

KH02 - Catering Hazard Analysis (HACCP) Policy and Procedure

Purpose

- | To comply with statutes, regulations and quality standards.
 - | Particularly the new European Community Food Hygiene Regulations which replaced the now revoked Food Safety (General Food Hygiene) Regulations 1995 on 1st January 2006.
 - | There is now a legal requirement for all food businesses to provide appropriate documents and records showing how the HACCP principles are being applied.

Scope

- | Catering activities and premises.

Policy

- | Food business operators shall identify steps in the activities of the business which are critical to ensuring food safety.
- | They should also ensure that adequate safety procedures are identified, implemented, maintained and reviewed. The **Hazard Analysis Critical Control Point** (HACCP, pronounced 'ha-sup') system is one formal way of doing this.
- | Risks in the catering process will be identified by step-by-step examination of operations, from the selection of suppliers, to the storage, handling, cooking, and service of food to the Service User.
- | This policy should be read in conjunction with:
 - | Food Allergens Policy and Procedure - [KC10 or KC11, depending on your service type]
 - | Catering Policy and Procedure – [KC02];
 - | Catering Uniforms Policy and Procedure – [KC04];
 - | Cross Contamination between Care and Catering Policy and Procedure – [KH03];
 - | Food Hygiene Policy and Procedure – [KH04 or KH10];
 - | Food Storage Temperatures Policy and Procedure – [KC05];
 - | Personal Hygiene Policy and Procedure – [KH06];
 - | “Safer Food Better Business” from the Food Standards Agency, a copy of which can be found in our Useful Documents area.

Procedure

- | What does the law require?
 - | Food business operators shall put in place, implement and maintain a permanent procedure or procedures based on the HACCP principles.
- | What is a food hazard?
- | A food hazard is anything that can contaminate the food or cause harm to the consumer. At its simplest, you should identify hazards within your food business with the potential to cause harm to your consumers (food hazards). Food hazards can be divided into 3 main groups, namely:
 - | Microbiological (e.g. harmful bacteria could be present in food);

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- ┆ Chemical (e.g. cleaning chemicals contaminating food);
 - ┆ Physical (e.g. glass or insects contaminating food);
 - ┆ Content (e.g. allergic reaction risks).
- ┆ Once you have identified the food hazards, decide which are critical to ensuring food safety. Controls should then be put into place to ensure food safety.
- ┆ Controls should be regularly monitored to check they are working effectively.
 - ┆ Controls must be as precise as possible: specify actual times and temperatures, particular cleaning chemicals, specific storage areas and times. Staff carrying out checks must be competent and must have the appropriate equipment.
 - ┆ When changes take place the practices and procedures must reflect those changes. New staff, equipment, changes to the menu and changes to suppliers will dictate change to policies and procedures. There may be other reasons, and all must be considered. It is essential to review the assessment, controls and monitoring procedures periodically and whenever food operations change (e.g. menu, processes, and equipment).
- ┆ Due Diligence/ Documentation:
- ┆ A producer of food is expected to show due diligence. Anyone prosecuted under food hygiene legislation can offer in defence proof that they have taken all reasonable precautions to avoid the offence and have shown due diligence in the implementation of those precautions.
 - ┆ When hazards and risks associated with your business have been correctly identified, and measures to control them have been introduced, considerable steps have been taken towards demonstrating due diligence. A good way of doing this is by having good written records and demonstrating good practice in your work. Staff training forms are a critical part of this proof.

Hazards

- ┆ A hazard is anything that could cause harm to the consumer or Service User and could be caused by the contamination of food by:
 - ┆ Bacteria or other micro-organisms that cause food poison;
 - ┆ Chemical contamination of food e.g. cleaning materials;
 - ┆ Foreign objects such as glass, metal, plastic etc;
 - ┆ Content, such as allergic reaction risks.
- ┆ Hazards may be present during any of the individual processes that food passes through before it reaches the Service User.

Critical Points

- ┆ Critical points are steps at which hazards must be controlled to ensure that the hazard is eliminated or reduced to a safe level.
- ┆ Once the controls have been established, it is then possible to monitor the critical points on a day-to-day basis. It is good to keep records for each control so as to ensure that they are being carried out.
- ┆ It is important to review controls periodically, especially when operations change.

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Temperature Control Monitoring:

- Correct temperature control is the single most important factor in preventing food poisoning. The common food poisoning organisms cannot multiply or produce poisons at temperatures below 5°C, and at temperatures above 63°C they begin to die off.

The Food Standards Agency (FSA) have launched MyHACCP, an online tool for conducting a full HACCP analysis for food manufacturers. Although the activity of care homes is not listed amongst the target group, the FSA does state that the tool is generic, and can be applied to many other settings.

Given the acknowledged high risk nature of food provision in a care home, use of the MyHACCP tool is recommended.

The tool is provided via a free sign-up account on <https://myhaccp.food.gov.uk/>

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A guide only for considering hazard analysis

The table below is intended as a guide only for considering hazard analysis.

Step	Hazard	Action
1. Purchase	High risk (ready to eat) foods contaminated with food poisoning bacteria or toxins (poisons produced by bacteria).	Buy from reputable supplier only. Specify maximum temperature at delivery. Allergen risk.
2. Receipt of food	High Risk (ready to eat) foods contaminated with food poisoning bacteria or toxins.	Check that it looks, smells and feels right. Check the temperature is right. Changes in source or pack size - allergen risk.
3. Storage	Growth of food poisoning bacteria, toxins on high risk (ready to eat) foods. Further contamination.	High risk foods stored at safe temperatures. Store them wrapped. Label high risk foods with the correct 'use by' date. Rotate stock and use by recommended date.
4. Preparation	Contamination of high risk (ready to eat) foods. Growth of food poisoning bacteria.	Wash your hands before handling food. Limit any exposure to room temperatures during preparation. Prepare with clean equipment, and use this for high risk (ready to eat) food only. Separate cooked foods from raw foods.
5. Cooking	Survival of food poisoning bacteria.	Cook rolled joints, chicken, and reformed meats, e.g. burgers, so that the thickest part reaches at least 75°C. Sear the outside of other, solid meat cuts (e.g. joints of beef, steaks) before cooking.
6. Cooling	Growth of any surviving spores or food poisoning bacteria. Production of poisons by bacteria. Contamination with food poisoning bacteria.	Cool foods as quickly as possible. Don't leave out at room temperatures to cool unless the cooling period is short, e.g. place any stews or rice etc, in shallow trays and cool to chill temperatures quickly.
7. Hot-holding	Growth of food poisoning bacteria. Production of poisons by bacteria.	Keep food hot, at or above 63°C.
8. Reheating	Survival of food poisoning bacteria.	Reheat to above 75°C.
9. Chilled storage	Growth of food poisoning bacteria.	Keep temperature at right level. Label high risk ready to eat foods with correct date code.
10. Serving	Growth of disease-causing bacteria. Production of poisons by bacteria contamination.	COLD SERVICE FOODS – serve high risk foods as soon as possible after removing from refrigerated storage to avoid them getting warm. HOT FOODS – serve high risk foods quickly to avoid them cooling down.

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HACCP Procedure

- i The attached checklists can be used as an aid to developing a proper HACCP procedure.
- i It is recommended that this checklist is reviewed at a minimum period of every four weeks, and whenever there are any significant changes in:
 - i Practices;
 - i Staff;
 - i Menu;
 - i Food supplier;
 - i Equipment;
 - i Buildings.

HACCP Checklist – Premises

	Yes	No	Not Sure
Are all the walls floors and ceilings of all storage and preparation areas well constructed, in good repair and capable of being properly cleaned?			
Do all food areas have sufficient ventilation and lighting?			
Are window and door openings fitted with insect screens?			
Are all work surfaces and equipment in good repair and capable of being properly cleaned?			
Are there sufficient sinks for washing food and equipment separately?			
Are there sufficient hand wash basins within easy reach of food preparation areas?			
Are written cleaning schedules used, records kept and performance monitored?			
Is there sufficient equipment to carry out the task required?			
Are there sufficient facilities for the proper storage of refuse?			

HACCP Checklist – Goods Received

	Yes	No	Not Sure
Are foods always purchased from reputable sources?			
Is allergen information always given?			
Is there a system in place to identify changes in food source and pack size? (allergen risk)			
Are foods <i>always</i> delivered to your premises when responsible persons are present?			
Is there sufficient storage space with enough shelving such that goods can be stored off the floor?			
Are the delivery temperatures of chilled foods checked and recorded?			
Are the deliveries visually checked and smelled before acceptance?			
Are all dry, chilled and frozen foods checked and recorded?			
Are all foods in storage correctly labelled and within their date codes?			
Is damaged and returned stock clearly identified and stored			

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in a separate labelled area?

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	Yes	No	Not Sure
Do you ensure that foods are protected from contamination by pests, chemicals and dirty packaging?			
Do you ensure that there are controls on cross contamination in terms of allergen risk? e.g. nuts.			
Are raw and cooked foods stored separately?			
Do you ensure that all foods required to be kept under refrigeration are properly stored?			
Do you check that all food is stored at appropriate and safe temperatures, including those not recognised as requiring refrigeration or freezing?			
Do you protect foods from contamination by work surfaces, equipment or personnel?			
Do you protect cooked foods from cross-contamination?			
Are raw and cooked foods kept separately during all stages?			
Are separate items of equipment (e.g. slicing machines) used for raw and cooked foods?			
Is cooked food protected against contamination from dust, insects etc?			
Are storage and preparation areas kept clean and free of pests?			
Are equipment and utensils kept clean?			
Are proprietary bactericides used?			
Are cleaning agents/chemicals stored separately from where food is handled or stored?			
Is food protected from contamination whilst on display?			
Are food stuffs routinely sampled for microbiological analysis?			
Do you have a contract with a Pest Control Company for treatment of pests?			
Do you retain records of previous pest control visits?			
Have you acted upon previous reports by pest control contractor?			

HACCP Checklist – Temperature

	Yes	No	Not Sure
Are you aware of the correct storage temperature for all foods handled at your premises?			
Do you monitor and record the temperatures of foods stored?			
If you cook large joints of meat do you check the core temperatures?			
Do you serve food hot, immediately after being cooked?			
If you answer No to question 4, are foods cooled to below 10°C within 1 ½ hours of being cooked?			
Are any liquids (e.g. soups, gravy, stock) kept to a volume of less than 25 litres whilst being cooked?			
Do you prohibit the reheating of foods before being served?			
If you have answered No to question 7, do you ensure that the temperature of the food is raised above 75°C?			

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	Yes	No	Not Sure
Have all staff members received suitable training in Food Hygiene?			
Are staff members instructed to remove all jewellery before handling food?			
Do staff members wear adequate, clean, protective clothing/head covering?			
Is the standard of personal cleanliness of staff satisfactory?			
Are staff members prohibited from smoking, eating etc. whilst handling food?			
Are there sufficient wash hand basins, with proper facilities, and used solely for hand washing?			
Do all staff members regularly wash their hands before handling food and between handling risk materials?			
Are there separate facilities for the storage of staff members' outdoor clothing and belongings?			
Do staff members complete a pre-employment health questionnaire?			

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Step	Hazard	Control	Monitoring
Premises			
Goods receipt			
Storage			
Preparation			
Cooking			
Serving			
Personal hygiene			
Signature:		Date:	

Key Lines of Enquiry Table

Key Line of Enquiry	Primary	Supporting	Mandatory
R.S5 - How well are people protected by the prevention and control of infection?	✓		

Note: All QCS Policies are reviewed annually, more frequently, or as necessary.