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| **Hazard** | **Controls** | **Monitoring Procedures** | **Corrective Actions** |
| Microbiological, physical and chemical contamination<br><br>**Applicable to:** Ambient, Chilled and Frozen | Approved/reputable suppliers used who can demonstrate legal compliance.<br><br>Food specifications set. Food matches specification.<br><br>Packaging intact and in good condition.<br><br>Equipment used for food collections cleaned and disinfected before use.<br><br>Food protected from contamination. Raw and ready to eat foods separated. | Visual checks carried out to ensure that all relevant controls outlined are in place and there is no evidence of food contamination.<br><br>To confirm appropriate checks have been carried out, complete the delivery checks (tick greyed out box) alongside statement "Delivery checks complete" within the Daily Record/Daily Diary **or** Complete the Delivery checks in the Digital SMS. | Consider rejection/disposal of food based on contamination risks in the following circumstances:<br><br>• Where transportation equipment is unhygienic and/or delivery staff show bad hygienic practices consider rejection of food, based on contamination risks.<br>• If food does not meet specification review suitability and reject or retain. If retaining food, ensure safety will be maintained. Retrain staff in purchasing requirements.<br>• If packaging is damaged and raw and ready to eat foods have been in contact reject ready to eat food.<br>• If chemical contamination has or is likely to have occurred, reject food. Retrain staff on transportation requirements.<br>• If there is any evidence that food may have been contaminated, reject food. Where food is rejected raise issues with supplier.<br><br>Note all problems and corrective actions in the Issues section of the Daily Record/Daily Diary **or** create an Action in the Digital SMS. |
| | Delivery vehicle, equipment and containers clean and hygienic. Delivery staff demonstrate good hygienic practices.<br><br>Food and non-food items, e.g. chemicals, kept separate during transportation. | | If collection/transportation equipment is unhygienic consider rejection of food, based on contamination risks. Review cleaning procedures and retrain staff on cleaning and purchasing requirements. |

| Collection and Delivery From Suppliers - continued | | | |
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| **Hazard** | **Controls** | **Monitoring Procedures** | **Corrective Actions** |
| Microbiological multiplication<br><br>**Applicable to:** Frozen | Food delivered under temperature control at -18°C or less.<br><br>**Critical Limit: Frozen Foods -18°C or less.**<br><br>Temperature-controlled storage such as cool bags/boxes or freezer vehicles, used to collect/transport frozen food, capable of maintaining a temperature of -18°C or less. | Between pack food temperatures checked on arrival at food business with a sanitised probe thermometer.<br><br>Recording by exception – food must be checked for temperature, but readings may only be recorded when food is found to be out of temperature control.<br><br>**Temperatures above -18°C noted in Issues section of Daily Record/Daily Diary or Digital SMS.** | If food has defrosted fully or partially or is at a temperature higher than -18°C then refrigerate it and treat as chilled, cook immediately (if product suitable for cooking) or reject the goods/delivery. |
| Microbiological multiplication<br><br>**Applicable to:** Chilled | Chilled food kept at 5°C or below<br><br>**Critical Limit: Chilled Foods 8°C or less at centre.**<br><br>Temperature-controlled storage such as cool bags/boxes or refrigerated vehicles, used to collect/transport chilled foods, capable of maintaining a temperature of 5°C or less. | Temperature checks between packs are carried out. Food temperatures checked on arrival at food business with a sanitised probe thermometer.<br><br>Recording by exception – food must be checked for temperature, but readings may only be recorded when food is found to be out of temperature control.<br><br>**Temperatures above 5°C noted in Issues section of Daily Record/Daily Diary or Digital SMS** and core temperature of food checked. Critical limit 8°C at centre of food. | If the core temperature of the chilled food has risen above 8°C then the food should be rejected. |
| Microbiological multiplication | | | |

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| **Applicable to:** Ambient, Chilled and Frozen | Approved/reputable suppliers used who can demonstrate legal compliance.<br><br>Food specifications set.<br><br>Food within “Use by” or “Best before” date. | Checks are carried out whenever foods are received (collection/delivery) to ensure that all relevant controls outlined are in place and there is no evidence of food contamination. | Review collection/transportation arrangements and retrain staff on purchasing requirements as applicable.<br><br>Consider rejection/disposal of food based on contamination risks in the following circumstances:<br><br>• Reject food that is not from “approved” or reputable supplier.<br>• If food does not meet specification review suitability and reject or retain.<br>• Food outside “Use by” or “Best before” date.<br><br>Where food is rejected raise issues with supplier.<br><br>Note all problems and corrective actions in the Issues section of the Daily Record/Daily Diary **or** create an Action in the Digital SMS. |

## Collection and Delivery From Suppliers - continued

| Hazard | Controls | Monitoring Procedures | Corrective Actions |
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| Allergen presence and cross contamination<br><br>**Applicable to:** Ambient, Chilled and Frozen | Approved/reputable suppliers used who can demonstrate legal compliance and food specifications set.<br><br>Where possible “No substitutions” policy agreed with suppliers.<br><br>All necessary information on allergen presence and “May contain” warnings provided by “approved”/ reputable suppliers in English.<br><br>Checks made on all incoming foods to identify allergen presence/”May contain” warnings and identify any substitutions. 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. This system is updated when new food products or substituted ingredients are received by the business. Substitutions evaluated for allergen content and suitability for use assessed.<br><br>Foods containing allergens clearly labelled with allergen content and securely packaged/contained.<br><br>Separation of unwrapped foods containing allergens from other unwrapped foods.<br><br>Allergen free products separated from foods containing allergens during transport.<br><br>Allergen free foods clearly labelled, securely packaged and protected from cross contamination.<br><br>Separate, readily identifiable, lidded containers used for collecting/transporting allergen free foods.<br><br>Effective cleaning of storage facilities used in collecting/transporting food (e.g. storage boxes, bags etc), to limit risk of allergen build up. | Checks are carried out whenever foods are received (collection/delivery) to ensure that all relevant controls outlined are in place and there is no evidence of allergen cross contamination and the presence of allergens in foods is identified.<br><br>Confirming the identification of products containing allergens forms part of the NCASS delivery checks, complete the delivery checks (tick greyed out box) alongside statement “Delivery checks complete” within the Daily Record/Daily Diary **or** complete the Delivery checks in the Digital SMS.<br><br>Documentary checks to ensure that Allergen Information Records are accurate and up to date. | Consider rejection/disposal of food based on allergen cross contamination risks in the following circumstances:<br><br>• If foods are not from an “approved”/reputable supplier reject them.<br>• If packaging is damaged, consider risks of contamination.<br>• If adequate information on allergen presence and “May contain” warnings is not provided by suppliers reject foods and consider alternative suppliers.<br>• If there is evidence that contamination may have occurred (e.g., failure to separate allergen free foods from foods containing allergens) reject foods.<br>• If labelling and/or packaging missing/ inadequate reject food and review contract with suppliers.<br>• If checks are inadequate (e.g. allergens missed/not recorded in allergen information records or substitutions not identified.<br>• If there are failures to accurately, update Allergen Information records.<br><br>Review and amend systems and retrain staff as necessary. Review staff training in purchasing requirements as necessary.<br><br>In case of regular substitutions consider reviewing supplier contracts.<br><br>Note all problems and corrective actions in the Issues section of the Daily Record/Daily Diary **or** create an Action in the Digital SMS.<br><br>If containers used to collect/transport food have not been effectively cleaned or there is a failure to use separate, readily identifiable containers for allergen free foods etc, then treat foods as contaminated or dispose of them. Review cleaning arrangements and retrain staff as applicable. |

| Storage | | | |
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| **Hazard** | **Controls** | **Monitoring Procedures** | **Corrective Actions** |
| Microbiological, physical and chemical contamination<br><br>**Applicable to:** Ambient, Chilled and Frozen | Food suitably packaged and labelled. Packaging intact and in good condition. Foods are stored in suitable food grade packaging.<br><br>Food protected from contamination (e.g. stored in lidded food containers whenever possible or suitably covered). Raw and ready to eat foods separated. Raw food stored below ready to eat food.<br><br>Good system of stock rotation to remove food that is not in good condition/no longer suitable for use.<br><br>Food and non-food items kept separate.<br><br>Cleaning chemicals stored securely, away from food. Food safe cleaning products used where applicable. Chemicals stored in labelled containers away from food areas.<br><br>Regular maintenance of premises, structure and equipment. | Visual checks carried out of food storage areas to ensure that all relevant controls are in place and there is no evidence of food contamination.<br><br>Wherever possible checks incorporated into the opening and closing checks carried out daily. | Consider rejection/disposal of food based on contamination risks in the following circumstances:<br><br>• If packaging is damaged and raw and ready to eat foods are likely to have been in contact, then dispose of ready to eat food.<br>• If there is evidence of physical contamination dispose of food safely. Where possible de-box items away from food preparation areas to avoid further contamination.<br>• If packaging/storage containers appear unhygienic consider safe disposal of food.<br>• In the event of chemical contamination dispose of food safely, review use of chemicals and storage, retrain staff.<br>• If food labelling is missing and the food type, ingredients or shelf life cannot be identified then dispose of food.<br><br>If stock rotation is ineffective, review system and retrain staff.<br><br>Review Cleaning Plan and Planned Maintenance schedule and retrain staff as necessary.<br><br>Note all problems and corrective actions in Issues section of Daily Record/Daily Diary **or** create an Action in the Digital SMS. |
| Microbiological, physical and chemical contamination<br><br>**Applicable to:** Frozen | Food prepared “In house” for freezing is suitably wrapped and appropriately labelled, including with “Date of Manufacture/Freezing”.<br><br>Freezers maintained in good working order. Planned maintenance programme for freezers.<br><br>Programmed cleaning and disinfection of freezers as part of the Cleaning Plan (to maintain good hygiene and limit allergen cross contamination). | | If freezers are dirty or working incorrectly, transfer food to a clean, effectively operating freezer and clean, disinfect, repair or replace the unsatisfactory freezer.<br><br>Record details of any freezer breakdowns in the Equipment Breakdown and Repair Record form in the Additional Resources section of the SMS **or** create an Action in the Digital SMS. |
| Microbiological, physical and chemical contamination<br><br>**Applicable to:** Ambient | Food stored off floor in a well-ventilated space.<br><br>Pest management programme in place with scheduled, regular pest control inspections.<br><br>Where facilities prevent complete pest proofing (e.g. gazebo) and ambient food remains in place overnight, this food must be stored in pest proof containers.<br><br>Regular cleaning of storage racking, cupboards etc as detailed in Cleaning Plan. | | If there is evidence that foods may have been contaminated (e.g. food stored on the floor, not stored in pest proof containers) then dispose of food and review storage arrangements.<br><br>If there is evidence of pest presence then check condition of all stored food, dispose of contaminated food safely, call pest control operator and review pest management and maintenance programme. |
| Microbiological, physical and chemical contamination<br><br>**Applicable to:** Chilled | Refrigerators and other chilling equipment kept clean and disinfected in accordance with Cleaning Plan and maintained in good condition. | | If chiller units are dirty or working incorrectly, transfer food to a suitable clean and hygienic alternative. Dispose of any food likely to have been contaminated. Clean, disinfect and repair the unsatisfactory chiller unit. |

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| | | | Record details of any refrigerator breakdowns in the Equipment Breakdown and Repair Record form in the Additional Resources section of the SMS. |

| Storage - continued | | | |
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| **Hazard** | **Controls** | **Monitoring Procedures** | **Corrective Actions** |
| Microbiological multiplication<br><br>**Applicable to:** Frozen | Frozen food stored at -18°C to -20°C (or in accordance with Manufacturer's recommendations).<br><br>**Critical Limit for Frozen Foods is:** -18°C or **colder.**<br><br>Food stored below load lines (freezers not overstocked). | **Check "Between pack food temperatures" in each freezer, at least once a day**, using a sanitised probe thermometer.<br><br>Temperature readings recorded in Daily Record/Daily Diary **or** in the freezer temperature checks within the Digital SMS. | If food has defrosted fully or partially, or is at a temperature higher than -18℃ then refrigerate it and treat as chilled, cook immediately (if product suitable for cooking) or dispose of it safely.<br><br>If temperatures are above -18°C note details in the Issues section of the Daily Record/Daily Diary **or** create an Action in the Digital SMS.<br><br>Review freezer storage, reduce loading, service, repair or replace the freezer as necessary.<br><br>Record details of any freezer breakdowns in the Equipment Breakdown and Repair Record form in the Additional Resources section of the SMS **or** create an Action in the Digital SMS. |
| Microbiological multiplication<br><br>**Applicable to:** Chilled | Chilled food kept at 5°C or below Critical limit 8°C at centre of food.<br><br>Food stored in order to allow good air circulation.<br><br>**Critical Limit for Chilled Foods:**<br><br>**8°C or less at centre** | **Twice daily temperature checks of refrigerators to ensure temperature is 5°C or less**.<br><br>If temperature above 5°C, then check core food temperature of chilled food with a sanitised probe thermometer.<br><br>Temperature Readings recorded in the Daily Record/Daily Diary **or** in the refrigerator temperature checks within the Digital SMS. | If the temperature of the chilled food has risen above 8°C then disposal is the safest option.<br><br>If assessed as safe the 4-hour rule can be used.<br><br>**The 4-hour rule 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. If the period has been exceeded, then the food must be disposed of safely. Only one period outside temperature control is allowed, no matter how short. (The 4-hour rule does not apply in Scotland.)<br><br>If the 4-hour rule is used, then it must be documented in the Issues section of the Daily Record **or** create an Action in the Digital SMS.<br><br>Record details of any refrigerator breakdowns in the Equipment Breakdown and Repair Record form in the Additional Resources section of the SMS **or** create and Action in the Digital SMS. |
| Microbiological multiplication<br><br>**Applicable to:** Ambient, Chilled and Frozen | Food within "Use by", "Best before" date or assigned shelf life.<br><br>Good stock rotation system in place. | Check "Use by", "Best before" date and/or assigned shelf-life dates regularly. Checks to ensure good stock. | Safely dispose of food beyond "Use by", "Best Before" date or assigned shelf life. If there is a stock rotation failure, review arrangements and retrain staff. |

| Storage - continued | | | |
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| **Hazard** | **Controls** | **Monitoring Procedures** | **Corrective Actions** |
| Allergen presence and cross contamination<br><br>**Applicable to:** Ambient, Chilled and Frozen | All necessary information on allergen presence and "May contain" warnings available for foods produced and stored. Accurate Allergen Information Records | Visual checks carried out of food storage areas to ensure that all relevant controls are in place and there is no evidence of food allergen contamination and the presence of allergens in food is identified. | Consider rejection/disposal of food based on allergen contamination risks in the following circumstances:<br><br>• If there are failures to accurately update and maintain Allergen |

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| | maintained and available. Staff familiar with system and updated on any changes.<br><br>Foods containing allergens clearly labelled with allergen content and securely packaged.<br><br>Allergen free foods clearly labelled, securely packaged and protected from cross contamination/ where possible stored separately from foods containing allergens, where possible.<br><br>Thorough cleaning programme to include storage areas, facilities and equipment to minimise the presence of allergen debris and residues. (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 is to be carried out to minimise allergen residues.<br><br>Use separate cleaning cloths for cleaning designated 'allergen free' storage equipment. | Wherever possible storage checks incorporated into the opening and closing checks carried out daily.<br><br>Documentary checks to ensure that Allergen Information Records are accurate and up to date. | Information Records,<br>• If cleaning is ineffective.<br>• If labelling is missing/inadequate.<br>• If systems to prevent cross contamination (e.g. separation of products) start to fail, review and amend systems and retrain staff as necessary.<br><br>If there is any evidence that allergen cross contamination may have occurred treat food as if contaminated or discard it.<br><br>Review and amend systems/control measures and retrain staff as necessary.<br><br>Note all problems and corrective actions in Issues section of Daily Record/Daily Diary **or** create an Action in the Digital SMS. |
| Allergen presence and cross contamination<br><br>**Applicable to:** Ambient | Allergens in powder form stored in airtight containers. | | |

| Defrosting | | | |
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| **Hazard** | **Controls** | **Monitoring Procedures** | **Corrective Actions** |
| Microbiological, physical and chemical contamination<br><br>**Applicable to all food types/states** | Foods placed in a container to collect fluids released during defrosting.<br><br>Defrosting foods protected from contamination, e.g. covered, whilst defrosting.<br><br>Separation of raw and ready to eat foods. Raw foods stored below ready to eat foods.<br><br>Separation of foods and non-foods. Chemicals stored securely, away from food preparation areas. Food safe chemicals used in food preparation areas whenever possible.<br><br>Staff maintain high standards of personal hygiene. | Visual checks carried out of defrosting foods to ensure that all relevant controls are in place, to ensure that defrosting foods are protected from contamination and do not pose a contamination risk (defrosting liquid does not contaminate other foods) and there is no evidence of food contamination. | If staff do not maintain high standards of personal hygiene, consider contamination risks and safely dispose of food as necessary.<br><br>Dispose of any food products where there is evidence of contamination. If evidence of contamination, then review defrosting procedures and retrain staff.<br><br>Note all problems and corrective actions in Issues section of Daily Record/Daily Diary **or** create an Action in the Digital SMS. |

| Defrosting - continued | | | |
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| **Hazard** | **Controls** | **Monitoring Procedures** | **Corrective Actions** |
| Microbiological multiplication<br><br>**Applicable to all food types/states** | High risk foods defrosted in refrigerator operating at 5°C or below. Time is allowed to ensure food is fully defrosted before cooking/reheating.<br><br>Other suitable defrosting methods:<br><br>• Defrost under running water - **NOT SUITABLE FOR RAW MEAT OR POULTRY.**<br>• Use of the defrost setting on microwave<br><br>For pre-packed foods, refer to the manufacturer's defrosting instructions.<br><br>Minimise time out of temperature control. Once defrosted, food is kept refrigerated or is prepared and served straight away. | Checks carried out to ensure that all relevant controls are in place, to ensure foods are fully defrosted using suitable methods and the temperature control of food is maintained. | If food is not fully defrosted, then allow more time/suitable method to ensure food is fully defrosted.<br><br>If high risk ready to eat food has been out of temperature control for more time than permitted (4-hour rule), then safely dispose of food. If there is evidence food has been out of temperature control beyond permitted limits review defrosting procedures and retrain staff.<br><br>Note all problems and corrective actions in Issues section of Daily Record/Daily Diary **or** create an Action in the Digital SMS. |

| Defrosting - continued | | | |
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| **Hazard** | **Controls** | **Monitoring Procedures** | **Corrective Actions** |
| Allergen presence and cross contamination<br><br>**Applicable to all food types/states** | Accurate record of allergen presence and "May contain" warnings (Allergen Information records) maintained and available for defrosting foods. Staff are familiarised with the system and updated on any changes.<br><br>Foods containing allergens clearly labelled with allergen content and securely packaged/contained.<br><br>Allergen free foods clearly labelled/readily identifiable and protected from contamination. Allergen free foods defrosted separately from foods containing allergens.<br><br>Thorough cleaning of containers used to defrost allergen free foods, before re-use. Clean containers stored away from areas likely to be contaminated by allergens. | Visual checks carried out of defrosting foods to ensure that all relevant controls are in place and there is no evidence of food allergen contamination and the presence of allergens in foods is identified.<br><br>Documentary checks to ensure that Allergen Information Records are accurate. | Consider rejection/disposal of food based on allergen contamination risks in the following circumstances:<br><br>• If there are failures to accurately update Allergen Information Records, review and amend system and retrain staff as necessary.<br>• If labelling and/or packaging missing/inadequate, dispose of food safely, review and amend system and retrain staff.<br>• If systems to prevent cross contamination (e.g. separation of products, cleaning to remove allergens) are ineffective review systems and retrain staff.<br><br>If there is any evidence that allergen cross contamination may have occurred treat food as if contaminated or discard it. |

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| | | | Note all problems and corrective actions in Issues section of Daily Record/Daily Diary **or** create an Action in the Digital SMS. |

| Transporting Foods | | | |
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| **Hazard** | **Controls** | **Monitoring Procedures** | **Corrective Actions** |
| Microbiological, physical and chemical contamination<br><br>**Applicable to:** Ambient, Chilled and Frozen | Containers, equipment and/ or vehicles used to transport food are kept clean, disinfected as necessary and maintained in good condition.<br><br>Raw and ready to eat foods separated.<br><br>Foods protected against contamination by covering/wrapping/packaging or placing in lidded containers.<br><br>Food and non-food items (e.g. cleaning chemicals) kept separate during transportation.<br><br>Staff maintain high standards of personal hygiene. | Visual checks carried out whenever foods are transported to ensure that all relevant controls outlined are in place and there is no evidence of food contamination. | Consider rejection/disposal of food based on contamination risks in the following circumstances:<br><br>• If containers/vehicles are not clean and hygienic.<br>• If staff personal hygiene is poor.<br>• If raw and ready to eat foods have been in contact.<br>• Where there is evidence of contamination e.g. food products with a chemical odour.<br><br>Assess contamination risks and as necessary, safely dispose of foods.<br><br>Review transportation procedures where failures occur. Retrain staff as necessary.<br><br>Note all problems and corrective actions in the Issues section of the Daily Record/Daily Diary **or** create an Action in the Digital SMS. |

| Transporting Foods - continued | | | |
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| **Hazard** | **Controls** | **Monitoring Procedures** | **Corrective Actions** |
| Microbiological multiplication<br><br>**Applicable to:** Chilled | Chilled food transported in temperature-controlled storage facilities such as refrigerated vehicle, cool bags/boxes. Chilled food kept at 5°C or below. **Critical limit 8°C at centre of food.** | **Temperature checks - between pack food temperatures, checked on arrival at destination with a sanitised probe thermometer**. Temperatures above 5°C noted in Daily Diary/Digital SMS and core temperature of food checked.<br><br>Critical limit 8°C at centre of food. | If the temperature of the chilled food has risen above 8°C then disposal is the safest option.<br><br>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 (FBO)/ Responsible Person to demonstrate that the 4-hour period has not been exceeded. If the period has been exceeded, then the food must be disposed of safely. Only one period of time outside temperature control is allowed, no matter how short.<br><br>(Note. The 4-hour rule does not apply in Scotland). If the 4-hour rule is used, details must be documented in the Daily Diary/ Digital SMS. |
| Microbiological multiplication<br><br>**Applicable to:** Frozen | Frozen foods transported in temperature-controlled storage facilities such as cool bags/boxes or freezer vehicles, capable of maintaining a temperature of -18°C or less. **Critical limit for frozen food is -18°C or colder.** | Food temperatures checked with a probe thermometer, between packs, on arrival at destination. Temperatures above -18°C noted in Daily Diary/Digital SMS. | If food has fully or partially defrosted, or is at a temperature higher than -18°C then refrigerate it and treat as chilled (where appropriate), cook immediately or dispose of it safely |
| Microbiological multiplication<br><br>**Applicable to:** Ambient, Chilled and Frozen | Food within “Use by”, “Best before” date or assigned shelf life and in good condition. | Checks to ensure food within “Use by”, “Best before” date or assigned shelf life and in good condition. | Food outside its “Use by”, “Best before” date or assigned shelf life must be disposed of safely.<br><br>If there is a stock rotation failure, then retrain staff. Dispose of food in poor condition.<br><br>Note all problems and corrective actions in Issues section of Daily Record within Daily Diary **or** create an Action in the Digital SMS. |

| Transporting Foods - continued |
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| Hazard | Controls | Monitoring Procedures | Corrective Actions |
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| Allergen presence and cross contamination<br><br>**Applicable to:** Ambient, Chilled and Frozen | 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.<br><br>Effective cleaning of transport storage facilities to limit risk of allergen build up (e.g. containers, cool boxes, freezers).<br><br>Foods containing allergens clearly identified, labelled and securely packaged.<br><br>Allergen free products transported separately from foods containing allergens 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 carried out whenever foods are transported to ensure that all relevant controls outlined are in place and there is no evidence of allergen cross contamination and the presence of allergens in foods is identified.<br><br>Documentary checks to ensure that Allergen Information Records are accurate. | Consider rejection/disposal of food based on allergen cross contamination risks in the following circumstances:<br><br>• If there are failures to accurately update Allergen Information Records - review and amend system and retrain staff as necessary.<br>• If labelling and/or packaging missing/ inadequate - dispose of food safely, review and amend system and retrain staff.<br>• If there is any evidence that allergen cross contamination may have occurred treat food as if contaminated or discard of it.<br>• If systems to prevent cross contamination (e.g., separation of products, cleaning ineffective etc) - review systems and retrain staff.<br><br>Note all problems and corrective actions in Issues section of Daily Record/Daily Diary **or** create an Action in the Digital SMS. |
| Allergen presence and cross contamination<br><br>**Applicable to:** Ambient | Allergens in powder form transported in air-tight containers.<br><br>Separation of unwrapped ambient foods containing allergens from other unwrapped foods | | |

| Preparation | | | |
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| **Hazard** | **Controls** | **Monitoring Procedures** | **Corrective Actions** |
| Microbiological, physical and chemical contamination<br><br>**Applicable to all food types/states** | All food preparation surfaces, and equipment maintained in good condition and appropriately cleaned and disinfected.<br><br>Good workflow to minimise risk of contamination - separate areas for preparation of raw and ready to eat foods. 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).<br><br>Separate tools and equipment used for raw and ready to eat food preparation. Use of colour coded boards, tools and equipment, are used where possible. Shared equipment thoroughly cleaned and disinfected before changing from raw to ready to eat foods.<br><br>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.<br><br>Direct handling of ready to eat food minimised, e.g. tools and equipment used.<br><br>Staff maintain high standards of personal hygiene. Fitness to work policy implemented. | Visual checks carried out whenever foods are prepared to ensure that all relevant controls outlined are in place and there is no evidence of food contamination. | 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).<br><br>Review Cleaning Plan if cleaning and disinfection is found to be inadequate.<br><br>Refresh staff hygiene training where necessary.<br><br>Retrain staff in food safety management controls as necessary.<br><br>Note all problems and corrective actions in the Issues section of Daily Record/Daily Diary **or** create an Action within the Digital SMS. |

| Preparation - continued | | | |
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| **Hazard** | **Controls** | **Monitoring Procedures** | **Corrective Actions** |
| Microbiological multiplication<br><br>**Applicable to all food types/states** | Limit the time periods when chilled high risk foods are outside of temperature control during preparation. Minimise quantities of high-risk food being prepared at any one time. High risk food products returned to temperature control as soon as preparation completed.<br><br>**Critical Limit: High risk food outside temp control for 1 single period of no more than 4 Hours.** | Time outside temperature control monitored for high-risk foods.<br><br>Checks to ensure amount of high-risk food under preparation at any one time is minimised. | Dispose of any high risk, chilled products kept outside temperature control for more than 1 period, of up to a maximum of 4 hours (The 4-hour rule).<br><br>Review preparation processes and retrain staff as necessary.<br><br>Note all problems and corrective actions in Issues section of Daily Record/Daily Diary **or** create an Action within the Digital SMS. |

| Preparation - continued | | | |
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| **Hazard** | **Controls** | **Monitoring Procedures** | **Corrective Actions** |
| Allergen presence and cross contamination<br><br>**Applicable to all food types/states** | 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 food preparation and implement measures to prevent allergen contamination occurring.<br><br>Full information on all recipes, ingredients and processes available to ensure consistency of product (in terms of allergen presence or absence). Standard recipes used where possible. | Visual checks carried out whenever foods are prepared to ensure that all relevant controls outlined are in place and there is no evidence of allergen cross contamination the presence of allergens in foods is identified.<br><br>Documentary checks to ensure that Allergen Information Records are accurate. | Consider rejection/disposal of food based on allergen cross contamination risks in the following circumstances:<br><br>• If failures to accurately update Allergen Information Records - review and amend system and retrain staff as necessary.<br>• If labelling and/or packaging missing/inadequate, dispose of food safely - review and amend system and retrain staff.<br>• If staff fail to check allergen records before food preparation - then retrain staff. |

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| | If there are recipe changes/ ingredients are substituted, then the Allergen Information Records must be updated to reflect any change in allergen content.<br><br>Where applicable 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.<br><br>Thorough two-stage cleaning of preparation areas and equipment to limit risk of allergen cross contamination.<br><br>Foods containing allergens clearly labelled with allergen content and securely packaged/contained.<br><br>Allergen free foods prepared separately from foods containing allergens. Clean designated tools and equipment used for preparation of allergen free foods. Allergen free foods clearly labelled and protected from contamination.<br><br>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).<br><br>System in place to track requests for foods free from specific allergens from point of order, through the preparation process and onto cooking, service to customer. | | • If cleaning to remove allergen presence is ineffective - then review Cleaning Plan and retrain staff.<br>• If systems to prevent cross contamination (e.g. separation of products, cleaning plans etc) are ineffective then review systems and amend as necessary.<br>• If system to identify and track foods free from specific allergens through preparation process and beyond fails.<br><br>If there is any evidence that allergen cross contamination may have occurred - treat food as if contaminated or discard of it.<br><br>Where changes are made to systems ensure staff are fully trained in the new arrangements.<br><br>Note all problems and corrective actions in Issues section of Daily Record/Daily Diary **or** create an Action within the Digital SMS. |

| Cooking | | | |
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| **Hazard** | **Controls** | **Monitoring Procedures** | **Corrective Actions** |
| Microbiological, physical and chemical contamination<br><br>**Applicable to all food types/states** | Food protected from contamination whilst awaiting, during cooking, and after cooking (e.g. food is covered before and after cooking).<br><br>Appropriate protection in place to prevent environmental contamination when cooking outdoors.<br><br>Raw and ready to eat foods separated before, during and after cooking processes. Use of separate designated/colour coded tools and utensils for ensuring separation in processing raw and ready to eat foods.<br><br>Direct food handling minimised, use of tools where possible, particularly after post processing (after cooking).<br><br>Staff maintain high standards of personal hygiene.<br><br>When cooking, grilling or toasting starchy products (e.g. french fries, bread) cook to a golden yellow colour, avoid overcooking/burning to minimise the risk of Acrylamide. Discard burnt products where applicable.<br><br>Chemicals stored securely, away from food. Food safe chemicals used where possible. Manufacturers advice on the use of chemicals is followed.<br><br>The premises, cooking equipment and utensils are maintained in good condition, cleaned and disinfected appropriately. | Visual checks carried out whenever foods are cooked to ensure that all relevant controls outlined are in place and there is no evidence of food contamination. | Consider rejection/disposal of food based on contamination risks in the following circumstances:<br><br>• 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.<br>• If unsafe use of chemicals, then review Cleaning Plan and retrain staff.<br>• If damage to premises, equipment and tools then repair and/or replace and review maintenance schedules.<br>• If there is inadequate protection from outdoor environmental contamination, then review and replace the protection arrangements.<br>• If starchy products have been over cooked/burnt, then discard to minimise risk of Acrylamide.<br><br>Discard all foods that may have been contaminated.<br><br>Note all problems and corrective actions in Issues section of Daily Record/Daily Diary **or** create an Action in the Digital SMS. |

| Cooking - continued | | | |
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| **Hazard** | **Controls** | **Monitoring Procedures** | **Corrective Actions** |
| Microbiological multiplication<br><br>**Applicable to all food types/states** | **Foods cooked to a safe temperature. A time/temperature combination where there is good evidence that food safety is maintained** e.g. cooking certain whole muscle meat “pink”.<br><br>**Critical Limits/Core temperature of:**<br><br>**60°C for 45 minutes or**<br><br>**65°C for 10 minutes or**<br><br>**70°C for 2 minutes or**<br><br>**75°C for 30 seconds or**<br><br>**80°C for 6 seconds**<br><br>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. Rolled or minced meats, pork and poultry **must** be thoroughly cooked i.e. have no pink meat at the centre.<br><br>Frozen meat and poultry thoroughly defrosted before cooking. | Core temperatures checked with sanitised probe thermometer to ensure food has been thoroughly cooked. Temperature checks recorded in Daily Record in Daily Diary or in Digital SMS.<br><br>It will be up to the FBO or Responsible Person to decide on which cooking checks to record. Checks should be focused on higher risk foods and should represent the range of cooked food produced.<br><br>Check for evidence of undercooking such as pink meat at the centre (unless specified as safe or justified by a separate full risk assessment).<br><br>Visual checks carried out whenever foods are cooked to ensure that all relevant controls outlined are in place. | If food does not reach the required core temperature, then continue cooking until required temperature achieved.<br><br>If equipment fails to reach required temperatures, check if repairs are required. As necessary service/repair/replace and review maintenance programme.<br><br>If after cooking food is still undercooked, and has NOT been permitted by a specific risk assessment, then retrain staff on cooking procedures.<br><br>If high risk foods have been simmering for more than 2 hours without stirring, consider discarding and retrain staff.<br><br>If food is beyond “Use by”, “Best before” or assigned shelf life it should not be cooked but should be disposed of safely.<br><br>Retrain staff where applicable. |

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| | Foods that are cooked in liquids stirred frequently to distribute heat evenly and avoid creation of cold spots.<br><br>Food cooked within “Use by”, “Best before” or assigned shelf life. | | Note all problems and corrective actions in Issues section of Daily Record/Daily Diary **or** create an Action in the Digital SMS. |

| Cooking - continued | | | |
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| **Hazard** | **Controls** | **Monitoring Procedures** | **Corrective Actions** |
| Allergen presence and cross contamination<br><br>**Applicable to all food types/states** | 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.<br><br>Staff trained to check records before cooking food and implementing measures to prevent allergen cross contamination occurring.<br><br>Staff trained to follow recipes and specified cooking processes. Standard recipes used where possible.<br><br>Thorough two-stage cleaning of cooking areas, equipment, tools and utensils to limit risk of allergen cross contamination.<br><br>Allergen free foods cooked using separate, identifiable tools, utensils and equipment, from those used for cooking foods containing allergens.<br><br>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.<br><br>Systems 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 etc.)<br><br>Fresh deep fat frying oil (and any similar “reusable” cooking liquids) used for cooking allergen free foods.<br><br>Foods containing allergens clearly labelled with allergen content and securely packaged/contained.<br><br>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. | Visual checks carried out whenever foods are cooked to ensure that all relevant controls outlined are in place and there is no evidence of allergen cross contamination and the presence of allergens in foods is identified.<br><br>Documentary checks to ensure that Allergen Information Records are accurate. | Consider rejection/disposal of food based on allergen cross contamination risks in the following circumstances:<br><br>• If there are failures to accurately update Allergen Information Records.<br>• If labelling and/or packaging missing/ inadequate.<br>• If staff fail to check allergen records before cooking.<br>• If staff fail to follow detailed recipe specifications and/or specific measures to produce allergen free foods.<br>• If cleaning to remove allergen presence is ineffective.<br>• If staff fail to follow measures to minimise cross contamination risks.<br>• If system to identify and track foods free from specific allergens through cooking process and beyond fails.<br><br>If there is any evidence that allergen cross contamination may have occurred, then treat food as if contaminated or discard of it.<br><br>Review arrangements and retrain staff as applicable. Ensure staff are fully trained in new arrangements/changes to systems.<br><br>Note all problems and corrective actions in Issues section of Daily Record/Daily Diary **or** create an Action in the Digital SMS. |

| Displaying Food | | | |
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| **Hazard** | **Controls** | **Monitoring Procedures** | **Corrective Actions** |
| Microbiological, physical and chemical contamination<br><br>**Applicable to:** Ambient and Chilled | Clean, hygienic display units, containers and tools used. Food safe chemicals used for cleaning and used in line with manufacturer's instructions.<br><br>Foods protected from contamination (e.g. use of sneeze screens, covering or packaging foods). Foods displayed in suitable food grade packaging.<br><br>Raw and ready-to-eat foods displayed in separate display units or separated by appropriate screens/partitions. Where applicable handled with separate designated utensils and tools.<br><br>High standards of staff personal hygiene maintained.<br><br>Chemicals stored securely, away from food display areas. | Visual checks carried out whenever foods are displayed to ensure that all relevant controls outlined are in place and there is no evidence of food contamination. | Consider rejection/disposal of food based on contamination risks in the following circumstances:<br><br>• If raw and ready to eat foods are not properly separated or protected (e.g., by sneeze screens).<br>• If display units and/or containers are unhygienic - transfer food to a suitable clean and hygienic alternative.<br>• If there is poor staff personal hygiene, consider the risk of food contamination.<br>• If premises or equipment are in poor condition, then repair or replace and consider contamination risks.<br><br>If there is evidence that contamination may have occurred, then dispose of the food safely and retrain staff.<br><br>Review control measures and retrain staff as applicable.<br><br>Note all problems and corrective actions in Issues section of Daily Record **or** create an Action in the Digital SMS. |

| Displaying Food - continued | | | |
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| **Hazard** | **Controls** | **Monitoring Procedures** | **Corrective Actions** |
| Microbiological multiplication<br><br>**Applicable to:** Chilled | Pre-chill display equipment before use.<br><br>Chilled food held at target temperature of 5°C or below.<br><br>**Critical Limit: Chilled Food on display 8°C or less at centre.** | **Temperature of food on display checked twice daily with a sanitised probe thermometer**. 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. Selected temperature checks must be documented in the Chilled Storage Section of Daily Record/Daily Diary or the Digital SMS. | If the temperature of the chilled food has risen above 8°C then disposal is the safest option.<br><br>Where 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**.<br><br>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. If the period has been exceeded, then the food must be disposed of safely. Only one period outside temperature control is allowed, no matter how short. (The 4-hour rule does not apply in Scotland).<br><br>Note the use of the 4-hour rule, any problems and corrective actions in Issues section of Daily Record/Daily Diary **or** create an Action in the Digital SMS. |
| Microbiological multiplication<br><br>**Applicable to:** Ambient | Stock rotation in place to ensure food on display is in good condition. | Checks to ensure food is in good condition and effective stock rotation is in place. | Food in poor condition is disposed of safely |
| Microbiological multiplication<br><br>**Applicable to:** Ambient and Chilled | Food within "Best before", "Use by" date or assigned shelf life. | Checks to ensure food within "Use by" dates or assigned shelf life. | Food that has exceeded its "Use by date", "Best before" date or assigned shelf life is disposed of.<br><br>If there is a stock rotation system failure, review system and retrain staff. |

| Displaying Food - continued | | | |
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| **Hazard** | **Controls** | **Monitoring Procedures** | **Corrective Actions** |
| Allergen presence and cross contamination<br><br>**Applicable to:** Ambient and Chilled | 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.<br><br>Upon request staff are able to provide the customer with full information on the presence of allergens including reference to ingredients used in other foods, as kitchen is not allergen free. Staff are able to help customers make informed decision about the food they select.<br><br>Foods containing allergens clearly labelled with allergen content and securely packaged/contained.<br><br>Thorough two stage cleaning of display area and display equipment to limit risk of allergen cross contamination.<br><br>Allergen free foods protected from contamination, identifiable, displayed separately from foods containing allergens. Where applicable stored in designated containers used for allergen free foods.<br><br>Staff trained to maintain high standards of personal hygiene to limit allergen transfer (e.g., thorough handwashing before handling allergen free foods). | Visual checks carried out whenever foods are displayed to ensure that all relevant controls outlined are in place and there is no evidence of allergen cross contamination and the presence of allergens in foods is identified.<br><br>Documentary checks to ensure that Allergen Information Records are accurate. | Consider rejection/disposal of food based on allergen cross contamination risks in the following circumstances:<br><br>• If there are failures to accurately update Allergen Information Records.<br>• If labelling and/or packaging missing/ inadequate.<br>• If systems to prevent cross contamination (e.g., separation of products, cleaning to remove allergens, staff personal hygiene etc) are inadequate.<br><br>If there is any evidence that allergen cross contamination may have occurred, then treat food as if contaminated or discard of it.<br><br>If problems with the customer information system occur then review, amend and as necessary retrain staff.<br><br>Review arrangements and retrain staff as applicable.<br><br>Note all problems and corrective actions in Issues section of Daily Record/Daily Diary **or** Create an Action in the Digital SMS. |

| Service | | | |
|---|---|---|---|
| **Hazard** | **Controls** | **Monitoring Procedures** | **Corrective Actions** |
| Microbiological, physical and chemical contamination<br><br>**Applicable to all food types/states** | Clean and hygienic equipment, containers and utensils used for serving food. Food served in food grade packaging.<br><br>Foods served from display counters are protected from contamination (e.g. use of sneeze screens, covering or packaging of foods).<br><br>Service areas, vending machines, equipment, containers, packaging and utensils maintained in a hygienic and sound condition.<br><br>Appropriate protection in place to prevent environmental contamination when serving food outdoors.<br><br>Direct handling minimised, use of tongs, utensils etc where possible.<br><br>Raw and ready to eat foods separated.<br><br>High standards of staff personal hygiene maintained.<br><br>Chemicals stored away from food service areas. | Visual checks carried out whenever foods are served to ensure that all relevant controls outlined are in place and there is no evidence of food contamination. | Consider rejection/disposal of food based on contamination risks in the following circumstances<br><br>• Where equipment containers and utensils are not clean and hygienic– if there is any evidence that contamination may have occurred safely dispose of foods, review cleaning plan and retrain staff.<br>• If raw and ready to eat foods are not properly separated or protected against contamination - safely dispose of foods, review systems to protect food from contamination, amend as necessary and retrain staff.<br>• If there is frequent direct handling of food -consider contamination risks and dispose of affected ready to eat foods safely.<br>• If service areas vending machines, equipment, containers, packaging and utensils are not maintained in a hygienic and sound condition - transfer food to suitable clean and hygienic alternatives.<br>• If there is poor staff personal hygiene - safely dispose of foods and retrain staff.<br>• If staff do not use cleaning chemicals effectively and safely, then review Cleaning Plan and retrain staff.<br><br>If there is any evidence that contamination may have occurred, then safely dispose of foods. Review arrangements and retrain staff as applicable.<br><br>Note all problems and corrective actions in Issues section of Daily Record/Daily Diary **or** create an Action in the Digital SMS. |

| Service - continued | | | |
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| **Hazard** | **Controls** | **Monitoring Procedures** | **Corrective Actions** |
| Microbiological multiplication<br><br>**Applicable to all food types/states** | **The time that food is out of temperature control is minimised – food served immediately.**<br><br>Only food within “Use by” and “Best before” date or within assigned shelf life is served. | Checks carried out to ensure that the time foods are out of temperature control during service is minimised.<br><br>Checks to ensure food within “Use by” and “Best before” dates or assigned shelf life. | **If food cannot be served immediately then return it to chilled storage or keep it hot (hot holding) as applicable.**<br><br>**If food service involves extended periods of time before delivery to customer, then review service arrangements to minimise time out of temperature control.**<br><br>If food beyond “Use by” or “Best before” dates or assigned shelf life, then dispose of it safely. |

| Service - continued | | | |
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| **Hazard** | **Controls** | **Monitoring Procedures** | **Corrective Actions** |
| Allergen presence and cross contamination<br><br>**Applicable to all food types/states** | Accurate record of allergen presence and “May contain” warnings (Allergen Information Records) maintained and available. Staff familiarised with system and updated about changes. | Visual checks carried out whenever foods are served to ensure that all relevant controls outlined are in place and there is no evidence of | Consider rejection/disposal of food based on allergen cross contamination risks in the following circumstances: |

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| | Signage to indicate where customers can obtain information on allergen presence (e.g. on menus, from staff etc).<br><br>Staff trained to ask customers if they have any food allergies and to record accurate details of any request for food free of specific allergens.<br><br>Staff are trained to be able to provide the customer with full information on the presence of allergens including reference to food allergen ingredients used in other foods, as kitchen is not allergen free. Staff can help customers make informed decisions about the food they select. Staff to assess the risks and consider in some cases that allergen free foods cannot be produced as a result of limited space and equipment within the kitchen and widespread use of allergens in other food items. Customers are advised accordingly. Suitably risk assessed “May contain” warnings used where appropriate.<br><br>Thorough two-stage cleaning of service area and equipment to limit risk of allergen cross contamination.<br><br>Foods containing allergens clearly labelled with allergen content and securely packaged/contained.<br><br>Allergen free food indentified, labelled and securely packaged/contained. Separate readily identifiable, containers used for allergen free foods.<br><br>Allergen free foods served using separate equipment and utensils from foods containing allergens.<br><br>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).<br><br>Staff trained to maintain high standards of personal hygiene to limit allergen transfer (e.g., thorough hand washing and changing of over clothing before serving allergen free foods).<br><br>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.<br><br>A clear system in place for dealing with customer complaints or concerns regarding allergenic contamination. Staff trained on this system and know how to deal with customer complaints. | allergen cross contamination and the presence of allergens in foods is identified.<br><br>Documentary checks to ensure that Allergen Information Records are accurate. | • If there are failures to accurately update Allergen Information Records<br>• If identification/labelling and/or packaging missing/ inadequate.<br>• If signage to indicate where the allergen information may be found is inadequate.<br>• If there are problems with the customer information system e.g. inadequate/incorrect information is given as part of a food order.<br>• If systems to prevent cross contamination (e.g. separation of products, cleaning to remove allergens, staff personal hygiene etc) are inadequate or improperly used.<br>• If the systems in place to identify and track provision of foods free from specific allergens through to point of service are inadequate.<br><br>If there is any evidence that allergen cross contamination may have occurred, then treat food as if contaminated or discard of it.<br><br>Review arrangements and retrain staff as applicable.<br><br>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.<br><br>Note all problems and corrective actions in Issues section of Daily Record/Daily Diary **or** create an Action in the Digital SMS. |

**Signed:** **Print Name:** Jason Hanratty

**Date:** 07/05/2026 **Review Date:** 18/05/2027