

# 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**

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### Storage

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# Transport

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### Preparation

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# Cooking

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# **Chilled Display**

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# Ambient Display

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# Labelling

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Serving					
Ambient Products					
🚹 Hazard	Sontrols	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 contaminatio 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 an 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.	5	Conduct a visual inspection of food / packaging.	If there is any damage that is likely to affect products after transport, then dispose of them.	
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Chilled Products		201			
🔥 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.	Y Y	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 8°C 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 8°C 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.	
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Notes         Chilled Storage         Controls         Critical Controls         Monitoring Procedures         Corrective Actions           Mecobological contamination and growth.         Controls         Controls into contamination of things (G, raw at He contaminating (G, raw at He contamination o	Physical contamination.	Put a pest control procedure and programme in place.		Maintain pest control records and conduct visual inspections of the premises and products.	pests then isolate and dispose of it safely. Contact your pest control contractor.
Childed Storage       Critical Controls       Critical Controls       Monitoring Procedures       ✓ Corrective Actions         Mazed       Seep Figh risk foods at containination and grown.       Resp. Figh risk foods at containination and grown.       Near Figh risk foods at containination and grown.       Marian fings were containination and sigh basis to ensure there are critical out and equipments and critical products have been observed of the serve containination and grown.       Marian fings were containination and sigh basis to ensure there are critical out and equipments and critical products have been observed of the server and critical out and equipments and critical products have been observed of the server contact with raw boot in were containination and grown.       Marian fings were contact with raw boot in were contact with raw boot in were containination and grown.         Microhiological containination and grown.       Corect best before or use boot and store raw products are before and were contact with raw boot in were containination and grown.       Or on use food and server the server boot at a server contact with raw boot in were containination and grown.       Or on use food and server boot at a server contact with raw boot in were containination and grown.       Or on use food and server boot at a server contact with raw boot in were containination and grown.       Dispose of any boot beyond its best before or use by date.         Products are inforced and chernical contamination.       Critical Controls       Monitoring Procedures       If boot contact with chernicals, dispose of any products are out food server were by date.         Micer bindour serve contamination.       Controls <td>Notes</td> <td></td> <td>I</td> <td></td> <td>I</td>	Notes		I		I
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Observe rules for loading dridges (Le. raw at the bottom.concert at the top)     If you use the 4-hour rule you must document this in your daily recording (Note that food can only undergo one period of up to 4 hours above BPC.       Microbiological contamination and growth.     Keep raw and ready-to-eat food sequences     Conducts visual thecks on findees daily.     If ready-to-eat food sequences     If ready-to-eat food sequences       Microbiological contamination and growth.     Check thest before 'or 'use by date.     Dispose of any food beyond its 'best before' or 'use by date.     Dispose of any food beyond its 'best before' or 'use by date.       Physical contamination contamination and growth.     Ensure that packaging is in a good condition and that boods is produced.     Conduct visual inspections of food apartices by staff.     If food cornes into contact with themicals, dispose of it safely.       Check thest before 'or 'use by data.     Ensure that packaging is in a good condition and that boods is produced.     Conduct spot checks on cleaning practices by staff.     If food cornes into contact with chemicals, dispose of them.       Chemical contamination the tomaniticturer's instructions are inflowed.     Critical Controls     Conduct spot checks on cleaning practices by staff.     If food cornes into contact with chemicals, dispose of them.       Notes     Use only (Pupulable gainstromination the supplier and return them.     If any products have been damaged, isolate them, notily the supplier and return them.       Notes     Use only (Pupulable good chemical and chemical contamination.     Critical Controls     Monotring Procedures o	Microbiological contamination and growth.	temperatures three times every day and record in your Daily Recording Diary.	Maintain fridge temperature at 8°C or less.	Monitor your daily recording diary on a daily basis to ensure checks are carried out and equipment is functioning correctly.	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.
Microbiological contamination and growth.       Keep raw and ready-to-eat foods separate.       Conducts visual checks on fridges daily.       If ready-to-eat food comes into contact with raw food it will potentially be comaminated and should be disposed of safely.         Microbiological contamination and growth.       Check best before 'or 'use by date.       Do not use food by date.       Conducts visual checks and implement sock rotation.       Dispose of any food beyond its 'best before' or 'use by date.         Physical contamination.       Check best before' or 'use by date.       Do not use food by date.       Conducts visual checks and implement sock rotation.       Dispose of any food beyond its 'best before' or 'use by date.         Physical contamination.       Ensure foodsafe cleaning the manufacture's instructions are holicowed.       Conduct systelf.       Til seems any products have been damaged, dispose of them.         Notes       Ambient Products       Conduct systelf.       Conduct systelf.       If the data contamination.       If any products have been damaged, isolate ensure they are changed for a more suitable product.         Microbiological, physical and chemical.       Use only reputable suppliers who can demonstate legal compliance.       Critical Controls       Monitoring Procedures       If any products have been damaged, isolate them, not the supplier and return them.         Notes       Use only reputable suppliers who can demonstate legal compliance.       Critical Controls       Monitoring Procedures       If any products are damaged, isolate them, notify		Observe rules for loading of fridges (i.e. raw at the bottom, cooked at the top).			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 8°C.
contamination and growth.       Cover foods and store raw food below ready-to-eat products.       addy       will potentially be contaminated and should be disposed of safely.         Microbiological contamination and growth.       Check best before or use by by date.       Do not use hold by date.       Dispose of any food beyond is to by date.       Dispose of any food beyond is to by date.         Physical contamination.       Ensure flat packaging is in a good condition and gaanst contamination and growth.       Conduct visual inspections of food / packaging.       If it seems any products have been damaged, dispose of it safely.         Chemical contamination.       Ensure flat packaging is instructions are followed.       Conduct spot checks on cleaning practices to conduct with chemicals, dispose of it safely.         Notes       Conduct spot checks on cleaning practices are not foodsate, ensure flat packaging conducts are not subble product.       If cleaning products are not foodsate, ensure flat packaging conduct prior to taking the supplier and return them.         Microbiological contamination.       Conduct spot checks on cleaning packaging conduct prior to taking the supplier and return them.       If cleaning products are out of date, isolate them, not packaging conduct prior to taking the supplier and return them.         Microbiological contamination.       Controls       Conduct visual checks on food an packaging condition prior to taking the supplier and return them.       If any products have been damaged, isolate them, not packaging condition prior to taking the supplier and return them.         Microbiological co	Microbiological	Keep raw and ready-to-eat foods separate.		Conducts visual checks on fridges	If ready-to-eat food comes into contact with raw food it
Microbiological contamination and growth.       Check 'base before' or 'use by by date.       Do not use fixed by dates.       Dispose of any food beyond its 'best before' or 'use by date.         Physical contamination.       Ensure that packaging is used by date.       Conduct visual inspections of food / neckaging.       If it seems any products have been damaged, dispose of them.         Chemical contamination.       Ensure fordsafe cleaning, practices by staft.       Conduct spot checks on cleaning practices by staft.       If food comes into contact with chemicals, dispose of it sing changed for a more suitable product.         Notes       Ambient Products       Controls       Critical Controls       Conduct visual inspections of food / necksgon cleaning practices by staft.         Microbiological, physical and chemical contamination.       So only reputable size controls       Conduct spot checks on cleaning products are used and har the manufacturer's instructions are followed.       Conduct spot checks on cleaning products are used and be product.         Microbiological, physical and chemical contamination.       Use only reputable size contamination.       Critical Controls       Conduct visual checks on food and packaging condition prior to taking into stock.         Microbiological and chemical contamination.       Use only reputable size contamination.       Critical Controls       Monitoring Procedures       If any products are used anaged, isolate them, notify the supplier and return them.         Microbiological contamination.       So ontrols       Critical Contro	contamination and growth.	Cover foods and store raw food below ready-to-eat products.		daily.	will potentially be contaminated and should be disposed of safely.
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Chemical contamination.       Ensure foodsafe cleaning products are used and that it manufacturer's instructions are followed.       Conduct spot checks on cleaning practices by staff.       If food comes into contact with chemicals, dispose of it safely.         Notes       Ambient Products       If cleaning products are not foodsafe, ensure they are changed for a more suitable product.         Merobiological, physical and chemical compliance.       Controls       Conduct visual checks on food and packaging condition prior to taking into stock.       If any products have been damaged, isolate them, not the supplier and return them.         Notes       Contamination.       Use only reputable suppliers who can demonstrate legal compliance.       Conduct visual checks on food and packaging condition prior to taking into stock.       If any products have been damaged, isolate them, not the supplier and return them.         Notes       Chilled Products       Controls       Conduct visual checks on food and packaging condition prior to taking into stock.       If any products are out of date, isolate them, notify the supplier and return them.         Notes       Chilled Products       Controls       Conduct visual checks on food and packaging condition prior to taking into stock.       If any products are damaged, isolate them, notify the suppliers who can demonstrate legal compliance.         Microbiological contamination.       Use only reputable suppliers who can demonstrate legal compliance.       Conduct visual checks on food and packaging condition prior to taking into stock.       If any products are damaged, isolate them,	Physical contamination.	Ensure that packaging is in a good condition and that food is protected against contamination.	0	Conduct visual inspections of food / packaging.	If it seems any products have been damaged, dispose of them.
Notes       Ambient Products         Ambient Products       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.       If any products have been damaged, isolate them, not the supplier and return them.         Notes       Check food is within its 'best before' or 'use by' date.       Monitoring Procedures       Corrective Actions         Chilled Products       Critical Controls       Monitoring Procedures       Corrective Actions         Physical and chemical contamination.       Critical Controls       Critical Controls       Conduct visual checks on food and packaging condition prior to taking into stock.         Physical and chemical contamination.       So only reputable suppliers who can demonstrate legal compliance.       Critical Controls       Monitoring Procedures       If any products are damaged, isolate them, notify the suppliers who can demonstrate legal compliance.         Microbiological contamination.       Use only reputable suppliers who can demonstrate legal compliance.       Ensure high risk, chilled food is delivered goods.       If any products are damaged, isolate them, notify the supplier and return them.         Microbiological contamination and growth.       Use only reputable suppliers who can demonstrate legal compliance.       Ensure high risk, chilled food is delivered at 8°C or less.	Chemical contamination.	Ensure foodsafe cleaning products are used and that the manufacturer's instructions are followed.	000	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
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Chilled Products         Image: A large definition of the temperature of high risk, chilled food is contamination and growth.       Controls       Critical Controls       Monitoring Procedures       Corrective Actions         Physical and chemical contamination.       Use only reputable suppliers who can demonstrate legal compliance.       Use only reputable suppliers who can delivered goods.       Conduct visual checks on food and packaging condition prior to taking into stock.       If any products are damaged, isolate them, notify the supplier and return them.         Microbiological contamination and growth.       Use only reputable suppliers who can delivered at 8°C or less.       At the point of delivery, check the temperature of high risk, chilled food has risen above 8°C, reject the delivery.	Notes				
▲ Hazard       ▲ Controls       Critical Controls       ♥ Monitoring Procedures       ✓ Corrective Actions         Physical and chemical contamination.       Use only reputable suppliers who can demonstrate legal compliance.       Use only reputable suppliers who can demonstrate legal compliance.       Conduct visual checks on food and packaging condition prior to taking into stock.       If any products are damaged, isolate them, notify the supplier and return them.         Microbiological contamination and growth.       Use only reputable suppliers who can demonstrate legal compliance.       Ensure high risk, chilled food is delivered at 8°C 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 8°C, reject the delivery.	Chilled Products				
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.       If any products are damaged, isolate them, notify the supplier and return them.         Microbiological contamination and growth.       Use only reputable suppliers who can demonstrate legal compliance.       Ensure high risk, chilled food is delivered goods.       If any products are damaged, isolate them, notify the supplier and return them.         Microbiological contamination and growth.       Use only reputable suppliers who can delivered at 8°C 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 8°C, reject the delivery.	🔥 Hazard	S Controls	Critical Controls	Monitoring Procedures	✓ Corrective Actions
contamination.demonstrate legal compliance.Be aware of chemical odours on delivered goods.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 8°C 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 8°C, reject the delivery.	Physical and chemical	Use only reputable suppliers who can		Conduct visual checks on food and packaging condition prior to taking into stock.	If any products are damaged, isolate them, notify the supplier and return them.
Microbiological contamination and growth. Use only reputable suppliers who can demonstrate legal compliance. Ensure high risk, chilled food is delivered at 8°C or less. At the point of delivery, check the temperatures of supplies received and record them in your daily diary.	contamination.	demonstrate legal compliance.		Be aware of chemical odours on delivered goods.	If any food appears contaminated or has a chemical odour then isolate it, notify the supplier and return it.
Microbiological contamination and growth.suppliers who can demonstrate legal compliance.Ensure high risk, chilled food is delivered at 8°C 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 8°C, reject the delivery.		Use only reputable			
	Microbiological contamination and growth.	suppliers who can demonstrate legal compliance.	Ensure high risk, chilled food is delivered at 8°C 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 8°C, reject the delivery.
Microbiological Check 'best before' and Always check dates when Do not accept food beyond its 'use by' or 'best before	Microbiological	Check 'best before' and		Always check dates when	Do not accept food beyond its 'use by' or 'best before'

contamination and	d growth.	'use by	' dates
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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 8℃.	Keep high risk, chilled food at or below 8°C.	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 8°C 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.		
Chemical contamination. Notes Ambient Transport	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.		
Chemical contamination. Notes Ambient Transport	Keep chemicals away from food during transport.	Critical Limit	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.		
Chemical contamination. Notes Ambient Transport Automatical contamination Microbiological contamination and growth	Keep chemicals away from food during transport.         Controls         Use separate containers for raw and ready-to-eat foods.	Critical Limit	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.           Corrective Action           Dispose of any products that have potentially or actually been contaminated.		
Chemical contamination. Notes Ambient Transport Ambient Transport Ambient Transport Ambient Transport Ambient Transport Ambient Transport Physical contamination.	Keep chemicals away from food during transport.	Critical Limit	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. Image: Corrective Action           Dispose of any products that have potentially or actually been contaminated.           Dispose of any products that have potentially or actually been contaminated.		
Chemical contamination. Notes Ambient Transport Ambient Transport Ambient Transport Ambient Transport Ambient Transport Ambient Transport Chemical contamination. Chemical contamination.	Keep chemicals away from food during transport.         Controls         Use separate containers for raw and ready-to-eat foods.         Cover products to ensure they are protected against physical contamination during transportation.         Keep chemicals away from food during transportation.	Critical Limit	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.           Corrective Action           Dispose of any products that have potentially or actually been contaminated.           Dispose of any products that have potentially or actually been contaminated.           If there is any sign of chemical contamination, dispose of the food safely and review your processes and storage of chemicals.		

purchasing food.

date.

🔥 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			been contaminated.
	nygiene requirements.			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 8°C.		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, a	mbient, stable produc	ts e.g. jacket	potatoes, doughnuts	
🔔 Hazards	8 Controls	Critical Limit	Junitoring	✓ Corrective Action
				Repair or replace damaged or deteriorated equipment.
Physical contamination.	Ensure all equipment is in good working order.		Check maintenance records for equipment daily.	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.	5	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					

Notes

Chilled display						
📤 Hazard	Scontrols	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 8°C 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
		Hot food must be	22	If the temperature of food that is hot held has dropped below 63°C for one period of less than 2 hours, then it can be returned to a temperature above 63°C until sold, used immediately, or disposed of.
Microbiological contamination and growth.	check food temperatures on a regular basis.	kept at a temperature above 63°C.	Monitor food temperature records in your recording diary daily.	If the temperature of the food that is hot held has dropped below 63°C 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 63°C.
Physical contamination.	Ensure equipment and premises are in good	0	Check maintenance records for equipment and premises daily.	Repair or replace damaged or deteriorated equipment and repair damaged areas of premises as required.
	order.	5	and premises on a daily basis.	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.	U - 7	Constantly monitor food on display.	Dispose of any products that have potentially or actually been contaminated.
Notes				
Ambient display of I	ow risk foods e.g. am	bient stable c	akes	
🔥 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	d					
🔔 Hazards	Scontrols	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.	0	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.		
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