



Environment & Leisure Department

Food Safety

Hazard Analysis & Control Precautions

Self Help Guidance Pack for the Small Caterer

For further advice/information contact:
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It is a legal requirement that proprietors of food premises must:-

- Examine their operations for potential food safety hazards
- Identify the points where these hazards occur
- Decide which of these points/steps in their operations are critical to ensuring food safety ("critical points")
- Decide upon and carry out effective controls and monitoring procedures at these critical points
- Review these arrangements whenever the food business operations change

This guidance pack is designed to help you understand and comply with this requirement.

It contains a record form for you to complete from the examples provided. The use of this type of document will help you and your staff to maintain effective control over critical food safety in your operations. It will also enable you to show us quickly and easily how you are trying to ensure food safety in your business and to comply with this legal requirement.

FLOW DIAGRAM & HAZARD CONTROL CHART FOR USE BY SMALL CATERERS

(restaurants, takeaways etc.)

For assistance in completing this chart, refer to enclosed Food Safety Advice Notes No's8 & 9

Name/Address:-

		FOOD SAFETY HAZARD	CONTROL MEASURES/TARGETS	MONITORING
<div style="display: flex; justify-content: space-between; align-items: center;"> <div style="border: 2px solid red; padding: 2px; font-weight: bold; color: white;">HOT</div> <div style="border: 1px solid gray; padding: 5px; width: 60%; text-align: center;"> Purchase/Receipt ↓ Storage ↓ Preparation ↓ <b style="background-color: red; color: white; padding: 2px;">Cooking ↓ Cooling ↓ <div style="display: flex; justify-content: space-around;"> <div style="border: 1px solid gray; padding: 5px;">Cold Hold</div> <div style="border: 1px solid gray; padding: 5px;">Cold Hold</div> </div> ↓ <div style="display: flex; justify-content: space-around;"> <div style="border: 2px solid red; padding: 2px;">Reheat</div> </div> ↓ <div style="display: flex; justify-content: space-around;"> <div style="border: 2px solid red; padding: 2px;">Hot Hold</div> </div> ↓ <div style="display: flex; justify-content: space-around;"> <div style="border: 2px solid red; padding: 2px;">Hot Serve/ Display/Deliver</div> <div style="border: 1px solid gray; padding: 2px;">Cold Serve/ Display/Deliver</div> </div> </div> <div style="display: flex; justify-content: space-around; margin-top: 10px;"> <div style="border: 2px solid red; padding: 2px;"><i>Over Production</i></div> <div style="border: 1px solid gray; padding: 2px;"><i>Over Production</i></div> </div> </div> <div style="border: 2px solid gray; padding: 2px; font-weight: bold; color: black; margin-left: 20px;">COLD</div>				
			Completed by:- Date:-	