

BRACKNELL FOREST BOROUGH COUNCIL

FOOD SAFETY ADVICE NOTE NO 8

HAZARD ANALYSIS AND CONTROL PRECAUTIONS

(How to use “Self Help Guidance Pack for the Small Caterer”)



COMPLETING THE FLOW DIAGRAM

Step 1

Look at your menu to remind yourself what foods you prepare / cook etc., and think about the various steps they go through from when you receive them to when you serve or sell them to your customers.

Step 2

Using a coloured or highlighting pen, mark over the dotted lines on the flow diagram between each of the various steps which any of your foods go through from receipt to sale.

To help you get an idea what your completed flow diagram might look like, take a look at the 2 worked examples on the separate sheets in the guidance pack. You will see that in these examples additional notes have been added on the flow diagrams, giving a clearer picture of particular parts of the business's catering activities. You might also find it useful to add similar notes to your flow diagram (but remember that no two businesses will be exactly the same, so take care to not just copy everything from the example sheets).

COMPLETING THE HAZARD CONTROL CHART

Step 1

Take a close look at the example HAZARD CONTROL CHART on a separate sheet in the guidance pack. This sheet contains the main food safety hazards for each of the catering steps on the flow diagram, together with examples of control measures and monitoring arrangements.

Step 2

Start filling in your chart by making suitable entries from top to bottom in the column headed HAZARDS. Use the list of hazards on the above ADVICE NOTE, but remember that you don't need to make an entry in a part of this column that is lined up with any of the catering steps that you don't do in your particular business (eg:- if you do not cook foods and then cool some down for later re-heating or serving/selling cold, then you will not have an entry on the chart which lines up with “COOLING” on the flow chart.

Step 3

For each entry you make under the column headed HAZARDS, you now need to make suitable entries alongside of these in the remaining two columns headed CONTROL MEASURES/TARGETS and MONITORING. Use your own knowledge from what you do already in your food business, together with the examples shown on the completed example HAZARD CONTROL CHART.

Practical Use of our Hazard Chart

Don't forget that your Hazard Control Chart is primarily intended to be of practical use to you and your staff in helping you to ensure food safety in how you operate your business.

Make sure you properly maintain and review the control measures and monitoring arrangements which you have entered on the chart. To do this you must:-

- ❑ Ensure you have all necessary items to carry out the controls etc. (eg:- thermometers, record sheets, labels etc. for date coding).
- ❑ let your staff know what controls and monitoring arrangements they are responsible for.
- ❑ Provide your staff with suitable and sufficient training and/or instruction to carry out these tasks, and what to do if any food or control measure fails to meet the standards you have set.
- ❑ Regularly check to see that the arrangements you have made are being kept to.
- ❑ Regularly review the arrangements (eg:- when catering operations change for any reason) to ensure that the controls measures are still appropriate for the hazards which have been identified.

IMPORTANT NOTE:- Food Handlers can easily pass germs onto others through the foods they handle (particularly ready-to-eat foods) if they don't take great care with regularly and properly washing their hands. If they have sickness or diarrhoea, they must not work with food or where there is any open foods. Owners of food businesses must make sure they are told by their staff if they are unwell. If they have sickness or diarrhoea more than once in a 24 hour period, they must not work with food or where there is any open foods until they have been symptom free for at least 48 hours. More information about this important aspect of food safety control is in the booklet "FOOD HANDLERS – *Fitness to work*" in the guidance pack.

For further information / advice contact:-

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