

NORTH CURRY C OF E PRIMARY SCHOOL

HACCP EVALUATION

OF

FOOD PRODUCTION

AND

FOODSERVICE OPERATIONS

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Document Control

This Version is produced by Public Health Company Limited for Host 2 Ltd. Following analysis with North Curry C of E Primary School of operations and review of the WAC and lunchtime serving facilities. The document is owned by North Curry C of E Primary School.

Document control and version update will now be maintained by North Curry C of E Primary School. Any change in document control will be recorded in this section.

This document is a version of the original generic document provided for Taunton Academy and has been tailored to match current operations in North Curry C of E Primary School. As operations have been commenced and a review has taken place, this is now the working document. A further review of this document will take place as and when necessary.

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Introduction

This document details the examination of food safety hazards and controls along the principles of HACCP for the catering and foodservice operations of North Curry C of E Primary School, Greenway, Taunton, Somerset TA3 6NQ in Somerset.

The document is produced by Public Health Company Ltd who undertook the HACCP assessment and also produced a Food Safety Management System.

Legal and other requirements

It is a legal requirement to have a documented food safety management system for all food business operators (Regulation (EC) No. 852/2004, Article 5). This document has been prepared to satisfy this requirement and has been developed with regard to the Industry Guide to Good Hygiene Practice (Catering Guide) 2016, published by the UK Hospitality.

It is a requirement of North Curry C of E Primary School that a HACCP system be introduced for food production and service for our Wrap Around Care.

Description of activities

Foods will be served to children in WAC and at lunchtimes at North Curry C of E Primary School.

North Curry C of E Primary School will provide WAC food service including snacks, breakfast and a light tea for pupils in WAC in the school.

North Curry C of E Primary School also serves food at lunchtimes that has been pre-cooked at Lyngford Park Primary School.

Foods are purchased mainly in Aldi, Lidl, Morrisons, Tesco, Morrisons and Sainsburys.

Current food service kitchen is

- North Curry C of E Primary School

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Scope of the HACCP

This HACCP is designed to cover all stages of the responsibility of North Curry C of E Primary School in relation to food served to pupils of North Curry C of E Primary School. This shall cover from the stage of food purchase through to the service of food to customers. Customers for the purpose of this document shall be defined as the pupils at North Curry C of E Primary School.

Limitations and exclusions

This Version is produced following a review of Version 3 after food production and service operations have commenced.

The assessment has excluded detailed consideration of allergies. The reason for this is that is not a risk to the general population but to specific individuals. We have specific medical care plans for individual children with allergens.

This HACCP system shall not cover food and drink purchased or consumed elsewhere than the North Curry C of E Primary School food service sites.

Explanations of the terms used

What is HACCP?

One system that is regularly used for the identification and management of food safety hazards is called HACCP. HACCP stands for “Hazard Analysis and Critical Control Point”.

HACCP was developed by NASA to ensure the safety of foods for their space programs. The system has since been codified by the World Health Organisation through a Codex Alimentarius that has set out the principles and objectives for development of HACCP. Since this time HACCP systems have been adopted as a recognised preventative food safety management system.

Hazards

A “Hazard” is anything that may cause harm to your customers through eating food. There are three types of hazard:

Microbiological hazards

- Include food poisoning bacteria and are hazardous because they can:
 - Survive inadequate cooking, if already present in food, for example, Salmonella in chicken;
 - Multiply to harmful levels in food given the right conditions, for example, poor temperature control during storage, handling or hot-holding;
 - Spread from raw foods e.g. meat, poultry and unwashed vegetables to cooked/ready-to-eat foods either directly or via cross-contamination.
- Other microbiological hazards such as certain bacteria, yeasts and moulds may lead to food spoilage.

Chemical hazards

- May be present already on certain foods in the form of pesticides or insecticides;
- May arise from incorrect storage;
- May arise from the misuse of chemicals such as cleaning chemicals and rodent baits.
- May arise from over-cooking of certain products, for example, acrylamide

Physical hazards

- Include contamination by materials such as glass, plastic, wood, metal, hair and contamination caused by pests.

Hazard analysis

Is the process of identifying where the hazards are at each stage of the processes.

Control measures

Measures put in place to prevent or control the 'hazards' thereby making the hazards safe.

Critical Control Points (CCPs)

CCPs are the process steps where hazards must be controlled for the food to be safe to eat. All hazards at CCPs must be reduced to a safe level or eliminated by a suitable control measure.

Determining which controls are critical controls is undertaken using the CCP decision tree in the Appendix.

Critical limits

Critical Limits are specified safety limits. These may be lower standards than operated by the business. Business limits should be set that take into account variations that could occur within the operation but with the objective of not at any time exceeding the critical limit, for example, the business uses refrigeration temperatures of 5°C when safety critical limits could be 8°C or above.

Monitoring

All Control Measures at the Critical Control Points (CCPs) must be monitored to ensure they remain safe, constant and within our Critical Limits.

Corrective action

"Corrective Action" is needed when a Control Measure has failed to meet its Critical Limit. It describes the procedure to ensure the food is made safe or prevented from being used.

All monitoring procedures and Corrective Actions must be recorded accurately and adequately.

Records

Records are proof of monitoring all elements of the HACCP system and carrying out Corrective Action where necessary.

Verification

Verification of the system aims to show that we are following and accurately recording an effective HACCP system:

Codex Alimentarius – 7 steps for development of a HACCP system

The Codex Alimentarius suggests the following steps in development of HACCP

1. Conduct a hazard analysis.
2. Identify critical control points.
3. Establish critical limits for each critical control point.
4. Establish monitoring procedures.
5. Establish corrective actions.
6. Establish recordkeeping procedures.
7. Establish verification procedures

We have aimed to follow these steps in the development of our HACCP system.

The Process Of Hazard Analysis

Description	Brief explanation of what this means
Identify and list potential hazards	Consider all hazards that can be reasonably expected to occur at each process step.
Conduct a hazard analysis	Look at the hazards and conditions that lead to them occurring. Identify which are significant and should be addressed. Some hazards might not be considered significant and though their control is necessary these particular hazards will not be taken to the next stage of the HACCP process however they should be covered in the Food Safety Management Systems (FSMS)
Specify control measures	Actions to prevent or eliminate a food safety hazard or reduce it to an acceptable level.
Determine critical control points (CCPs)	Decide which of hazards must be controlled at a particular process steps otherwise the hazard would become a significant risk. This decision process is verified by using the decision tree given in Appendix D.
Establish critical limits	The absolute limit of acceptance which separates safe product from unsafe product
Establish a monitoring system	A procedure of observations or measurements to ensure the control is met.
Establish corrective actions	Follow-up action to be taken when the results of monitoring at a CCP indicate a loss of control.
Validation, verification and review	Validation – necessary tests/actions to ensure the HACCP plan is capable of giving safe product. Verification – the necessary evidence to ensure your HACCP system is resulting in safe product. Review – An examination of the HACCP plan must take place at scheduled intervals, review must also be triggered in response to a change (e.g. changes of equipment, layout of the building, emerging pathogen etc.).
Establish documentation and records	Any documentation and records used to develop, implement and review your HACCP plan that must be kept to enable review and to demonstrate that controls are suitable and are being maintained.

Hazards Considered In The Hazard Analysis

Biological

- Salmonella
- Listeria spp.
- Escherichia coli
- Clostridium botulinum
- Clostridia perfringens
- Staphylococcus aureus
- Bacillus spp.
- Campylobacter
- Shigella
- Hepatitis
- Cryptosporium
- Pseudomonas spp.
- Toxoplasma
- Aniskiasis

Physical

- Metal
- Wood splinters
- Glass and brittle plastic
- Flexible plastic
- Plasters
- Stones
- Shell
- Fruit stones
- Insects
- Paper/board
- Hair
- Bones
- Feathers
- String
- Finger nails
- Pests

Chemical

- Agricultural residues: Pesticides
- Ingredient dependent Phyto-toxins (plant-based e.g. lectins in kidney beans; cyanogenic glycosides in cassava)
- Ingredient dependent Phyco-toxins (associated with shellfish and certain pelagic fish)
- Agricultural residues: Nitrate
- Veterinary Drugs
- Non-permitted additives (e.g. konjac in children's confectionery)

- Heavy metals (arsenic, cadmium, lead, mercury)
- Other microbiologically produced toxins (e.g. histamine in fish)
- Environmental contaminants (e.g. dioxins)
- Process toxicants (e.g. acrylamide in high temperature processed carbohydrate rich foods)
- Adulterants (Synthetic colours (e.g. Sudan dyes), melamine, water & sugar (e.g. honey))
- Cleaning & sanitising chemicals
- Chemical residues migrating from packaging (e.g. plasticisers, BPA)
- Other

Allergens

- Eggs and products thereof
- Milk and products thereof (including lactose), except: (a) whey used for making alcoholic distillates including ethyl alcohol of agricultural origin (b) lactitol
- Fish and products thereof, except fish gelatine used as carrier for vitamin or carotenoid preparations; fish gelatine or Isinglass used as fining agent in beer and wine.
- Sesame seeds and products thereof
- Crustaceans and products thereof
- Peanuts and products thereof
- Cereals containing gluten, namely: wheat, rye, barley, oats, spelt, kamut, or their hybridised strains, and products thereof, except: (a) wheat based glucose syrups including dextrose: (b) wheat based maltodextrins; (c) glucose syrups based on barley; (d) cereals used for making alcoholic distillates including ethyl alcohol of agricultural origin.
- Celery and products thereof
- Mustard and products thereof
- Lupin and products thereof
- Soybeans and products thereof, except: (a) fully refined soybean oil and fat (b) natural mixed tocopherols (E306), natural D-alpha tocopherol, natural D-alpha tocopherol acetate, and natural D-alpha tocopherol succinate from soybean sources (c) vegetable oils derived phytosterol esters from soybean sources (d) plant stanol ester produced from vegetable oil sterols from soybean sources
- Molluscs and products thereof
- Sulphur dioxide and sulphites at concentrations of more than 10mg/kg or 10mg/litre in terms of the total SO₂ which are to be calculated for products as proposed ready for consumption or as reconstituted according to the instructions of the manufacturers
- Nuts, namely: almonds, hazelnuts, walnuts, cashew nuts, pecan nuts, Brazil nuts, pistachio nuts, macadamia or Queensland nuts and products thereof, except for nuts used for making alcoholic distillates including ethyl alcohol of agricultural origin.

Intended consumers

In considering the significance of hazards we have looked at the intended consumers who will be eating the food provided by the food production and food service processes considered in this system.

The intended consumers of the food products are pupils eating food at in North Curry C of E Primary School.

The hazard analysis considers that these foods might be consumed by food safety risk groups in the population including pregnant women and immunosuppressed individuals. Children or older people are unlikely (as the population is a working community).

It is expected that people with allergens will be served and controls for this are given in their medical care plans.

HACCP Team

For the purpose of this process the HACCP team comprised of suitable personnel to undertake and contribute to the full completion of the exercise.

The HACCP team leader is Dr Lisa Ackerley, Food Safety Consultant of Public Health Company Ltd who assists in reviewing and evaluating the information collected and the decision-making process regarding controls

North Curry C of E Primary School coordinates the collection and analysis of data on the process and controls.

Helen Morley, Head teacher provides details of operational measures in the kitchen and food service areas.

Helen Morley assists in providing details of the food ingredients, products and processes purchased Aldi, Lidl, Morrisons, Sainsburys, Asda and Tesco's.

List Of Prerequisites

Below are some of the prerequisites that were considered in the evaluation or should be considered in any validation or review.

Existing food safety documentation
Existing supplier approval
Existing Incoming material specifications
Training (incl. training needs analysis, job descriptions)
Contracted services (i.e. waste/laundry)
Pest Control
Glass and plastic management
Calibration
Standard Operating Procedures (SOPs)
Transport/Distribution
Customer complaints
Preventative maintenance
Product recall /Traceability
Utilities (air, water, energy)
Equipment suitability, cleaning and maintenance
Measures to prevent cross-contamination
Cleaning and sanitising
Personnel hygiene and employee facilities
Rework
Food defence incl. Biovigilance and bioterrorism
Contamination control
Return to work
Tracking non-conformances
Audit schedule (incl. HACCP/internal audits)
Microbiological control

The Validation Process

Method of validation

As this HACCP exercise was undertaken in the development phase of the operation then verification is essential as until this stage the HACCP is theoretical.

The steps of verification are as follows:

1. Food Production and service managers confirm if the process steps and methods are correct
2. An on-site audit of the food production, service and transport elements
3. Review of records and documents including the FSMS

It is not considered that microbiological or other laboratory analysis of products or processes is required at this stage as the processes and control methods are well established as good practice

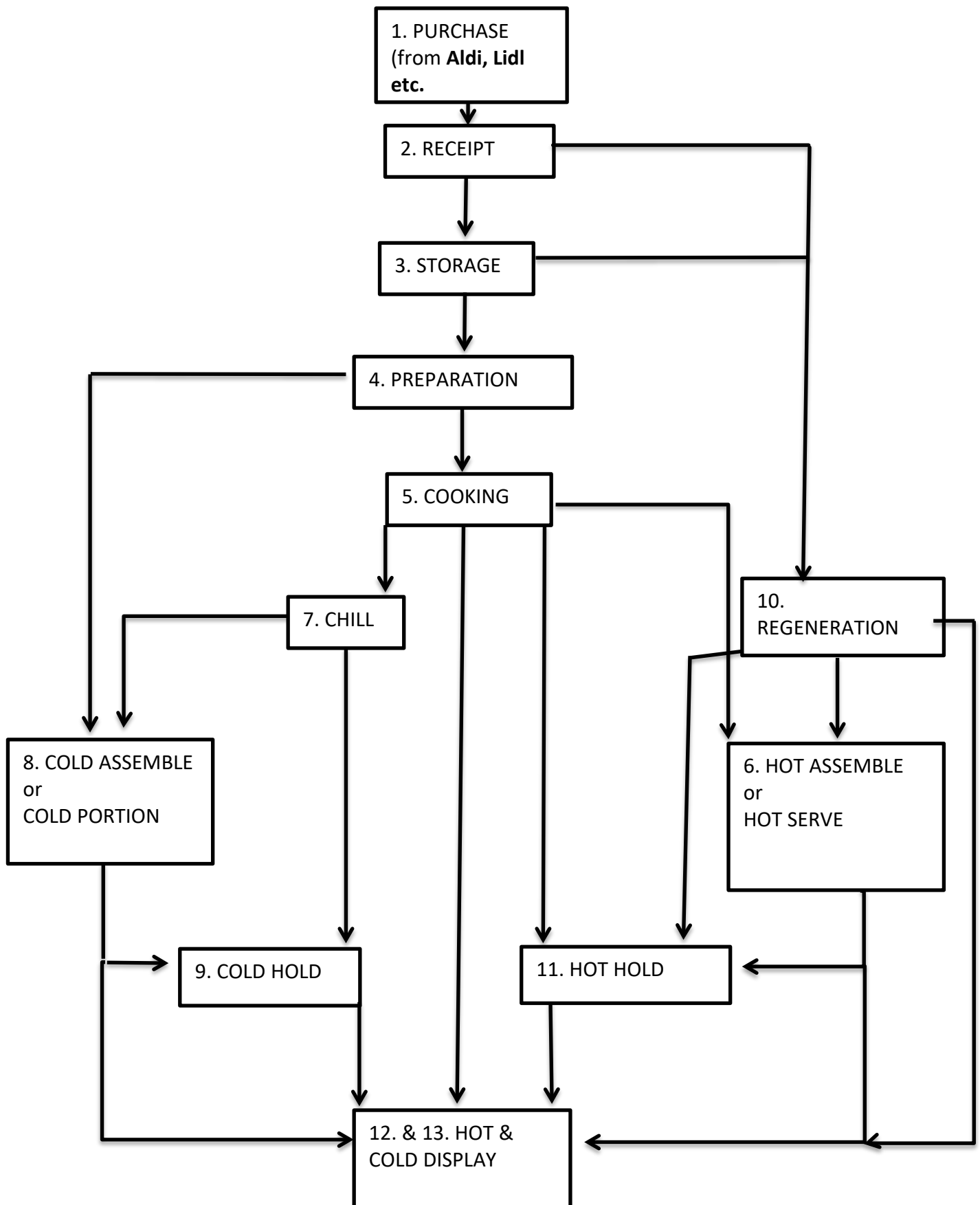
On-going validation

The process should be reviewed annually or with any changes in processing or products that may affect food safety

- Significant changes in production e.g. vacuum packing or sous vide
- New controls that become available
- Change in raw material/ingredients/product formulation/packaging
- Change of suppliers
- Significant changes in layout of the kitchen, storage or service areas that could create contamination risks
- Failures in the system, e.g. corrective actions or the need for product recall/withdrawal
- Changes in staff levels and or responsibilities
- New health risk associated with the ingredients, processes or products
- Emergence of foodborne pathogens with public health significance
- Changes in legislation
- New scientific/technical knowledge (e.g. new information on hazards and control measures)
- Unexpected use of product by the consumer
- Environmental changes/issues (i.e. local changes external to the food operation; climate changes)

Flow Diagrams

HACCP PROCESS FLOW DIAGRAM FOR North Curry C of E Primary School from Aldi, Lidl, Sainsburys, Asda, Tesco's or Morrisons



HAZARD ANALYSES
FOR
FOOD PRODUCTION AND SERVICE

STEP No.	PROCESS STEP	HAZARD	CONTROL MEASURE	CCP?	CRITICAL LIMIT	MONITORING	CORRECTIVE ACTION	RECORD
1	PURCHASE	<u>Biological, Chemical, Physical</u> Full range of pathogens, chemicals or physical contaminants could potentially be present <u>Allergens</u> Wrongly introduced ingredients, wrongly labelled food	Supplier and product approval verification. Supplier approval standard. Product standards agreed prior to supply. Supplier notifies withdrawal /observe FSA alerts Correct labelling of food to identify possible allergens. Substitution rules	Yes	Ensure all except allergens at a safe level through use of good suppliers meeting recognised or have audited standards Allergens should be clearly indicated on packaging/labelling. Specific Proper product ID	Delivery checks Chefs/service staff report issues Supplier assessment review	Rectify with supplier. Change supplier Isolate and withdraw contaminated products	Supplier Assm't (28) Identify ingredients with allergens

STEP No.	PROCESS STEP	HAZARD	CONTROL MEASURE	CCP?	CRITICAL LIMIT	MONITORING	CORRECTIVE ACTION	RECORD
2	RECEIPT OF DELIVERIES	<u>Biological</u> Foods contaminated with pathogens Growth of pathogens following cooking or other processing Foods contain dangerous incorrect ingredients Contamination during or on delivery <u>Physical</u> Contamination with physical items <u>Chemical</u> Contamination with chemical agents	Ensure received foods are only from authorised suppliers Foods checked on receipt to ensure chilled foods arrive below 5°C, frozen foods below -18°C. Tuna below 4°C All foods labelled with identification Delivery check plus vehicle check. Delivery only to designated delivery area Foods covered or enclosed Keep covered if possibility of contamination	No Yes Yes No No	Only authorised suppliers used Ensure chilled foods arrive below 5°C, frozen foods below -18°C unless for specific deliveries for immediate Obviously damaged or contaminated foods rejected or removed Obviously damaged or contaminated foods rejected or removed Obviously damaged or contaminated foods rejected or removed	Complete food delivery check. Check product labelling Record Food temperature check including delivery vehicle check if necessary Probe calibration check Visual check of delivery Visual check of delivery	Refer to manager any non-authorised supplies Reject any food outside of limits Reject on delivery or quarantine any obviously contaminated or damaged foods Reject on delivery or quarantine any obviously contaminated or damaged foods Reject on delivery or quarantine any obviously contaminated or damaged foods	Receipt check (8) Receipt check (8) Probe check (26) Receipt check (8) Receipt check (8) Receipt check (8)

STEP No.	PROCESS STEP	HAZARD	CONTROL MEASURE	CCP?	CRITICAL LIMIT	MONITORING	CORRECTIVE ACTION	RECORD
3	STORAGE	<u>Biological</u> Growth of pathogens due to high storage temperatures or prolonged life Contamination from other foods or the storage environment item <u>Physical</u> Items let open or pierced <u>Chemical</u> Contamination	Chillers below 5°C, freezers below -18°C. Monika monitoring system -alarms Manager if exceeded Separate storage of ready to eat foods. Correct use of store Signs designating correct use Regular cleaning and disinfection of surfaces Properly packaged or covered foods Cleaning, COSHH assessment, visual check	Yes Yes (for RTE) No No	3°C optimum, 5°C target 8°C limit Date code check for Use-by Complete physical separation, chemical disinfection of surfaces	Daily storage check. Monika system Storage check Storage check Storage check Storage check	Notify manager. Isolate. Label "not for use". Dispose of food above 8°C or use within 4 hours of last recorded time below 8°C. Dispose of contaminated food Notify manager. Isolate. Label "not for use". Dispose of contaminated foods Notify manager. Isolate. Label "not for use". Dispose of contaminated food	Monika system or Storage temp record (9) Daily checks (5,6) Weekly checks (7) Monthly audits (27)

STEP No.	PROCESS STEP	HAZARD	CONTROL MEASURE	CCP?	CRITICAL LIMIT	MONITORING	CORRECTIVE ACTION	RECORD
4	PREPARATION	<u>Biological</u> Multiplication of pathogens Contamination of ready to eat foods <u>Chemical</u> Contamination from chemical elements <u>Physical</u> Contamination by chemicals or physical elements	Minimise time out of refrigeration for preparation to 30 minutes. Separate preparation areas and equipment, colour coded prep equipment. Disinfection of food and hand contact surfaces. Specific e coli training for chefs Good environmental cleanliness As above plus: No maintenance during food prep Brittle glass/plastic policy	Yes - only for RTE No No	2 hour limit Complete separation of RTE prep from raw or contaminated food Physically clean Cleaning and maintenance policies Cleaning and maintenance policies No broken glass/brittle plastic	Supervision Manager Supervisor	Dispose of food left out for more than 2 hours Report broken glass/brittle plastics	Dispose record (23) Daily, Weekly, Monthly Checks (5,6,7,27) Training record Broken glass/ plastic form (21)

STEP No.	PROCESS STEP	HAZARD	CONTROL MEASURE	CCP?	CRITICAL LIMIT	MONITORING	CORRECTIVE ACTION	RECORD
5	COOKING	<u>Biological</u> Non-destruction of pathogens Survival of pathogens in rare meat Survival of parasites in fish and pork Contamination of ready to eat foods <u>Chemical</u> Contamination by chemicals Acrylamide in starchy foods cooked to dark colour <u>Physical</u> Contamination by physical elements	Cooking only by trained chefs. All foods cooked to a minimum of 75°C for 30 seconds Only cook beef or duck breast to be served rare. Fish should be cooked to a minimum of 60°C for 1 minute Check core or minimum temperature of food on completion of cooking /resting Separation of pre and post cook activities Good environmental cleanliness No maintenance during food prep Chefs trained to cook starchy foods to golden yellow Brittle glass/plastic policy	Yes Yes Yes Yes No No	Minimum cook temperature of 75°C Minimum of 60°C for 45 mins, 65°C for 10 mins, 70°C for 2 mins. Physical separation. See contamination control policy Physically clean Clean Maintenance policy No broken glass/brittle plastic	Chef check each batch and record minimum temperature achieved at end of cook/rest Cleaning checks Manager's checks Detail in chef's training records Glass plastic and crockery record	Continue cooking until temperature achieved Manager review accuracy of checking Probe calibration checks Management control	Cooking check (12) Probe calib check (26) Daily weekly, monthly checks etc (5,6,7,27) Glass plastic and crockery record (21)

	PROCESS STEP	HAZARD	CONTROL MEASURE	CCP?	CRITICAL LIMIT	MONITORING	CORRECTIVE ACTION	RECORD
6	HOT ASSEMBLE OR HOT PORTIONING	<u>Biological</u> Contamination of foods with pathogens following cooking either from other raw foods or the environment Multiplication of pathogens or outgrowth of spores <u>Chemical</u> Contamination by chemicals or physical elements <u>Physical</u> Contamination by physical elements	Portioning to take place in designed high care area of the kitchen. Only designated trained staff to undertake portioning Time from completion of cooking to start of blast chilling should be less than 30 minutes Good environmental cleanliness No maintenance during food prep Brittle glass/plastic policy	Yes for RTE food Yes No No	Physical separation plus area and equipment disinfected before use and between batches 30 minutes target 120 minutes maximum Physically clean Clean Maintenance policy No broken glass/brittle plastic	Supervision Chef check each batch and record temperature and time for each batch Monitor by head chef/ Supervisor Monitor by head chef/ supervisor	Manager decide whether to re-cook or dispose of foods. Dispose of food if longer than 120 minutes. Manager check accuracy of checking Probe calibration checks Isolate and dispose of contaminated food	Daily, weekly, monthly (5,6,7, 27) Probe check (26) Glass plastic and crockery record (21)

STEP No.	PROCESS STEP	HAZARD	CONTROL MEASURE	CCP?	CRITICAL LIMIT	MONITORING	CORRECTIVE ACTION	RECORD
7	CHILLING	<u>Biological</u> Contamination of foods with pathogens from chiller or the environment Delayed or inadequate chilling Multiplication of pathogens or outgrowth of spores	Process undertaken by trained staff under supervision Chilling area and equipment designated as high care Foods to be chilled within 30 minutes of cooking Foods chilled in designated blast chiller or in an emergency using accelerated cooling methods described in the FSMS from 55°C to 20°C in 2 hours and then put into cold storage Foods chilled in blast chiller until core temperature is below 5°C preferably below 3°C Solid meat joints cooled to below 5°C within 6 hours (J Gaze Campden 1998) All chilled products have life of day of production plus 2 days (3 days total)	Yes No Yes Yes	Disinfected before food is handled in this area Foods chilled in blast chiller to below 5°C within 90 minutes of commencement of chilling or in an emergency using other methods from 55°C to 20°C within 120 minutes of completion of cooking. Solid joints cooled to below 5°C within 8 hours total 3-day life day of production and day of service.	Daily cleaning check Check complete batch chilling record Activity monitored by head chef/supervisor/rest Staff check date labels	Foods outside the range should be referred to manager reviewed and disposed of Consider reducing the size of joints in future. Probe calibration checks	Chill record (16) or emergency cooling record (15) Probe check (26) Cleaning check (24) Glass plastic and crockery record (21)
		<u>Chemical</u> Contamination by chemicals		No	Physically clean Clean Maintenance policy	Cleaning check		
		<u>Physical</u> Contamination by physical elements	Good environmental cleanliness No maintenance during food prep Brittle glass/plastic policy	No	No broken glass/brittle plastic	Cleaning check	Isolate and dispose of contaminated food	

	PROCESS STEP	HAZARD	CONTROL MEASURE	CCP?	CRITICAL LIMIT	MONITORING	CORRECTIVE ACTION	RECORD
8	COLD ASSEMBLY OR COLD PORTION	<u>Biological</u> Contamination of foods with pathogens following cooking either from other raw foods or the environment	Assembly to take place in designed high care area of the kitchen. Only designated trained staff to undertake portioning	Yes for RTE food	Area and equipment disinfected before use	Chef check each batch and record temperature and time for each batch	Manager decide whether to re-cook or dispose of foods.	Daily, weekly and monthly checks (5,6,7, 27)
		Multiplication of pathogens or outgrowth of spores	Food items should be out of fridge for less than 30 minutes	Yes for RTE food	30 minutes	Activity monitored by head chef/ supervisor/ foodservice supervisor	Dispose of food if longer than 30 minutes. Manager check accuracy of checking Probe calibration checks	Probe check (26)
		<u>Chemical</u> Contamination by chemicals	Good environmental cleanliness No maintenance during food prep	No	Physically clean Clean Maintenance policy	Supervision		Glass plastic and crockery record (21)
		<u>Physical</u> Contamination by physical elements	Brittle glass/plastic policy	No	No broken glass/brittle plastic	Supervision	Isolate and dispose of contaminated food	

STEP No.	PROCESS STEP	HAZARD	CONTROL MEASURE	CCP?	CRITICAL LIMIT	MONITORING	CORRECTIVE ACTION	RECORD
9	CHILLED STORAGE	<u>Biological</u> Growth of pathogens due to high storage temperatures or prolonged life Contamination from other foods or the storage environment item <u>Physical</u> Items left open or pierced <u>Chemical</u> Contamination	Chillers below 5°C, Monika monitoring system alarms Manager if exceeded Separate storage for ready to eat foods from raw or contaminated foods. Correct use of store Signs designating correct use Regular cleaning and disinfection of surfaces Properly packaged or covered foods Cleaning, COSHH assessment, visual check	Yes Yes (for RTE) No No	3°C optimum, 5°C target, max 8°C. Date code check Complete physical separation from raw or contaminated foods Visual evidence of contamination Visual evidence of contamination	Daily storage check. Monika system Supervision Storage check Storage check Storage check	Dispose of food above 8oC or use within 4 hours of last recorded time below 8oC subject to manager approval Notify manager Label 'not for use'. Dispose of contaminated food Notify manager Label 'not for use'. Dispose of contaminated food	Storage temp records with Monika or record where no Monika (9) Daily, weekly and monthly checks (5,6,7, 27) Glass plastic and crockery record (21)

STEP No.	PROCESS STEP	HAZARD	CONTROL MEASURE	CCP?	CRITICAL LIMIT	MONITORING	CORRECTIVE ACTION	RECORD
10	REGENERATION	<u>Biological</u> Non-destruction of pathogens Contamination of ready to eat foods <u>Chemical, physical</u> Contamination by chemicals or physical elements Acrylamide in starchy foods cooked to dark colour	Regeneration only by trained staff. All foods cooked to a minimum of 75°C for 30 seconds Check core or minimum temperature of food on completion of regen/resting Separation of pre and post cook activities Good environmental cleanliness No maintenance during food prep. COSHH assessment Chefs trained to cook starchy foods to golden yellow and follow manufacturers' instructions Brittle glass/plastic policy	Yes Yes No No No	Minimum regen temperature of 75°C Physically clean Clean Maintenance policy No broken glass/brittle plastic	Chef check each batch and record minimum temperature achieved at end of cook/rest Detail in chef's training records Supervision Supervision	Continue cooking until temperature achieved Manager review accuracy of checking Probe calibration checks Report to manager. Dispose of contaminated food Dispose of burnt food Report to manager. Dispose of contaminated food	REGEN check (13) Probe check (26) Daily, weekly, monthly checks (5,6,7,27) Waste Form (23) Glass plastic and crockery record (21)

STEP No.	PROCESS STEP	HAZARD	CONTROL MEASURE	CCP?	CRITICAL LIMIT	MONITORING	CORRECTIVE ACTION	RECORD
11	HOT HOLD	<u>Biological</u> Pathogens or spores surviving cooking multiply	Ensure foods are above 63°C when put into hot hold	Yes	Ensure hot food is kept above 63°C or if below served within 2 hours	Temp check every 2 hours	If below 63°C use or dispose of within 2 hours	Hot hold /service check (18)
		Contamination with pathogens	Ensure food is kept in designated hot holding equipment. Keep covered if possibility of contamination	No	As above	Foodservice cleaning check	Reclean area /equipment. Remove and dispose of food if exposed to risk of contamination	Daily, weekly, monthly checks (5,6,7,27)
		<u>Physical</u> Contamination with physical items	Keep covered if possibility of contamination	No	Visual evidence	Foodservice cleaning check	Reclean area /equipment. Remove and dispose of food if exposed to risk of contamination	
		<u>Chemical</u> Contamination with chemical agents	Keep covered if possibility of contamination	No	Visual evidence	Foodservice cleaning check	Reclean area /equipment. Remove and dispose of food if exposed to risk of contamination	

STEP No.	PROCESS STEP	HAZARD	CONTROL MEASURE	CCP?	CRITICAL LIMIT	MONITORING	CORRECTIVE ACTION	RECORD
12	HOT SERVICE	<u>Biological</u> Pathogens or spores that have survived cooking can multiply Contamination with pathogens from customers or staff <u>Physical</u> Contamination with physical items <u>Chemical</u> Contamination with chemical agents	Ensure hot foods are held above 63°C or served within 2 hours from when below this temperature Food kept above 63°C as above. Minimise direct handling, protection from customers unless being served. Keep covered if possibility of contamination Keep covered if possibility of contamination	Yes No No No	Ensure hot food is kept above 63°C or if below for no more than 2 hours If other controls are maintained this shouldn't be a risk	Temp check every 2 hours Foodservice cleaning check Foodservice cleaning check Foodservice cleaning check	If below 63°C use or dispose of within 2 hours Reclean area /equipment. Remove and dispose of food if exposed to risk of contamination Reclean area /equipment. Remove and dispose of food if exposed to risk of contamination Reclean area /equipment. Remove and dispose of food if exposed to risk of contamination	Hot hold/ service check (18) Daily, weekly, monthly checks (5,6,7,27)

STEP No.	PROCESS STEP	HAZARD	CONTROL MEASURE	CCP?	CRITICAL LIMIT	MONITORING	CORRECTIVE ACTION	RECORD
13	COLD SERVICE	<u>Biological</u> Pathogens that survived inadequate cooking. Pathogens could multiply on foods kept at too high a temperature Contamination with pathogens <u>Physical</u> Contamination with physical items <u>Chemical</u> Contamination with chemical agents	Ensure foods going into cold service are chilled below 5°C. If above 8°C these shall be consumed within 4 hours Ensure food is kept clean and disinfected designated cold holding equipment. All food should be covered if there is a possibility of contamination Ensure good personal hygiene of food handlers Keep covered if possibility of contamination. Good cleaning standards Keep covered if possibility of contamination. Good cleaning standards. Compliance with COSHH	Yes No No No No	Ensure food placed on service is kept below 5°C or if above 8°C shall be served within no more than 4hours 	Temp and stock check every 4 hours As above Supervision Foodservice cleaning check Foodservice cleaning check	If above 8°C use or dispose of within 4hours Remove and dispose of food if exposed to risk of contamination Remove and dispose of food if exposed to risk of contamination Remove and dispose of food if exposed to risk of contamination	Service check (17,19) Daily, weekly, monthly checks (5,6,7,27)

STEP No.	PROCESS STEP	HAZARD	CONTROL MEASURE	CCP?	CRITICAL LIMIT	MONITORING	CORRECTIVE ACTION	RECORD
14	VACUUM PACKING	<u>Biological</u>						
		Survival of pathogens	Vacuum packing only undertaken by authorised and trained chefs	No	Cooked food subject to cooking standards (see cooking process step)	Complete vacuum pack form	Report to manager. All non-complying foods to be disposed of	V-P form (10/11)
			Cooked foods should be adequately cooked (see controls at cooking step).	No	All product labelled	Complete vacuum pack form	Report to manager. All non-complying foods to be disposed of	Daily, weekly, monthly checks (5,6,7,27)
		Growth of pathogens due to high storage temperatures or prolonged life particular concern with <i>Clostridium botulinum</i> spp	Ensure product is clearly labelled with storage and user instructions.	Yes	All items labelled	Complete vacuum pack form. Sample of label attached to form	Report to manager. All non-complying foods to be disposed of	
			Foods to be properly chilled (see chilling process step)	No	Check chilling record is completed			
			Storage below 8°C, Monika monitoring system alarms Transport below 8°C. Shelf life 2 days plus 1	Yes	3°C optimum, 5 °C target. See storage process step	Complete vacuum pack form. Sample of label attached to form	Report to manager. All non-complying foods to be disposed of	
		Contamination from other foods or the preparation environment	Separate designated raw and cooked vacuum packing machines in designated areas	Yes	Completed in correct area with correct equipment and area	Complete vacuum pack form.	Report to manager. All non-complying foods to be disposed of	

			Vac pack machine user instructions Use of approved pouches only Cross contamination procedures Food equipment disinfection procedures storage for ready to eat foods. Correct use of store Signs designating correct use Regular cleaning and disinfection of surfaces		disinfected according to procedures			
		<u>Physical</u> Items let open or pierced <u>Chemical</u> Contamination	Ensure only approved vacuum bags are used Cleaning Visual checks	Yes No	Opened bags. Wrong bags used	Complete vacuum pack form. Visual evidence	Report to manager. All non-complying foods to be disposed of	

References

1. myhaccp.food.gov.uk Food Standards Agency UK
2. Codex Alimentarius
3. ACMSF Draft report on raw, raw and low temperature cooked food ACM/1120a. 2014
4. Cook-chill systems in the food service sector. Guidance Note 15. FSAI
5. Gaze JE, Shaw R and Archer J. (1998) Identification and prevention of hazards associated with slow cooling of hams and other large cooked meats and meat products. Review No.8 Campden and Chorleywood FRA
6. Food Standards Agency UK. The safety and shelf-life of vacuum and modified atmosphere packed chilled foods with respect to non-proteolytic *Clostridium botulinum*. Vacuum Packaging Technical Guidance. Chris Roswell. June 2017
7. Regulation (EC) No 852/2004
8. Industry Guide to Good Hygiene Practice (Catering Guide) UKH 2016
9. Department of Health Cook Chill Guidance 1990
10. Food Standards Agency E. coli Guidance 2019

APPENDIX A

LIST OF MENU ITEMS AND FOODS SUPPLIED TO CONSUMERS

SUMMARY LIST OF FOODS SUPPLIED

As the business is essentially a catering operation the dishes that are produced are subject to change on a regular basis.

This table summarises the menu items by methods of production.

Types of dish
Porridge
Cereals
Toast
Crumpets
Toasted sandwiches
Beans/Hoops on toast
Ham and cheese sandwiches
Hot dogs
Pasta and Sauce
Soup

APPENDIX B

LIST OF SUPPLIERS AND SUPPLIED PRODUCT

SUMMARY OF CURRENT SUPPLIERS

Valid: 18th November 2025[illegible]