FOOD SAFETY RISK ASSESSMENT

FOR

Jacks ovens

Membership Number **24560**

Responsible Person - **Daniel Mcknight**

Food Types	Equipment	Creation / Next Renewal Date
Breakfast, Crew Catering, Dessert Specialist, Festivals, Full English Breakfast, Pie Specialist, Salads, Sandwiches / Baguettes / Bagels / Wraps, soft drinks, Soup	Bains Marie, BBQ Gas, Blender, Blow Torch, Bun Toaster, Chaffing Dishes, Coffee Grinder, Coffee Machine, Commercial Cool Boxes, Cooking Range, Covection Oven, Extractor Hood, Filtration Equipment, Food Processor , Freezer, Fridge, Fridge (drinks), Generator, Griddle, Heated Display Cabinet, Hot Water Heater (plumbed in), Juicer, Knives and chopping boards, Microwave, Panini Grill, Pie Warmer, Refrigerated Display Counter, Slow Cooker , Soup Kettle, Toaster, Water Boiler	Creation: 11/Aug/2020 Next Renewal Date: 03/Jul/2021

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

This should be inserted in Section 1 of your Due Diligence Folder

Collection from Suppliers
(Ambient i.e. not chilled or frozen, Chilled i.e. kept in the fridge or chiller)

Storage
(Chilled i.e. kept in the fridge or chiller, Ambient i.e. not chilled or frozen)

Delivery by Suppliers
(Ambient i.e. not chilled or frozen, Chilled i.e. kept in the fridge or chiller)

Transport
(Fridges and cool boxes (e.g. fridge van or separate fridge/cool box in a van), Ambient transport (e.g. in a trailer or van))

Preparation
(Preparation of both ready to eat and raw foods)

Cooking
(Cooking low risk foods, e.g. ambient, stable products)

Cooling
(Cooling Low Risk Foods)

Chilled Display
(Cold Holding)

Hot Holding
(I use hot holding as part of my business process)

Ambient Display
(Ambient display of low risk foods, e.g. ambient, stable cakes)

Labelling
(I label food as part of my business process)

Serving
(Serving of food)

Collection from Suppliers

Storage

Delivery by Suppliers

Transport

Preparation

Cooking

Cooling

Chilled Display

Hot Holding

Ambient Display

Labelling

Serving

Ambient Products

Hazard	Controls	Critical Controls	Monitoring Procedures	Corrective Actions
Microbiological contamination.	Keep raw and ready-to-eat products separate. Use only reputable suppliers who can demonstrate legal compliance. Do not purchase food which has actually or potentially been contaminated.		Undertake a visual inspection upon return to business. Check for odour.	If ready-to-eat, ambient products have been compromised and exposed to bacterial contamination from raw products, dispose of the affected foods.
Chemical contamination.	Ensure food is stored away from chemicals. Use only reputable suppliers who can demonstrate legal compliance. Do not purchase food which has actually or potentially been contaminated.		Conduct a visual inspection upon return to business.	If the food appears contaminated or has a chemical odour, or if the product appears damaged, isolate and dispose of it safely.
Physical contamination.	Ensure that packaging is in good condition and that tins are not dented or blown. Use only reputable suppliers who can demonstrate legal compliance. Do not purchase food which has actually or potentially been contaminated.		Conduct a visual inspection of food / packaging.	If there is any damage that is likely to affect products after transport, then dispose of them.

Notes

Chilled Products

Hazard	Controls	Critical Controls	Monitoring Procedures	Corrective Actions
Microbiological contamination and growth.	When transporting foods, keep raw and ready-to-eat products separate. Use only reputable suppliers who can demonstrate legal compliance.		Conduct visual checks to make sure that separation is being carried out.	If ready-to-eat foods have been contaminated by raw foods they should be disposed of safely.
Microbiological contamination and growth.	When transporting chilled food, use temperature controlled storage, such as cool bags / boxes or refrigerated vehicles.	Maintain the temperature for high risk, chilled food at 8ºC or less.	Check and record chilled food temperatures in recording diary upon return to premises.	If the temperature of high risk, chilled food has risen above 8ºC then disposal is the safest option. The 4 hour rule could also be applied if applicable.
Microbiological contamination and growth.	Check 'best before' or 'use by' date.		Always check dates when purchasing food.	Do not purchase food beyond its 'use by' or 'best before' date.
Chemical contamination.	Keep food and non-food items separate during transportation. Use only reputable suppliers who can demonstrate legal compliance.		Conduct a visual inspection of food / packaging conditions prior to purchase and after transport.	If it has potentially been damaged or contaminated, dispose of it safely.
Physical contamination.	Ensure that packaging is intact and in a good condition. Use only reputable suppliers who can demonstrate legal compliance.		Conduct a visual inspection of food / packaging conditions prior to purchase and after transport.	If it has potentially been damaged or contaminated, dispose of it safely.

Notes

Ambient Storage

Hazard	Controls	Critical Controls	Monitoring Procedures	Corrective Actions
Microbiological contamination.	Keep raw and ready-to-eat products separate. If materials are split up and re-packaged the label information must also be transferred to the additional packages.		Conduct visual inspections.	If ready-to-eat, ambient products have been compromised and exposed to bacterial contamination from raw products, dispose of the affected foods.
Chemical contamination.	Ensure food is stored away from chemicals.		Conduct visual inspections of the dry store area.	If food appears contaminated or has a chemical odour, or if the product appears damaged, then isolate and dispose of it safely.
Physical contamination.	Ensure that packaging is in good condition and that tins are not dented or blown. Put a pest control procedure and programme in place.		Conduct visual inspections of food and packaging. Maintain pest control records and conduct visual inspections of the premises and products.	If there is any damage that is likely to affect your products then dispose of them. If food appears to be contaminated or damaged by pests then isolate and dispose of it safely. Contact your pest control contractor.

Notes

Chilled Storage

Hazard	Controls	Critical Controls	Monitoring Procedures	Corrective Actions
Microbiological contamination and growth.	Keep high risk foods at or below 8ºC. Check fridge temperatures three times every day and record in your Daily Recording Diary. Observe rules for loading of fridges (i.e. raw at the bottom, cooked at the top).	Maintain fridge temperature at 8ºC or less.	Monitor your daily recording diary on a daily basis to ensure checks are carried out and equipment is functioning correctly.	If the temperature of high risk, chilled food has risen above 8ºC for one period of less than 4 hours, it can be returned to a storage temperature of 8ºC or less until it is sold, used immediately or disposed of. If the products have been above 8ºC for more than one period of 4 hours then they must be disposed of. If you use the 4-hour rule you must document this in your daily recording diary. Note that food can only undergo one period of up to 4 hours above 8ºC.
Microbiological contamination and growth.	Keep raw and ready-to-eat foods separate. Cover foods and store raw food below ready-to-eat products.		Conducts visual checks on fridges daily.	If ready-to-eat food comes into contact with raw food it will potentially be contaminated and should be disposed of safely.
Microbiological contamination and growth.	Check 'best before' or 'use by' dates.	Do not use food beyond its use by date.	Conduct visual checks and implement stock rotation.	Dispose of any food beyond its 'best before' or 'use by' date.
Physical contamination.	Ensure that packaging is in a good condition and that food is protected against contamination.		Conduct visual inspections of food / packaging.	If it seems any products have been damaged, dispose of them.
Chemical contamination.	Ensure foodsafe cleaning products are used and that the manufacturer's instructions are followed.		Conduct spot checks on cleaning practices by staff.	If food comes into contact with chemicals, dispose of it safely. If cleaning products are not foodsafe, ensure they are changed for a more suitable product.

Notes

Ambient Products

Hazard	Controls	Critical Controls	Monitoring Procedures	Corrective Actions
Microbiological, physical and chemical contamination.	Use only reputable suppliers who can demonstrate legal compliance.		Conduct visual checks on food and packaging condition prior to taking into stock. Check food is within its 'best before' or 'use by' date.	If any products have been damaged, isolate them, notify the supplier and return them. If any products are out of date, isolate them, notify the supplier and return them.

Notes

Chilled Products

Hazard	Controls	Critical Controls	Monitoring Procedures	Corrective Actions
Physical and chemical contamination.	Use only reputable suppliers who can demonstrate legal compliance.		Conduct visual checks on food and packaging condition prior to taking into stock. Be aware of chemical odours on delivered goods.	If any products are damaged, isolate them, notify the supplier and return them. If any food appears contaminated or has a chemical odour then isolate it, notify the supplier and return it.
Microbiological contamination and growth.	Use only reputable suppliers who can demonstrate legal compliance.	Ensure high risk, chilled food is delivered at 8ºC or less.	At the point of delivery, check the temperatures of supplies received and record them in your daily diary.	If the temperature of high risk, chilled food has risen above 8ºC, reject the delivery.
Microbiological	Check 'best before' and		Always check dates when	Do not accept food beyond its 'use by' or 'best before'

contamination and growth.	'use by' dates		purchasing food.	date.

Notes

Chilled Transport

Hazards	Controls	Critical Limit	Monitoring	Corrective Action
Microbiological contamination and growth.	Use separate containers for raw and ready-to-eat foods.		Conduct visual checks to ensure that foods are kept separate during transportation.	Dispose of any products that have potentially or actually been contaminated.
Microbiological contamination and growth.	Keep chilled foods at or below 8ºC.	Keep high risk, chilled food at or below 8ºC.	Record temperatures upon loading at preparation premises/storage premises and also when unloading at site.	If, on arrival at site, the temperature of chilled food has risen above 8ºC it must be disposed of.
Physical contamination.	Ensure products are protected against physical contamination during transport by covering them.		Conduct visual checks to ensure food products are suitably covered and protected against physical contamination.	Dispose of any products that have potentially or actually been contaminated.
Chemical contamination.	Keep chemicals away from food during transport.		Conduct visual checks to ensure food products are not stored with chemicals during transportation.	If there is any sign of chemical contamination, dispose of food safely and review your processes and storage of chemicals.

Notes

Ambient Transport

Hazards	Controls	Critical Limit	Monitoring	Corrective Action
Microbiological contamination and growth.	Use separate containers for raw and ready-to-eat foods.		Conduct visual checks to ensure that foods are kept separate during transportation.	Dispose of any products that have potentially or actually been contaminated.
Physical contamination.	Cover products to ensure they are protected against physical contamination during transportation.		Conduct visual checks to ensure food products are suitably covered and protected against physical contamination.	Dispose of any products that have potentially or actually been contaminated.
Chemical contamination.	Keep chemicals away from food during transportation.		Conduct visual checks to ensure food products are not stored with chemicals during transportation.	If there is any sign of chemical contamination, dispose of the food safely and review your processes and storage of chemicals.

Notes

Preparation of ready-to-eat AND raw foods

Hazards	Controls	Critical Limit	Monitoring	Corrective Action
Microbiological contamination.	Use separate areas and staff for handling raw and ready-to-eat products wherever possible. Ensure thorough handwashing between processes. Ensure protective clothing is changed between processes. Ensure equipment and utensils are washed and disinfected between processes.		Conduct visual checks to ensure the correct preparation areas are used.	Dispose of any products that have potentially or actually been contaminated. Retrain staff on correct procedures
Microbiological contamination.	If it is not possible to have separate work areas for raw and ready-to-eat foods, separate chopping boards must be used as the food contact surface (not the worktop itself). The dual use work area must be cleaned and disinfected between preparation of raw and ready-to-eat foods.	Any disinfectant used must comply with BSEN: 1276 OR 13697.	Conduct visual checks to ensure that cleaning is undertaken between tasks and that separate, dedicated chopping boards are used for raw and ready-to-eat products.	Dispose of any products that have potentially or actually been contaminated. Retrain staff on correct procedures.
Microbiological contamination.	Use separate equipment and utensils for raw and ready-to-eat foods.		Conduct visual checks to ensure that foods are kept separate and that separate equipment/utensils are being used during the preparation process.	Dispose of any products that have potentially or actually been contaminated. Retrain staff on correct procedures.
Microbiological contamination.	Sanitise equipment and sinks between processes.		Conduct visual checks to ensure the correct sinks are used for the correct tasks.	Dispose of any products that have potentially or actually been contaminated. Review or retrain staff as necessary.
Microbiological contamination.	Ensure all food handlers		Conduct visual checks of all food handlers.	Dispose of any products that have potentially or actually

	are aware of their personal hygiene requirements.			been contaminated. Review or retrain staff as necessary.
Microbiological contamination.	Wash raw fruit and vegetables thoroughly in a dedicated food washing sink or in the general sink and ensure the sink is cleaned and disinfected before and after use.		Conduct visual checks to ensure that raw fruit and vegetables are washed in the correct place.	Dispose of any products that have potentially or actually been contaminated. Review or retrain staff as necessary.
Microbiological growth.	Limit the time that high risk food is kept above 8ºC.		Visually monitor the food.	Dispose of any high risk, chilled products left at ambient temperatures for more than 1 hour. Review or retrain as necessary. Change the process if necessary.
Physical contamination.	Ensure the preparation area and equipment are maintained in a sound condition.		Perform daily visual checks of the condition of the preparation area and equipment.	Repair any deterioration to preparation areas and replace damaged equipment. Dispose of any products that have potentially or actually been contaminated.
Chemical contamination.	Keep chemicals away from food. Cover and/or put away food when cleaning.		Perform spot checks to ensure staff are following the correct procedure.	If there is any sign of chemical contamination, dispose of food safely and review your processes and storage of chemicals.
Notes				

Cooking low risk, ambient, stable products e.g. jacket potatoes, doughnuts

Hazards	Controls	Critical Limit	Monitoring	Corrective Action
Physical contamination.	Ensure all equipment is in good working order.		Check maintenance records for equipment daily.	Repair or replace damaged or deteriorated equipment. Dispose of any products that have potentially or actually been contaminated.
Chemical contamination.	Ensure foodsafe cleaning products are used and that the manufacturer's instructions are followed.		Conduct spot checks on cleaning practices by staff.	If food comes into contact with chemicals then dispose of it safely. If cleaning products are not foodsafe ensure they are changed for a more suitable product.
Notes				

Cooling low risk foods

Hazards	Controls	Critical Limit	Monitoring	Corrective Action
Microbiological contamination.	Keep raw and ready-to-eat foods separate.		Conduct visual checks.	If ready-to-eat food comes into contact with raw food it will potentially be contaminated and should be disposed of safely.
Physical contamination.	Ensure food is protected against contamination at all times.		Conduct visual checks.	If the food has potentially or actually been contaminated it should be disposed of.
Chemical contamination.	Ensure foodsafe cleaning products are used, following manufacturer's instructions.		Conduct spot checks on cleaning practices by staff.	If food comes into contact with chemicals then dispose of it safely. If cleaning products are not foodsafe ensure they are changed for a more suitable product.
Notes				

Chilled display

Hazard	Controls	Critical Controls	Monitoring Procedures	Corrective Actions
Microbiological contamination.	Keep raw and ready-to-eat foods separate. Cover foods and store raw foods below ready-to-eat products.		Conduct daily visual checks on fridges.	If ready-to-eat food comes into contact with high risk, raw food it will potentially be contaminated and should be disposed of safely.
Microbiological contamination and growth.	Keep food at or below 8°C. Check and record fridge temperatures 3 times daily in your daily recording diary.	Maintain the fridge temperature at 8°C or less.	Check your daily recording diary on a daily basis to ensure that checks are being carried out and that equipment is functioning correctly.	If the temperature of chilled food has risen above 8ºC for one period of less than 4 hours then it can be returned to a storage temperature of 8°C or less until it is sold, used immediately or disposed of. If the products have been above 8°C for more than one period of 4 hours then they must be disposed of.

				If you use the 4-hour rule this must be documented in your daily diary. Note that food can only undergo one period of up to 4 hours above 8°C.
Microbiological contamination and growth.	Check 'best before' or 'use by' date.		Always check dates prior to display.	Dispose of any food beyond its 'use by' or 'best before' date.
Chemical contamination.	Ensure foodsafe cleaning products are used.		Conduct spot checks on cleaning practices by staff.	If food comes into contact with chemicals then dispose of it safely. If cleaning products are not foodsafe, ensure they are changed for a more suitable product.
Physical contamination.	Ensure equipment and premises are in good order.		Check maintenance records for equipment and premises daily.	Repair or replace damaged or deteriorated equipment and repair damaged areas of premises as required. Dispose of any food which has potentially or actually been contaminated.
Microbiological, chemical and physical contamination from customers.	Protect food against potential contamination from customers, e.g. ensure food is covered/bagged and use sneeze guards for open foods.		Constantly monitor.	Dispose of any products that have potentially or actually been contaminated.
Notes				

Hot holding

Hazard	Controls	Critical Controls	Monitoring Procedures	Corrective Actions
Microbiological contamination and growth.	Use a thermometer to check food temperatures on a regular basis.	Hot food must be kept at a temperature above 63ºC.	Monitor food temperature records in your recording diary daily.	If the temperature of food that is hot held has dropped below 63ºC for one period of less than 2 hours, then it can be returned to a temperature above 63ºC until sold, used immediately, or disposed of. If the temperature of the food that is hot held has dropped below 63ºC for more than 2 hours or for an unknown period of time, it must be disposed of. If you use the 2 hour rule this must be documented in your daily diary. Note that hot held food can only have one period of up to 2 hours below 63ºC.
Physical contamination.	Ensure equipment and premises are in good order.		Check maintenance records for equipment and premises daily. Conduct visual checks of equipment and premises on a daily basis.	Repair or replace damaged or deteriorated equipment and repair damaged areas of premises as required. Dispose of any food which has potentially or actually been contaminated.
Chemical contamination.	Ensure foodsafe cleaning products are used.		Conduct spot checks on cleaning practices by staff.	If cleaning products are not foodsafe ensure they are changed for a more suitable product. Dispose of any food which has potentially or actually been contaminated and which poses a risk to food safety.
Microbiological, chemical and physical contamination from customers.	Protect food against potential contamination from customers, e.g. ensure food is covered/bagged or use sneeze guards for open foods.		Constantly monitor food on display.	Dispose of any products that have potentially or actually been contaminated.
Notes				

Ambient display of low risk foods e.g. ambient stable cakes

Hazard	Controls	Critical Controls	Monitoring Procedures	Corrective Actions
Microbiological contamination.	Keep raw and ready-to-eat foods separate.		Conduct visual checks.	If ready-to-eat food comes into contact with raw food it will potentially be contaminated and should be disposed of.
Physical contamination.	Ensure food is protected against contamination at all times.		Conduct visual checks.	If food has potentially or actually been contaminated it should be disposed of.
Chemical contamination.	Ensure foodsafe cleaning products are used, following the manufacturer's instructions.		Conduct spot checks on cleaning practices by staff.	If food comes into contact with chemicals then dispose of it safely. If cleaning products are not foodsafe, ensure they are changed for a more suitable product.
Microbiological, chemical and physical contamination from customers.	Protect food against potential contamination from customers, e.g. ensure food is covered/bagged or use sneeze guards for open foods.		Constantly monitor food on display.	Dispose of any products that have potentially or actually been contaminated.

Notes

Food labelling

Hazards	Controls	Critical Limit	Monitoring Procedures	Corrective Action
Incorrect information on food labels.	Ensure food is correctly labelled. Further information on how to label food can be found in the NCASS Due Diligence pack.	No incorrect information on labels.	Conduct visual checks on labels to ensure the correct information has been provided.	If any incorrect information is apparent, re-label the product. If any ingredients are unknown, contact the supplier, review the ingredients or discard the product.
Incorrect allergen labelling.	Ensure any of the 14 allergens specified in the Food Information Regulations 2014 are correctly identified on the label, using an easily distinguishable font (e.g. bold, highlight, italics). For more information about the 14 allergens, consult section 8j of the NCASS Due Diligence pack.	No incorrect information on labels.	Conduct visual checks on labels to ensure the correct information has been provided.	If any incorrect information is apparent, re-label the product. If any ingredients are unknown, contact the supplier, review the ingredients or discard the product.

Notes:

Serving of food

Hazards	Controls	Critical Limit	Monitoring Procedures	Corrective Action
Microbiological contamination.	Use clean utensils for handling food.		Conduct visual checks.	If any food has potentially or actually been contaminated it must be disposed of.
Microbiological contamination.	Ensure all food handlers are aware of their personal hygiene requirements.		Have continual visual awareness of all food handlers.	Dispose of any products that have potentially or actually been contaminated. Review or retrain staff as necessary.
Physical contamination.	Ensure equipment, serving packaging and utensils are maintained in a sound condition.		Conduct daily visual checks of the condition of equipment, serving packaging and utensils.	Dispose of any serving packaging and utensils that have been damaged or contaminated.
Chemical contamination.	Keep chemicals away from serving packaging.		Conduct spot checks to ensure that staff are following the correct procedure.	If there is any sign of chemical contamination, dispose of the packaging and review your processes and storage of chemicals.

Notes: