

# Food Safety Risk Assessment

Responsible Person - **Steve Ayling**

**Food Types:** Tea, Coffee, Doughnuts/Donuts, Hot Chocolate, Soft Drinks

**Equipment:** Cool Boxes, Fryer, Hand Wash Unit, Water Boiler, LPG Gas Cylinder

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:

- 1) The process flow diagram
- 2) 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***

**Collection from Suppliers**

(Ambient i.e. not chilled or frozen)



**Delivery by Suppliers**

(Ambient i.e. not chilled or frozen)



**Preparation**

(Preparation of ready-to-eat foods only)



**Cooking**

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



**Serving**

(Serving of food)



## Collection from Suppliers

Ambient Products				
⚠ Hazard	👤 Controls	Critical Controls	🖨 Monitoring Procedures	✅ Corrective Actions
Chemical contamination.	<p>Ensure food is stored away from chemicals.</p> <p>Use only reputable suppliers who can demonstrate legal compliance.</p> <p>Do not purchase food which has actually or potentially been contaminated.</p>		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.	<p>Ensure that packaging is in good condition and that tins are not dented or blown.</p> <p>Check donut mix bag is not ripped/torn or open in any way.</p> <p>Use only reputable suppliers who can demonstrate legal compliance.</p> <p>Do not purchase food which has actually or potentially been contaminated.</p>		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				

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## Delivery by Suppliers

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				



## Preparation

**Preparation of ready-to-eat foods only - for example, ham sandwich, vegetable soup (high and low risk products)**





 Hazards	 Controls	Critical Limit	 Monitoring	 Corrective Action
Microbiological contamination.	Ensure all food handlers are aware of their personal hygiene requirements.		Conduct visual checks of all food handlers.	Dispose of any products that have potentially or actually been contaminated as a result of poor personal hygiene.  Review or retrain staff wherever necessary.
Physical contamination.	Ensure the preparation area and equipment are maintained in a sound condition.		Conduct 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 procedures.	If there is any sign of chemical contamination, dispose of food safely and review your processes and storage of chemicals.

**Notes**

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## Cooking





### 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.
<b>Notes</b>				



## Serving

### 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:**

