**HACCP (Hazard Analysis and Critical Control Points) – Risk Assessments**

Anyone processing food must be able to identify the risks associated with their operation. The Government has issued guidance on this subject and

has recommended various systems that can be used to manage food safety, e.g. “Assured Safe Catering” and “Safer Food Better Business”. The main steps of which are:

A Identify hazards

B Define control measures

C Establish if they are critical

D Set targets and limits for critical control points

E Monitor if necessary

Any company bringing food into the venue and offering it as samples to visitors should undertake a Food Risk Assessment – HACCP – see example below. This HACCP should be included as part of your overall Risk Assessment for the show.

**HACCP Example**

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| (HACCP) - Hazard Analysis and Critical Control Points - Monitoring the Preparation, Cooking, Storage and Serving of Foods | | | |
| STEP | HAZARD | CONTROL | MONITORING |
| Purchase & delivery | Harmful bacteria, mould or foreign bodies present in/on food | Use reputable suppliers; inspect goods on delivery | Check delivery vehicles, date marks, temperatures and condition of food |
| Storage | Bacterial growth or further contamination by chemicals, micro-organisms or other foodstuffs | Store at safe temperatures; cover/wrap foods; stock rotation, clear date marks. | Check temperatures and date marks |
| Preparation | Bacterial growth or further contamination | Hygienic premises, good personal hygiene, clean equipment, limit handling times. | Visual checks, thorough cleaning schedules |
| Cooking | Survival and spread of harmful bacteria | Adequate cooking. Be sure oven is above 75°C | Be sure of oven temperatures and cooking times. Check food after cooking. |
| Cooling | Germination of surviving spores and multiplication of harmful bacteria. | Rapid cooling (to less than 8°C within 1½ hours) by dividing up dish and placing in a cool part of the kitchen. | Check temperatures of food with probe, check cooling times. |
| Cross contamination | Cover/wrap foods. Separate raw and cooked foods. Good personal hygiene | Visual checks |
| Chilled storage | Cross contamination | Cover/wrap all foods, be sure all raw and cooked foods remain separate; good personal hygiene. | Visual checks |
| Bacterial growth | Store at safe temperatures less than 8°C or –18°C. | Date checks, temperature monitoring |
| Serving | Germination of spores; bacterial growth and cross contamination | Do not allow food to remain standing in unsafe temperatures, keep separate from other foodstuffs, clean equipment, and good personal hygiene. | Visual checks monitoring time if food in unsafe temperatures. Temperature checks. |

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| **People involved in the HACCP creation:** |
| Team Leader: Click or tap here to enter text. |
| Team Member 1: Click or tap here to enter text. |
| Team Member 2: Click or tap here to enter text. |
| Team Member 3: Click or tap here to enter text. |
| Team Member 4: Click or tap here to enter text. |

**HACCP TEMPLATE**

**HACCP plan for:** SFFF19

**Company Name:** Click or tap here to enter text.

**Stand Number:** Click or tap here to enter text.

**Address:** Click or tap here to enter text.

Click or tap here to enter text.

Click or tap here to enter text.

**Please list food/drink to be sampled:** Click or tap here to enter text.

Click or tap here to enter text.

Click or tap here to enter text.

Click or tap here to enter text.

Click or tap here to enter text.

**Please attach to this HACCP form/provide:**

**1)  Allergen information for all food and drink being sampled.**

**2)  Evidence of staff training in Food Hygiene (e.g. copies of Food Safety Level 2 or Level 3 certificates).**

**3)  Copies of all monitoring documents identified in this HACCP relating specifically to your sampling activities at IFE 19.**

**Examples of monitoring record forms can be found at:**

<https://www.food.gov.uk/sites/default/files/media/document/safe-catering-recording-forms.pdf>

**Plan agreed by:**

Name: Click or tap here to enter text. Position: Click or tap here to enter text.

By ticking this box, you confirm that this HACCP has been agreed and approved (by the person above):

Date: Click or tap to enter a date.

***A number of information videos relating to HACCP’s can be found on*** [***www.youtube.com***](http://www.youtube.com)

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| **(HACCP)** **- Hazard Analysis and Critical Control Points** - Monitoring the Preparation, Cooking, Storage and Serving of Foods | | | |
| **STEP** | **HAZARD** | **CONTROL** | **MONITORING** |
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| Completed by: Click or tap here to enter text. | Checked by: Click or tap here to enter text. | Date: Click or tap here to enter text. |