

HAZARD ANALYSIS



WHAT IS IT?

This is now a requirement of food legislation. A review of the food that you produce and any associated documentation will form the basis of future inspections by your local Environmental Health officer.

In simple terms what it means is looking at:

- **HAZARDS;** i.e. what could go wrong.

e.g. cross contamination of raw foods to high risk foods. Hazards could be physical, chemical or bacterial, like a foreign body, cleansing residue or food spoilage or poisoning bacteria.
- **RISKS;** i.e. the likelihood that something will go wrong.

e.g. if food is stored incorrectly then the likelihood of something going wrong are greater.
- **CONTROLS;** what we can do to stop the hazard becoming a real problem.

e.g. ensure raw foods are kept separate or below high risk ready to eat foods in storage areas
- **MONITORING;** making sure the controls are in place and rules being followed
- **REVIEW;** go over the system again when you introduce new food, new staff or new equipment so that everyone knows the safe way of doing things.

HOW DO WE DO IT?

Start with a flow diagram for food groups used or produced in your business

For example:

- raw foods which will be cooked e.g. meat and eggs
- raw foods which will be eaten raw e.g. salads
- cooked ready to eat food which will be eaten hot or cold e.g. quiche
- ambient foods which will be eaten at ambient e.g. preserves
- frozen foods which will be eaten hot or cold.

From the flow diagram you will be able to identify stages of production (e.g. see appendix A).

The next few pages detail some of the areas you need to look at when considering each stage. You can then prepare a hazard and control chart for each food group (e.g. see appendix B).

An example of a completed hazard and control chart is detailed towards the end of this document (appendix C).

On a daily basis you will only then need to monitor the controls to make sure your food is prepared safely.

If you review the system every six months to make sure its working this will also help.

You will also need to review the system if you introduce new foods, new equipment or new staff so everybody knows what to do.

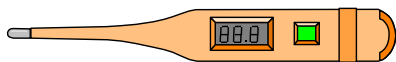
PURCHASE AND DELIVERY

Buy from reputable suppliers. If you want goods to a specific standard make sure your supplier is aware of this. When goods arrive, make sure of the following;

- goods are within their Use By or Best Before dates
- packaging should be intact and no obvious physical contamination e.g. mould
- if the goods are temperature controlled, is the delivery temperature acceptable?
- chilled goods should be at or below 8 degrees
- frozen goods should be at or below -18 degrees
- keep a record that the delivery was O.K. - a note on the delivery form would be acceptable
- if goods don't conform to your standards store them separately until you can return them to the supplier

STORAGE

Chillers and fridges must operate at or below 8 degrees. A record of the temperature should be kept twice a day e.g. am and pm.



Raw and uncooked foods should always be kept below cooked or ready to eat foods. Wrap and label foods in the fridge with the storage/ use by date from the original packaging. Freezers should operate between -18 and -24 degrees . Again temperature records should be kept . Wrap and label foods with the storage date. Ensure good stock control by using the oldest first as long as its within its use by/ best before date.

Dry good stores should be dry and well ventilated, wherever possible you should decant into waterproof containers with close fitting lids. Again marking with the best before/ use by from the original packaging.

Make sure cleaning chemicals are kept well away from food items.

PREPARATION

The key areas to take care of are temperature control and avoiding the cross contamination of foods.

CROSS CONTAMINATION means transferring bacteria which are already in raw meat and on some uncooked foods onto other ready to eat foods.

It happens like this;

- raw food stored directly next to ready to eat food or dripping into it
- people handling raw food then handling ready to eat food without washing their hands, Equipment or utensils and surfaces not being cleaned after touching raw food then being used for ready to eat foods.

To help avoid this risk we can do the following;

- Use colour coded chopping boards and utensils for different food groups which are cleaned after each use
- Wash hands with bactericidal soap after handling raw food
- Store raw food below or separately from ready to eat foods
- Change overalls if they are dirty after preparing raw foods.

TIME

This is important , to avoid any excessive bacterial growth foods should not be left out at kitchen (ambient) temperatures for longer than 1.5 hours. Storage in the open kitchen for longer than this is one of the biggest causes of food poisoning.

DEFROSTING

If you use frozen foods, unless it says so on the label, you must thoroughly defrost first. This must only be done in the fridge. Check food is thoroughly defrosted before using or cooking.

Thaw food in/on a container which will hold all the defrosting liquid.

COOKING

Make sure enough time at the right temperature is achieved. Specify cooking times and temperatures so that everyone knows the right way to cook each item. A minimum core temperature of 73 degrees for 2 minutes must be achieved for high risk foods. Rare meat should only be prepared on request and even then the core temperature must reach at least 63 degrees.

You must ensure that cooked food does not become contaminated again after cooking so be aware of where it is kept.

HOT HOLDING If you want to keep food hot after cooking the unit must be able to keep food at above 64 degrees. Keep food covered wherever possible to reduce heat loss.

COLD HOLDING If you're using a serving counter or serving ready to eat cold foods these should be kept at or below 8 degrees. You are allowed 4 hours for food not to be temperature controlled, for display purposes, after which it should be destroyed or put back into storage. N.B. Its not good practice to redisplay food which has previously been on display.

COOLING

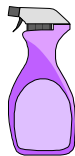
Cool cooked foods quickly as you can preferably within 1.5 hours in shallow containers. When cool , put into a chiller /fridge at or below 8 degrees.

RE-HEATING

This should only be done once. A core temperature of 75 degrees should be reached for at least 2 minutes.

CLEANING

A schedule or chart should be drawn up and should include the following;



1. Area or piece of equipment to be cleaned.
2. Frequency of cleaning.
3. Materials and substances to be used, and a brief description of the method to be used.

4. Any hazards e.g. electrical or authorised machines only trained personnel can use
5. Person responsible for the task
6. A column for a tick, initials and date/time completed

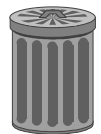
Cleaning substances and materials should be stored out of any food storage or preparation areas . It is preferable to use disposable cloths for surface cleaning

- efficient cleaning will involve the following steps:
- initial clean to remove dirt
- sanitise or disinfect and allow contact time for the cleaner to work
- rinse with clean water
- allow to air dry

Cleaning materials used to clean toilet areas must never be used to clean the food storage or preparation areas. Mops and brushes will themselves need cleaning from time to time.

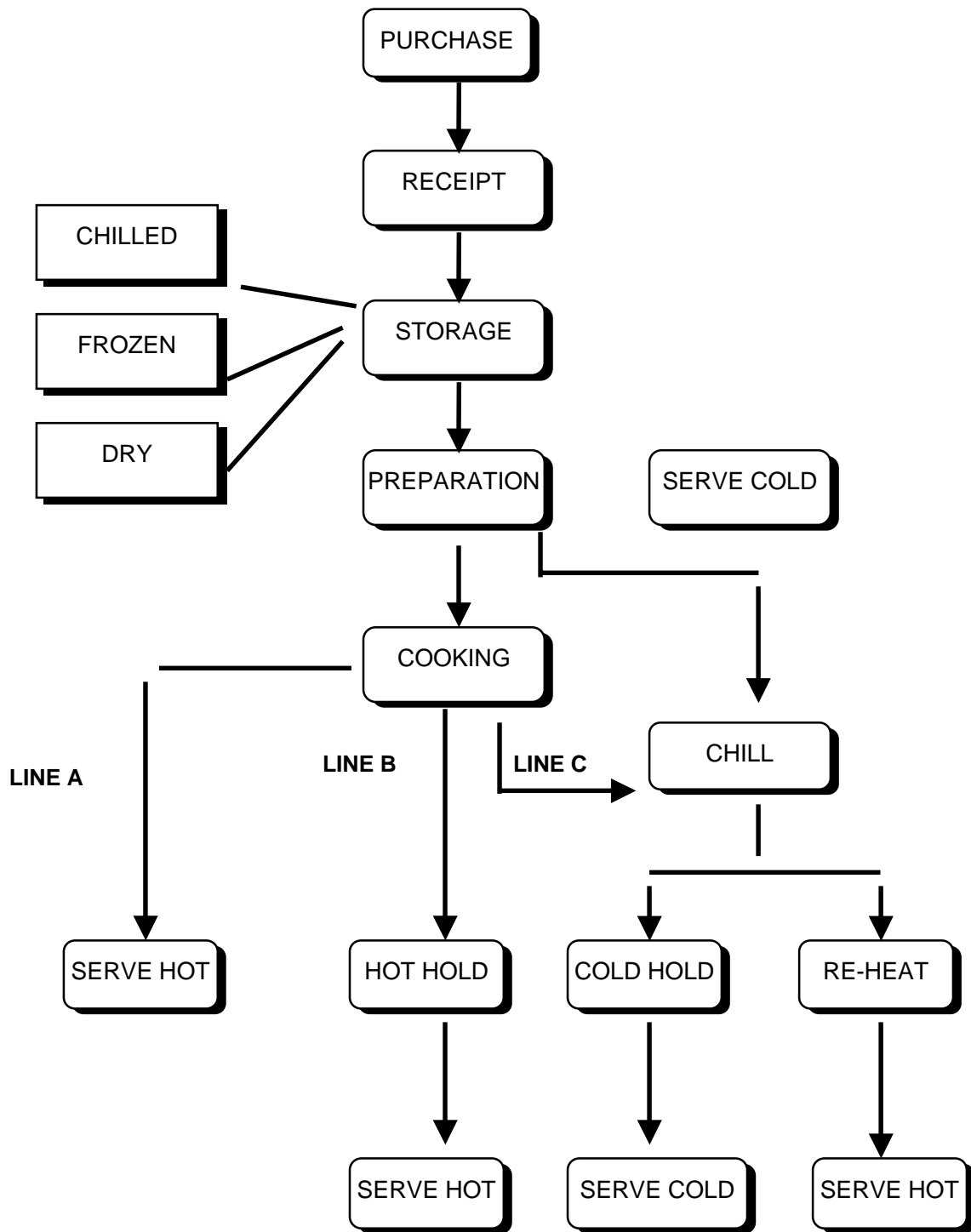
REFUSE

Food waste should be kept in a washable bin with a close fitting lid. The bin must be emptied at least daily. External bins must also be washable and have close fitting lids to keep out flies and pests. A reliable contract for regularly removing waste is a must. Make sure you wash your hands after taking out the rubbish.



SERVICE AND MAINTENANCE

Keep a chart of planned and preventative maintenance so you know when work has been done or is due. Keep repair/service numbers handy so engineers can be contacted easily in an emergency. Service and maintenance should only be carried out when there is no open food to avoid any contamination.



NOTE: SECONDARY STORAGE MAY APPLY AT THESE POINTS

OTHER STEPS TO CONSIDER:

PERSONNEL

CLEANING

PEST CONTROL

STRUCTURE

APPENDIX B

PROCESS STAGE	HAZARDS	CONTROLS	MONITORING	REVIEW

APPENDIX C

PROCESS STAGE	HAZARDS	CONTROLS	MONITORING	REVIEW
<p><i>Receipt of incoming goods</i></p>	<p><i>Contamination</i></p> <p><i>Damaged packaging</i></p> <p><i>Out of date</i></p> <p><i>Wrong temperature</i></p>	<p><i>Observation</i></p> <p><i>Product specification</i></p> <p><i>Audit suppliers</i></p> <p><i>Check vehicle delivery temperatures</i></p>	<p><i>Record delivery temps. on delivery notes.</i></p> <p><i>Report back to supplier</i></p>	<p><i>With new products</i></p> <p><i>Every 6 months</i></p> <p><i>& with suppliers when necessary</i></p>

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