

## HACCP (Hazard Analysis and Critical Control Points) – Food Safety Risk Assessment

Medium / High Risk

Anyone processing food must be able to identify the risks associated with their operation. The Government has issued guidance on this subject and has recommended various systems that can be used to manage food safety, e.g. “Assured Safe Catering” and “Safer Food Better Business”. The main steps of which are:

- A Identify hazards
- B Define control measures
- C Establish if they are critical
- D Set targets and limits for critical control points
- E Monitor if necessary

Any company bringing food into an exhibition venue and offering it as samples to visitors should undertake a Food Safety Risk Assessment – HACCP – see **example** below. This HACCP should relate specifically to your sampling activity at the show.

### HACCP Example –This is an example and template only – YOU MUST complete your own HACCP assessment

(HACCP) - Hazard Analysis and Critical Control Points - Monitoring the Preparation, Cooking, Storage and Serving of Foods			
STEP	HAZARD	CONTROL	MONITORING
Food produced at Company's operational base	As detailed in Company Production HACCP	As detailed in Company Production HACCP	As detailed in Company Production HACCP
Transport & Delivery to Venue	Bacterial growth or further contamination by chemicals, micro-organisms or allergens	Use reputable suppliers for external supplies Inspect goods on delivery Good personal hygiene, clean boxes used for transport, all foods in original packaging, no contaminants present in vehicle. Foods requiring temp control transported at controlled safe temperatures	Visual checks of delivery vehicles, packaging for damage, date marks, labelling compliance, and condition of food Temperature checks where appropriate – records kept.
Storage at venue	Bacterial growth or further contamination by chemicals, micro-organisms or other foodstuffs	Store all foods in original packaging; Store at safe temperatures; Food covered/wrapped/boxed if necessary; Date marks clear and satisfactory, stock rotation.	Visual checks: packaging for damage, date marks and condition of food. Temperature checks where appropriate with records kept.
Preparation at venue	Bacterial growth or further contamination	Hygienic structure of stand Wash hand basin on stand with hot water, anti-bacterial soap and paper towels. Good personal hygiene, Limit handling times Clean equipment, Sanitiser used frequently in accordance with manufacturer's instructions (BS EN 1276 BS EN 13697	Visual checks Thorough cleaning – cleaning records /schedules kept

		compliant) on chopping board/plate/knife & other food contact surfaces;	
Cooking at venue	Survival and spread of harmful bacteria	Adequate cooking. Be sure food core temp reaches above 75°C	Be sure of oven temperatures and cooking times. Check food core temperature after cooking & record
Cooling at venue	Germination of surviving spores and multiplication of harmful bacteria.  Cross contamination	Rapid cooling (to less than 5°C within 1½ hours) by dividing up dish and placing in a cool part of the kitchen.  Cover/wrap foods. Separate raw and cooked foods. Good personal hygiene	Check temperatures of food with probe, check cooling times and complete temperature monitoring records  Visual checks
Chilled storage at venue	Cross contamination  Bacterial growth	Cover/wrap all foods, be sure all raw and cooked foods remain separate; good personal hygiene. Store at safe temperatures in fridge less than 5°C and in freezer –18°C.	Visual checks,  Date checks, Regular temperature monitoring & records kept
Serving as samples at venue	Germination of spores; bacterial growth and cross contamination, allergen presence and cross contamination	Do not allow food to remain standing in unsafe clean Wash hand basin on stand with hot water, anti-bacterial soap and paper towels. Good personal hygiene Keep each food separate from other foodstuffs; Sanitiser used frequently in accordance with manufacturer's instructions (BS EN 1276 BS EN 13697 compliant) on chopping board/plate/knife & other food contact surfaces; clean equipment maintained using communal wash up area and washing up liquid; Sanitising hand gel used before prep/putting gloves on; Disposable gloves worn & changed regularly as appropriate; Wrapped & sealed disposable individual serving containers used Foods requiring temp control not allowed to remain standing in unsafe temperatures, Food temperatures in fridge maintained at less than 5°C and in freezer –18°C.)	Visual checks Check disposable serving containers used are clean. Monitoring time if food in unsafe temperatures. Temperature checks of foods in fridge and temperature monitoring record kept. Temperature checks of foods in freezer and temperature monitoring record kept. Allergen sign & info on stand for all food & drink.

Examples of Monitoring Records can be found at: <https://www.food.gov.uk/sites/default/files/media/document/safe-catering-recording-forms.pdf>

Further information and authoritative advice can be found on the Food Standards Agency website [www.food.gov.uk](http://www.food.gov.uk)

A number of information videos relating to HACCP's can be found on [www.youtube.com](http://www.youtube.com)