



HAZARD ANALYSIS DIY HELP PACK FOR SMALLER FOOD BUSINESSES

It is a current legal requirement that you carry out a hazard analysis. From 1 January 2006 it is required that food businesses have a food safety management system based on Hazard Analysis Critical Control Points (HACCP).

This help pack is designed to help you carry out a hazard analysis of your business, and to identify and put in place the necessary controls. Whilst there is no legal requirement at the moment to write down the results of your hazard analysis you will find it easier to do so. However, records will be required from 1 January 2006. The step-by-step advice in this DIY Help Pack and the comprehensive information on the Council's website (www.nbbcfood.info) should help you carry out your hazard analysis. Completed forms provide evidence that the analysis has been carried out.

You must keep your food safety management system under review and revise it when any changes occur in the way your food business operates.

Note: The Food Standards Agency is developing a system called 'Safer Food, Better Business' for use in England and Wales. It should be available in time for the new legal requirements in 2006.

If you would like any help or further information on hazard analysis, please contact the Food Safety Team on (024) 76376135 / 376401 or 376462. Email: env.health@nuneatonandbedworth.gov.uk

HAZARD ANALYSIS DIY HELP PACK

PRACTICAL HAZARD ANALYSIS - THE STEP-BY-STEP APPROACH

STEP	COMPLETE
1. IDENTIFY THE STEPS WITHIN YOUR FOOD BUSINESS (a flow chart will help you do this)	Use a separate form for each step
2. IDENTIFY WHICH HAZARDS MAY OCCUR AT EACH STEP AND IDENTIFY WHICH ONES ARE CRITICAL TO FOOD SAFETY	Refer to page 7 & transfer hazards to the corresponding form.
3. IMPLEMENT CONTROLS TO CONTROL THE HAZARDS	- Fill in Column 2 – refer to page 6
4. MONITOR THE CONTROLS	- Fill in Column 3
5. TAKE CORRECTIVE ACTION IF THINGS GO WRONG	- Fill in Column 4
6. REVIEW THE SYSTEM WHEN REQUIRED	

There is no legal requirement to write down your hazard analysis; however, when questioned, you may find it easier if you have done so. Also, it will help when you come to review your system.

APPROVED GUIDES TO THE REGULATIONS *RECOMMENDED*

Industry guide to good hygiene practice: Retail Guide (quote ISBN 0 900 103 60 4 to booksellers) Price £3.60

Industry guide to good hygiene practice: Catering Guide (quote ISBN 0 900 103 00 0 to booksellers) Price £3.60

Industry guide to good hygiene practice: Baking Guide (quote ISBN 0 9 00 103 55 8 to booksellers) Price £3.60

NB This information provided is to assist you in implementing your own hazard analysis system. The information is provided in good faith as one means of satisfying the hazard analysis requirement of Regulation 4 (3) of the Food Safety (General Food Hygiene) Regulations 1995.

PRACTICAL HAZARD ANALYSIS

Step / Description	The point in the food business where the hazard may occur. Select the steps from the sheet provided (page 4) - you may not require all the steps or you may identify others.
Hazard	Something that may cause harm to a consumer. The hazards may be taken from the list provided e.g. Physical - glass, Chemical - bleach, Microbiological – bacteria. See page 7.
Control	A method of controlling the hazard. Select one or more controls from the list provided (page 6) for each hazard you identify. You may identify other controls that have not been included. You will need to set limits for controls so that you know when corrective action is needed.
Monitoring	How you are going to monitor the controls to ensure that they are working, e.g. visual inspection, recording of storage temperatures, taking and recording the temperature of cooked or reheated food, cooling times with timers.
Corrective Action	If whilst monitoring you notice that a point has gone out of control, then you need to take action to correct the potential problem e.g. reject delivery, heat further, adjust fridge temperature, dispose of food products.

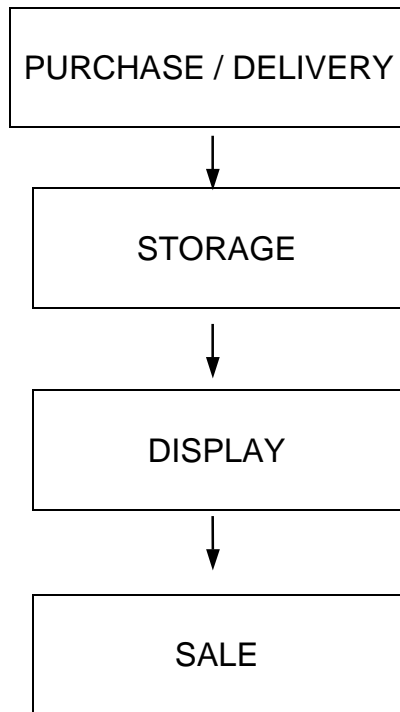
STEPS WITHIN YOUR BUSINESS

<u>RETAIL ONLY BUSINESS</u>	<u>CATERING BUSINESS</u>
<ul style="list-style-type: none">• PURCHASE/DELIVERY/RECEIPT• STORAGE<ul style="list-style-type: none">◊ CHILLED◊ FROZEN◊ DRY GOODS etc.• DISPLAY• SALE	<ul style="list-style-type: none">• PURCHASE/DELIVERY/RECEIPT• STORAGE<ul style="list-style-type: none">◊ DRY GOODS◊ CHILLED◊ FROZEN• PREPARATION• COOKING• COOLING• FURTHER STORAGE• REHEATING• HOT HOLD• DISPLAY• SERVICE

EXAMPLE OF FLOW CHARTS

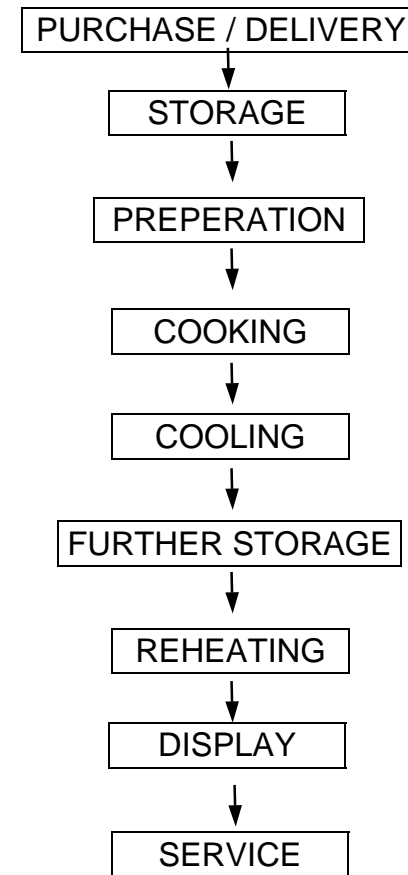
Retail Businesses

STEPS



Catering Businesses

STEPS



HAZARDS AND CONTROLS FOR YOUR BUSINESS?
HERE ARE SOME EXAMPLES – THERE WILL NO DOUBT BE OTHERS!

HAZARDS		CONTROLS			
Physical	Hairs, insects etc.	Use reputable suppliers	Ensure area clear of potential foreign bodies	Pest Control Measures	
	Glass/Plastic particles etc.	Breakages to be cleaned up thoroughly	Cover food where appropriate	Visual Checks and inspection	
Chemical	Contamination of Produce.	Use reputable suppliers	Store chemicals away from food	Visual checks and inspection	
		Never store chemicals in old food containers	Never store chemicals in containers that potentially might also be used for food	Cover food where appropriate	
Micro-biological (Bacteria Mould Viruses)	Already Present within Food	Use reputable suppliers – check their hazards analysis system	Ensure food is delivered at the correct temperature	Avoid cross-contamination between foods	
	Growth (Between 8 and 63°C)	Store chilled foods at 8°C or less (aim for 1-4 °C).	Store frozen foods at -18 °C	Keep cold food at temperatures of between 8 °C and 63 °C for a period of no more than 4 hours, then discard	Keep hot cooked food at temperatures below 63 °C for no more than 2 hours
	Survival (During Cooking / Reheating)	Cook food to a centre temperature of at least 75°C	Reheat food to a temperature of at least 75°C	Cool foods quickly and refrigerate within 1½ hours	
	Contamination	Avoid cross-contamination between raw & cooked foods	Cover food where appropriate	Store raw food below cooked foods	
		Avoid contamination from unclean equipment (cleaning rota, washing procedures)	Wash and scrub hands and dry hygienically	Remove jewellery	Provide clean protective over-clothing

STEPS AND THEIR HAZARDS

You should already have identified the steps within your business, now you need to identify the hazards. To prevent confusion you will find below a list of the most common steps and the hazards associated with them. The blank forms provide a place for you to write the step and the hazards should be inserted on the hazard column. You will need to add relevant explanatory details.

PURCHASE/ DELIVERY	PHYSICAL & CHEMICAL CONTAMINATION	BACTERIAL GROWTH	BIOLOGICAL CROSS- CONTAMINATION
STORAGE Chilled Frozen Dry	PHYSICAL & CHEMICAL CONTAMINATION	BACTERIAL GROWTH	CROSS-CONTAMINATION
DEFROST	PHYSICAL & CHEMICAL CONTAMINATION	BACTERIAL GROWTH	CROSS-CONTAMINATION
PREPARATION	PHYSICAL & CHEMICAL CONTAMINATION	BACTERIAL GROWTH	CROSS-CONTAMINATION
COOKING	PHYSICAL & CHEMICAL CONTAMINATION	BACTERIAL SURVIVAL	
COOLING	PHYSICAL & CHEMICAL CONTAMINATION	BACTERIAL GROWTH	CROSS-CONTAMINATION

DISPLAY	PHYSICAL & CHEMICAL CONTAMINATION	BACTERIAL GROWTH	CROSS-CONTAMINATION
HOT HOLD	PHYSICAL & CHEMICAL CONTAMINATION	BACTERIAL GROWTH	CROSS-CONTAMINATION
REHEATING	PHYSICAL & CHEMICAL CONTAMINATION	BACTERIAL SURVIVAL	
SERVICE	PHYSICAL & CHEMICAL CONTAMINATION	CROSS-CONTAMINATION	

HAZARD ANALYSIS

BUSINESS / PREMISES _____

STEP: Purchase/Delivery

HAZARD.	CONTROL.	HOW IS THE CONTROL MONITORED.	CORRECTIVE ACTION IF CONTROL NOT ACHIEVED.
MICROBIOLOGICAL			
PHYSICAL			
CHEMICAL			

SIGNED _____ DATE _____

HAZARD ANALYSIS

BUSINESS / PREMISES _____

STEP: **Storage**

HAZARD.	CONTROL.	HOW IS THE CONTROL MONITORED.	CORRECTIVE ACTION IF CONTROL NOT ACHIEVED.
MICROBIOLOGICAL			
PHYSICAL			
CHEMICAL			

SIGNED _____ DATE _____

HAZARD ANALYSIS

BUSINESS / PREMISES _____

STEP: **Preparation**

HAZARD.	CONTROL.	HOW IS THE CONTROL MONITORED.	CORRECTIVE ACTION IF CONTROL NOT ACHIEVED.
MICROBIOLOGICAL			
PHYSICAL			
CHEMICAL			

SIGNED _____ DATE _____

HAZARD ANALYSIS

BUSINESS / PREMISES _____

STEP: **Cooking**

HAZARD.	CONTROL.	HOW IS THE CONTROL MONITORED.	CORRECTIVE ACTION IF CONTROL NOT ACHIEVED.
MICROBIOLOGICAL			
PHYSICAL			
CHEMICAL			

SIGNED _____ DATE _____

HAZARD ANALYSIS

BUSINESS / PREMISES _____

STEP: **Cooling**

HAZARD.	CONTROL.	HOW IS THE CONTROL MONITORED.	CORRECTIVE ACTION IF CONTROL NOT ACHIEVED.
MICROBIOLOGICAL			
PHYSICAL			
CHEMICAL			

SIGNED _____ DATE _____

HAZARD ANALYSIS

BUSINESS / PREMISES _____

STEP: **Reheating**

HAZARD.	CONTROL.	HOW IS THE CONTROL MONITORED.	CORRECTIVE ACTION IF CONTROL NOT ACHIEVED.
MICROBIOLOGICAL			
PHYSICAL			
CHEMICAL			

SIGNED _____ DATE _____

HAZARD ANALYSIS

BUSINESS / PREMISES _____

STEP: **Display**

HAZARD.	CONTROL.	HOW IS THE CONTROL MONITORED.	CORRECTIVE ACTION IF CONTROL NOT ACHIEVED.
MICROBIOLOGICAL			
PHYSICAL			
CHEMICAL			

SIGNED _____ DATE _____

HAZARD ANALYSIS

BUSINESS / PREMISES _____

STEP:

HAZARD.	CONTROL.	HOW IS THE CONTROL MONITORED.	CORRECTIVE ACTION IF CONTROL NOT ACHIEVED.
MICROBIOLOGICAL			
PHYSICAL			
CHEMICAL			

SIGNED _____ DATE _____