



FOOD SAFETY RISK ASSESSMENT

FOR

THE LUXURY CATERING COMPANY LTD

Membership Number **16835**

Responsible Person - **Nathan Thompson**

Food Types	Equipment	Creation / Next Renewal Date
American BBQ / Smoking, BBQ / Hog Roast / Rotisserie, Breakfast, Buffets & Corporate Hospitality, Caribbean Cuisine, Coffee Specialist, Coleslaw, Crew Catering, Full English Breakfast, Gourmet Burgers, Greek Food, Halloumi, Hot Dogs, Hummus, Ribs, Rice & Peas, Salad (Specialist), shish/sheesh Kebab, Slush, Soup, Souvlaki, Tapas, Tea Specialist, TV / Location Catering, Wedding Caterer	Bains Marie, Blender, Chaffing Dishes, Chargrill, Coffee Grinder, Coffee Machine, Commercial Cool Boxes, Cooking Range, Extractor Hood, Food Processor , Freezer, Fridge, Fridge (drinks), Fryer (Deep fat all types), Generator, Griddle, Heated Display Cabinet, Hog Roaster, Hot Water Heater (plumbed in), Knives and chopping boards, LPG Gas Cylinder, Paella Burners, Paella Pans, Popcorn Machine, Slush Machine, Smoker, Water Boiler	Creation: 13/Dec/2017 Next Renewal Date: 08/Jan/2019

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:

- The process flow diagram
- 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

This should be inserted in Section 1 of your Due Diligence Folder

Collection from Suppliers

(Frozen i.e. kept in the freezer, Ambient i.e. not chilled or frozen, Chilled i.e. kept in the fridge or chiller)



Storage

(Frozen i.e. kept in the freezer, Ambient i.e. not chilled or frozen, Chilled i.e. kept in the fridge or chiller)



Defrosting

(Defrosting high risk foods)



Transport

(Freezers (e.g. freezer van or separate freezer in a van), Fridges and cool boxes (e.g. fridge van or separate fridge/cool box in a van), Ambient transport (e.g. in a trailer or van))



Preparation

(Preparation of both ready to eat and raw foods)



Cooking

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



Hot Holding

(I use hot holding as part of my business process)



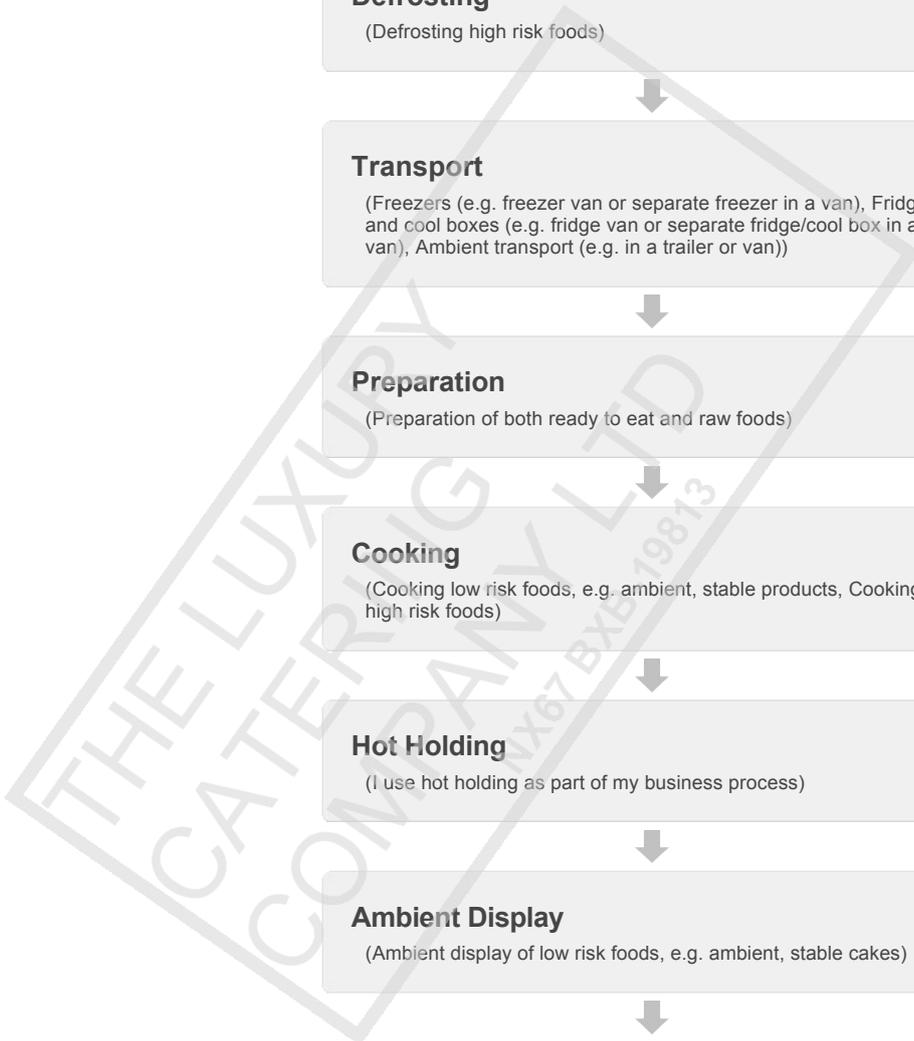
Ambient Display

(Ambient display of low risk foods, e.g. ambient, stable cakes)



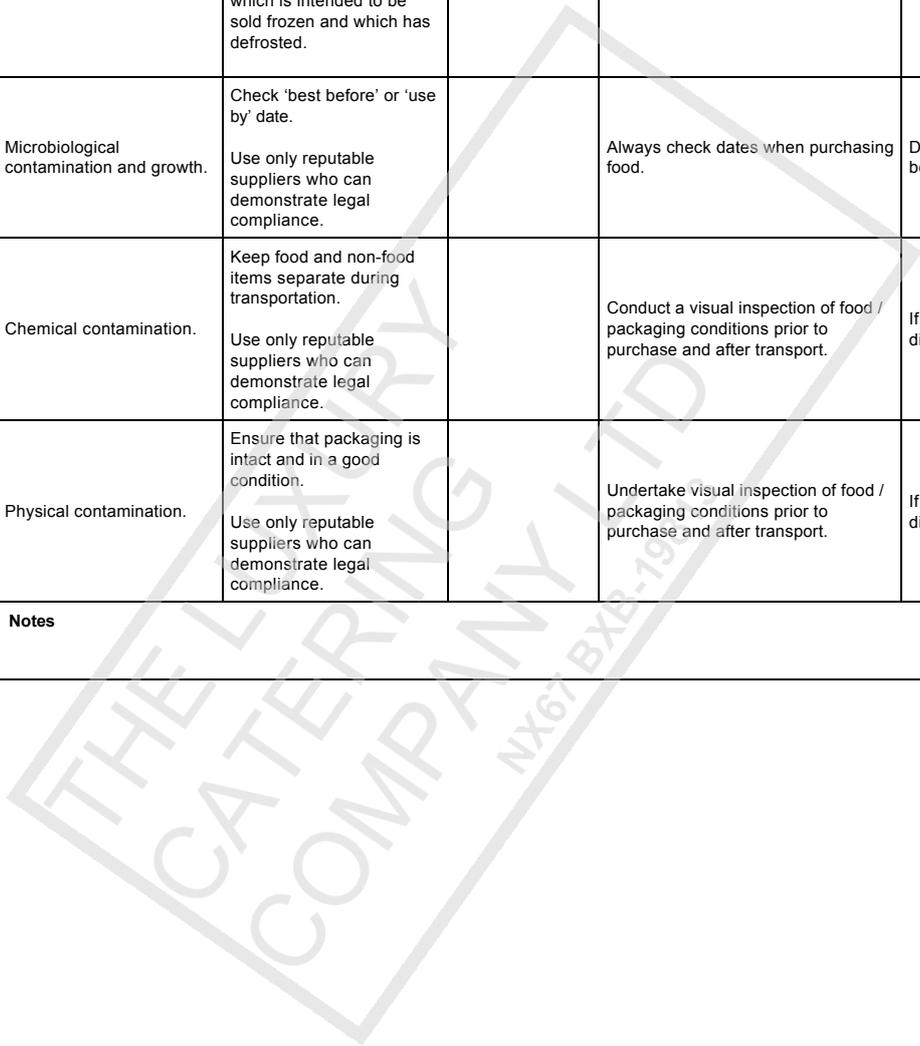
Serving

(Serving of food)

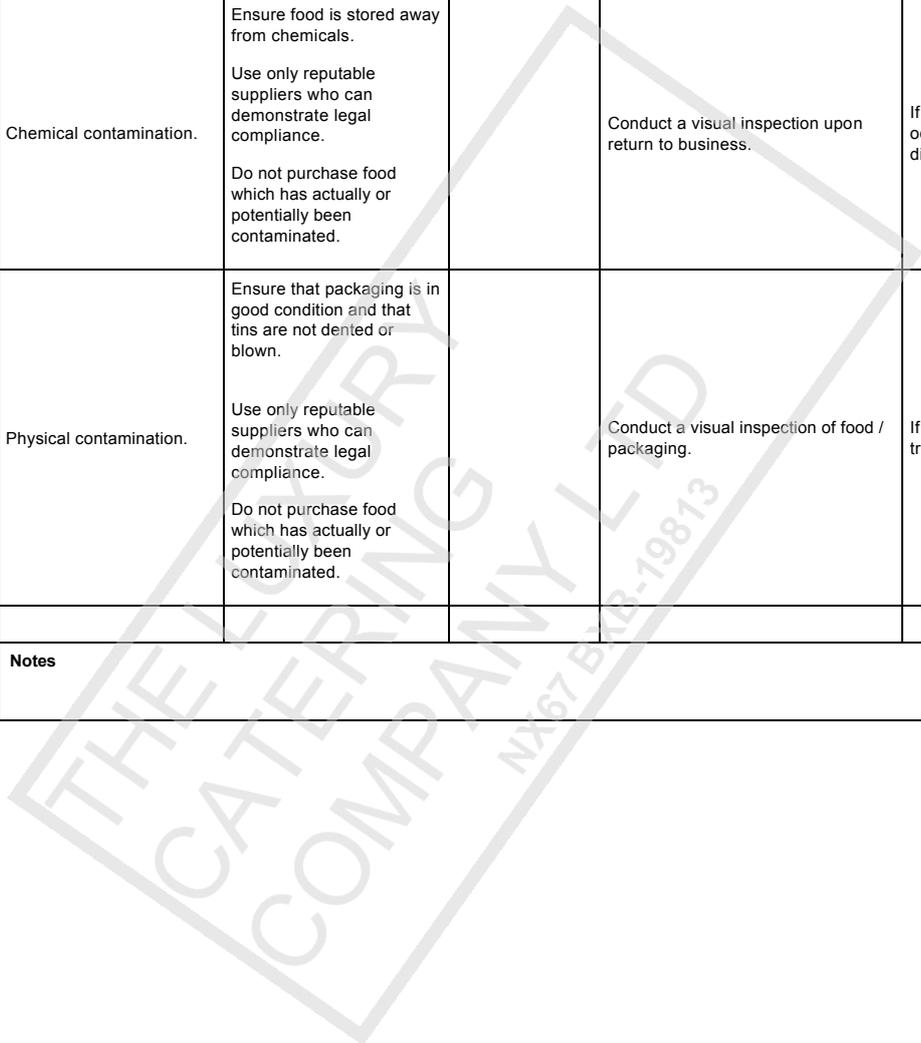


Collection from Suppliers

Frozen Products				
⚠ Hazard	🛡 Controls	Critical Controls	📄 Monitoring Procedures	✅ Corrective Actions
Microbiological contamination and growth.	<p>When transporting frozen food, use temperature-controlled storage such as cool bags / boxes or refrigerated vehicles and aim to maintain a temperature of -18°C.</p> <p>Use only reputable suppliers who can demonstrate legal compliance.</p> <p>Do not purchase food which is intended to be sold frozen and which has defrosted.</p>	Food must be maintained in a frozen state.	Undertake visual and physical checks on food upon arrival at the destination or check temperature of food with probe thermometer.	If food has defrosted, either refrigerate, cook immediately or dispose of it.
Microbiological contamination and growth.	<p>Check 'best before' or 'use by' date.</p> <p>Use only reputable suppliers who can demonstrate legal compliance.</p>		Always check dates when purchasing food.	Do not purchase food that is beyond its 'use-by' or 'best before' date.
Chemical contamination.	<p>Keep food and non-food items separate during transportation.</p> <p>Use only reputable suppliers who can demonstrate legal compliance.</p>		Conduct a visual inspection of food / packaging conditions prior to purchase and after transport.	If food has potentially been damaged or contaminated, dispose of it safely.
Physical contamination.	<p>Ensure that packaging is intact and in a good condition.</p> <p>Use only reputable suppliers who can demonstrate legal compliance.</p>		Undertake visual inspection of food / packaging conditions prior to purchase and after transport.	If food has potentially been damaged or contaminated, dispose of it safely.
Notes				



Ambient Products				
 Hazard	 Controls	Critical Controls	 Monitoring Procedures	 Corrective Actions
Microbiological contamination.	<p>Keep raw and ready-to-eat products separate.</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>		<p>Undertake a visual inspection upon return to business.</p> <p>Check for odour</p>	<p>If ready-to-eat, ambient products have been compromised and exposed to bacterial contamination from raw products, dispose of the affected foods.</p>
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>		<p>Conduct a visual inspection upon return to business.</p>	<p>If the food appears contaminated or has a chemical odour, or if the product appears damaged, isolate and dispose of it safely.</p>
Physical contamination.	<p>Ensure that packaging is in good condition and that tins are not dented or blown.</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>		<p>Conduct a visual inspection of food / packaging.</p>	<p>If there is any damage that is likely to affect products after transport, then dispose of them.</p>
Notes				



Chilled Products				
 Hazard	 Controls	Critical Controls	 Monitoring Procedures	 Corrective Actions
Microbiological contamination and growth.	When transporting foods, keep raw and ready-to-eat products separate. Use only reputable suppliers who can demonstrate legal compliance.		Conduct visual checks to make sure that separation is being carried out.	If ready-to-eat foods have been contaminated by raw foods they should be disposed of safely.
Microbiological contamination and growth.	When transporting chilled food, use temperature controlled storage, such as cool bags / boxes or refrigerated vehicles.	Maintain the temperature for high risk, chilled food at 8°C or less.	Check and record chilled food temperatures in recording diary upon return to premises.	If the temperature of high risk, chilled food has risen above 8°C then disposal is the safest option. The 4 hr rule could also be applied if applicable
Microbiological contamination and growth.	Check 'best before' or 'use by' date.		Always check dates when purchasing food.	Do not purchase food beyond its 'use-by' or 'best before' date.
Chemical contamination.	Keep food and non-food items separate during transportation. Use only reputable suppliers who can demonstrate legal compliance.		Conduct a visual inspection of food / packaging conditions prior to purchase and after transport.	If it has potentially been damaged or contaminated, dispose of it safely.
Physical contamination.	Ensure that packaging is intact and in a good condition. Use only reputable suppliers who can demonstrate legal compliance.		Conduct a visual inspection of food / packaging conditions prior to purchase and after transport.	If it has potentially been damaged or contaminated, dispose of it safely.
Notes				

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Storage

Frozen Storage				
⚠ Hazard	🛡 Controls	Critical Controls	🖨 Monitoring Procedures	✅ Corrective Actions
Microbiological contamination.	<p>Do not keep food beyond its best before date.</p> <p>Mark stock with the date that it is frozen and put it into freezer.</p> <p>Double wrap raw meat.</p> <p>Check and record freezer temperature daily in your recording diary.</p> <p>Maintain freezer temperature between -18 °C and -22 °C.</p>		<p>Check dates on products in the freezer every day to ensure stock rotation is carried out.</p> <p>Check temperature diary on a daily basis to ensure equipment is functioning correctly.</p>	<p>If frozen food is found to be defrosting then it should either be defrosted and used the same day or discarded.</p> <p>If food is found completely defrosted for an undetermined amount of time it should be disposed of.</p> <p>Repair or replace the freezer.</p>
Physical contamination.	Keep food protected from physical contamination at all times.		Conduct visual checks.	Dispose of any food that has actually or potentially been contaminated.
Notes				
Ambient Storage				
⚠ Hazard	🛡 Controls	Critical Controls	🖨 Monitoring Procedures	✅ Corrective Actions
Microbiological contamination.	<p>Keep raw and ready-to-eat products separate.</p> <p>If materials are split up and re-packaged the label information must also be transferred to the additional packages.</p>		Conduct visual inspections.	If ready-to-eat, ambient products have been compromised and exposed to bacterial contamination from raw products, dispose of the affected foods.
Chemical contamination.	Ensure food is stored away from chemicals.		Conduct visual inspections of the dry store area.	If food appears contaminated or has a chemical odour, or if the product appears damaged, then 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>Put a pest control procedure and programme in place.</p>		<p>Conduct visual inspections of food and packaging.</p> <p>Maintain pest control records and conduct visual inspections of the premises and products.</p>	<p>If there is any damage that is likely to affect your products then dispose of them.</p> <p>If food appears to be contaminated or damaged by pests then isolate and dispose of it safely.</p> <p>Contact your pest control contractor.</p>
Notes				

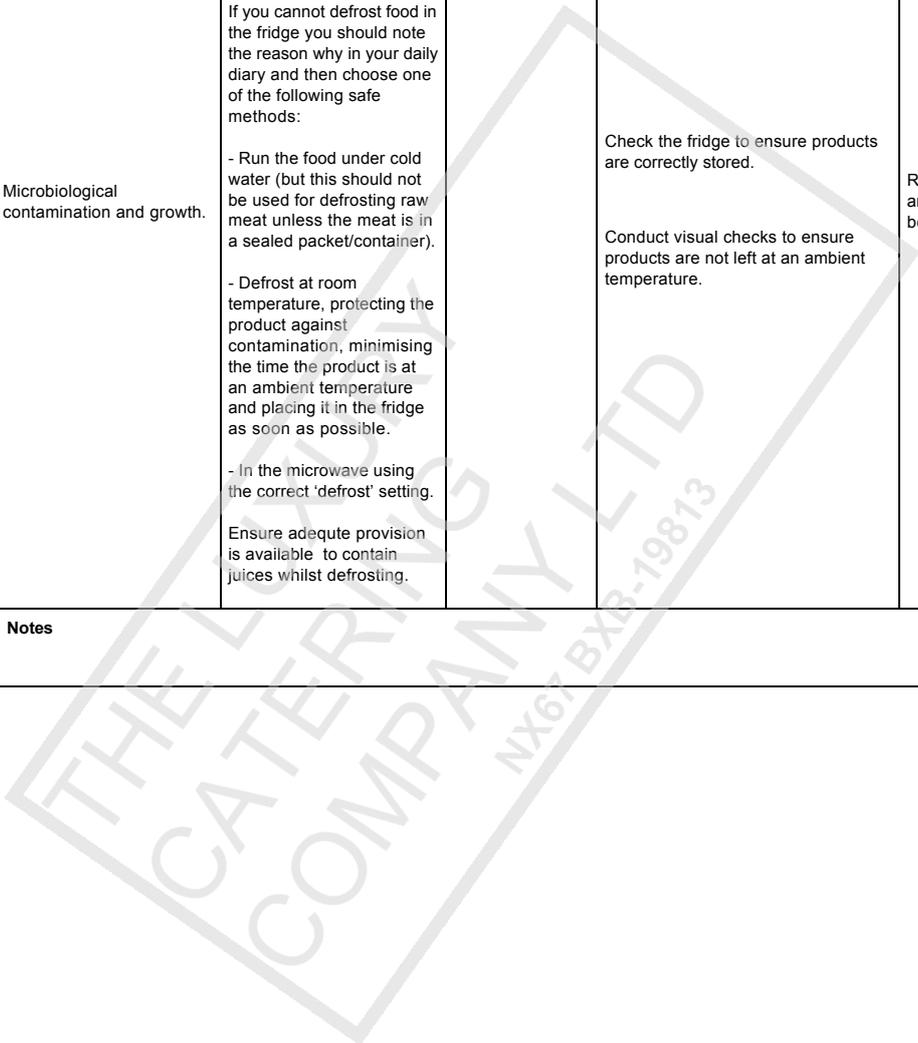
Chilled Storage				
 Hazard	 Controls	Critical Controls	 Monitoring Procedures	 Corrective Actions
Microbiological contamination and growth.	<p>Keep high risk foods at or below 8°C.</p> <p>Check fridge temperatures three times every day and record in your Daily Recording Diary.</p> <p>Observe rules for loading of fridges. (raw at the bottom cooked at the top).</p>	Maintain fridge temperature at 8°C or less.	Monitor your daily recording diary on a daily basis to ensure checks are carried out and equipment is functioning correctly.	<p>If the temperature of high risk, chilled food has risen above 8°C for one period of less than 4 hours, it can be returned to a storage temperature of 8°C or less until it is sold, used immediately or disposed of.</p> <p>If the products have been above 8°C for more than one period of 4 hours then they must be disposed of.</p> <p>If you use the 4-hour rule you must document this in your daily recording diary. Note that food can only undergo one period of up to 4 hours above 8°C.</p>
Microbiological contamination and growth.	<p>Keep raw and ready-to-eat foods separate.</p> <p>Cover foods and store raw food below ready-to-eat products.</p>		Conducts visual checks on fridges daily.	If ready-to-eat food comes into contact with raw food it will potentially be contaminated and should be disposed of safely.
Microbiological contamination and growth.	Check 'best before' or 'use by' dates.	Do not use food beyond its use by date.	Conduct visual checks and implement stock rotation.	Dispose of any food beyond its 'best before' or use by date.
Physical contamination.	Ensure that packaging is in a good condition and that food is protected against contamination.		Conduct visual inspections of food / packaging.	If it seems any products have been damaged, dispose of them.
Chemical contamination.	Ensure foodsafe cleaning products are used and that the manufacturer's instructions are followed.		Conduct spot checks on cleaning practices by staff.	<p>If food comes into contact with chemicals, dispose of it safely.</p> <p>If cleaning products are not foodsafe, ensure they are changed for a more suitable product.</p>
Notes				

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Defrosting

Defrosting High Risk Foods

 Hazard	 Controls	Critical Controls	 Monitoring Procedures	 Corrective Actions
Physical and chemical contamination.	Ensure foods are protected against contamination at all times and stored away from chemicals.		Conduct visual checks on products being defrosted.	Dispose of any foods that have actually or potentially been contaminated.
Microbiological contamination and growth.	<p>Defrost products in the fridge, making sure that any raw products are stored below ready-to-eat products. A general rule is that defrosting should be done at the bottom of the fridge.</p> <p>If you cannot defrost food in the fridge you should note the reason why in your daily diary and then choose one of the following safe methods:</p> <ul style="list-style-type: none"> - Run the food under cold water (but this should not be used for defrosting raw meat unless the meat is in a sealed packet/container). - Defrost at room temperature, protecting the product against contamination, minimising the time the product is at an ambient temperature and placing it in the fridge as soon as possible. - In the microwave using the correct 'defrost' setting. <p>Ensure adequate provision is available to contain juices whilst defrosting.</p>		<p>Check the fridge to ensure products are correctly stored.</p> <p>Conduct visual checks to ensure products are not left at an ambient temperature.</p>	Re-arrange items in the fridge if required and dispose of any ready-to-eat foods that have actually or potentially been contaminated.
Notes				



Transport

Frozen Transport				
 Hazards	 Controls	Critical Limit	 Monitoring	 Corrective Action
Microbiological contamination.	Use separate containers for transporting raw and ready-to-eat foods.		Conduct visual checks to ensure that foods are kept separate during transport.	Dispose of any products that have potentially or actually been contaminated.
	Maintain frozen transport temperature between -18 °C and -22 °C.	Food to be frozen on arrival.	Check temperature upon loading and unloading.	If frozen food is found to be defrosting then it should either be defrosted and used the same day or discarded. If food is found completely defrosted for an undetermined amount of time it should be disposed of.
Physical contamination.	Ensure products are protected against physical contamination during transport by covering them.		Conduct visual checks to ensure food products are suitably covered and protected against physical contamination.	Dispose of any products that have potentially or actually been contaminated.
Chemical contamination.	Keep chemicals away from food during transport.		Conduct visual checks to ensure food products are not stored with chemicals during transportation.	If there is any sign of chemical contamination, dispose of food safely and review your processes and storage of chemicals.
Notes				
Chilled Transport				
 Hazards	 Controls	Critical Limit	 Monitoring	 Corrective Action
Microbiological contamination and growth.	Use separate containers for raw and ready-to-eat foods.		Conduct visual checks to ensure that foods are kept separate during transportation.	Dispose of any products that have potentially or actually been contaminated.
Microbiological contamination and growth for chilled food.	Keep chilled foods at or below 8°C.	Keep high risk, chilled food at or below 8°C.	Record temperatures upon loading at preparation premises/storage premises and also when unloading at site.	If, on arrival at site, the temperature of chilled food has risen above 8°C it must be disposed of.
Physical contamination.	Ensure products are protected against physical contamination during transport by covering them.		Conduct visual checks to ensure food products are suitably covered and protected against physical contamination.	Dispose of any products that have potentially or actually been contaminated.
Chemical contamination.	Keep chemicals away from food during transport.		Conduct visual checks to ensure food products are not stored with chemicals during transportation.	If there is any sign of chemical contamination, dispose of food safely and review your processes and storage of chemicals.
Notes				
Ambient Transport				
 Hazards	 Controls	Critical Limit	 Monitoring	 Corrective Action
Microbiological contamination and growth.	Use separate containers for raw and ready-to-eat foods.		Conduct visual checks to ensure that foods are kept separate during transportation.	Dispose of any products that have potentially or actually been contaminated.
Physical contamination.	Cover products to ensure they are protected against physical contamination during transportation.		Conduct visual checks to ensure food products are suitably covered and protected against physical contamination.	Dispose of any products that have potentially or actually been contaminated.
Chemical contamination.	Keep chemicals away from food during transportation.		Conduct visual checks to ensure food products are not stored with chemicals during transportation.	If there is any sign of chemical contamination, dispose of the food safely and review your processes and storage of chemicals.
Notes				

Preparation



Preparation of ready-to-eat AND raw foods

⚠ Hazards	👤 Controls	Critical Limit	🖥 Monitoring	✅ Corrective Action
Microbiological contamination.	Use separate areas and staff for handling raw and ready-to-eat products wherever possible. Ensure thorough handwashing between processes. Ensure protective clothing is changed between processes. Ensure equipment and utensils are washed and disinfected between processes.		Conduct visual checks to ensure the correct preparation areas are used.	Dispose of any products that have potentially or actually been contaminated. Retrain staff on correct procedures
Microbiological contamination.	If it is not possible to have separate work areas for raw and ready-to-eat foods, separate chopping boards must be used as the food contact surface (not the worktop itself). The dual use work area must be cleaned and disinfected between preparation of raw and ready-to-eat foods.	Any disinfectant used must comply with BSEN: 1276 OR 13697.	Conduct visual checks to ensure that cleaning is undertaken between tasks and that separate, dedicated chopping boards are used for raw and ready-to-eat products.	Dispose of any products that have potentially or actually been contaminated. Retrain staff on correct procedures.
Microbiological contamination.	Use separate equipment and utensils for raw and ready-to-eat foods.		Conduct visual checks to ensure that foods are kept separate and that separate equipment/utensils are being used during the preparation process.	Dispose of any products that have potentially or actually been contaminated. Retrain staff on correct procedures.
Microbiological contamination.	Sanitise equipment and sinks between processes.		Conduct visual checks to ensure the correct sinks are used for the correct tasks.	Dispose of any products that have potentially or actually been contaminated. Review or retrain staff as necessary.
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. Review or retrain staff as necessary.
Microbiological contamination.	Wash raw fruit and vegetables thoroughly in a dedicated food washing sink or in the general sink and ensure the sink cleaned and disinfected before and after use.		Conduct visual checks to ensure that raw fruit and vegetables are washed in the correct place.	Dispose of any products that have potentially or actually been contaminated. Review or retrain staff as necessary.
Microbiological growth.	Limit the time that high risk food is kept above 8°C.		Visually monitor the food.	Dispose of any high risk, chilled products left at ambient for more than 1 hour. Review or retrain as necessary. Change the process if necessary.
Physical contamination.	Ensure the preparation area and equipment are maintained in a sound condition.		Perform 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 procedure.	If there is any sign of chemical contamination, dispose of food safely and review your processes and storage of chemicals.

Notes

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 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.
Notes				

Cooking high risk products

⚠ Hazards	🛡 Controls	Critical Limit	📺 Monitoring	✅ Corrective Action
Survival of bacteria for foods other than whole muscles of lamb, beef and venison.	Ensure food is thoroughly cooked.	Food should be cooked to a minimum core temperature of 75°C for 30 seconds (or an equivalent time/temperature combination).	Conduct spot checks on food temperatures and record your results in a daily diary.	Continue to cook the product until the core temperature detailed is achieved.
Survival of bacteria for whole muscles of lamb, beef and venison.	The product must be heat sealed, e.g. flash frying the whole outer surface of the muscle in a hot pan or on a hot griddle.	Ensure the whole outer surface is sufficiently heat treated.	Ensure heat treatment is undertaken adequately.	If the whole outer surface is not sealed, do not serve and continue to seal or cook the product.
Fish: survival of parasites.	Ensure food is thoroughly cooked.	Food should be cooked to a minimum core temperature of 60°C for 60 seconds.	Conduct spot checks on food temperatures and record your results in a daily diary.	Continue to cook the product until a minimum core temperature of 60°C for 60 seconds is achieved.
Physical contamination.	Ensure all equipment is in good 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 the manufacturer's instructions 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.
Notes				

Hot Holding

Hot holding				
⚠ Hazard	👤 Controls	Critical Controls	📄 Monitoring Procedures	✅ Corrective Actions
Microbiological contamination and growth.	Use a thermometer to check food temperatures on a regular basis.	Hot food must be kept at a temperature above 63°C.	Monitor food temperature records in your recording diary daily.	<p>If the temperature of food that is hot held has dropped below 63°C for one period of less than 2 hours, then it can be returned to a temperature above 63°C until sold, used immediately, or disposed of.</p> <p>If the temperature of the food that is hot held has dropped below 63°C for more than 2 hours or for an unknown period of time, it must be disposed of.</p> <p>If you use the 2 hour rule this must be documented in your daily diary. Note that hot held food can only have one period of up to 2 hours below 63°C.</p>
Physical contamination.	Ensure equipment and premises are in good order.		<p>Check maintenance records for equipment and premises daily.</p> <p>Conduct visual checks of equipment and premises on a daily basis.</p>	<p>Repair or replace damaged or deteriorated equipment and repair damaged areas of premises as required.</p> <p>Dispose of any food which has potentially or actually been contaminated.</p>
Chemical contamination.	Ensure foodsafe cleaning products are used.		Conduct spot checks on cleaning practices by staff.	<p>If cleaning products are not foodsafe ensure they are changed for a more suitable product.</p> <p>Dispose of any food which has potentially or actually been contaminated and which poses a risk to food safety.</p>
Microbiological, chemical and physical contamination from customers.	Protect food against potential contamination from customers, e.g. ensure food is covered/bagged or use sneeze guards for open foods.		Constantly monitor food on display.	Dispose of any products that have potentially or actually been contaminated.
Notes				

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Ambient Display

Ambient display of low risk foods e.g. ambient stable cakes

⚠ Hazard	👤 Controls	Critical Controls	🖥 Monitoring Procedures	✅ Corrective Actions
Microbiological contamination.	Keep raw and ready-to-eat foods separate.		Conduct visual checks.	If ready-to-eat food comes into contact with raw food it will potentially be contaminated and should be disposed of.
Physical contamination.	Ensure food is protected against contamination at all times.		Conduct visual checks.	If food has potentially or actually been contaminated it should be disposed of.
Chemical contamination.	Ensure foodsafe cleaning products are used, following the manufacturer's instructions.		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.
Microbiological, chemical and physical contamination from customers.	Protect food against potential contamination from customers, e.g. ensure food is covered/bagged or use sneeze guards for open foods.		Constantly monitor food on display.	Dispose of any products that have potentially or actually been contaminated.
Notes				



Serving

Serving of food

 Hazards	 Controls	Critical Limit	 Monitoring	 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.
	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:

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