



A guide to HACCP for caterers

Information sheet 1

Examples of hazards which may apply to your business

Hazards that apply at particular steps

- survival of harmful bacteria due to inadequate cooking (**cooking**)
- harmful bacteria may multiply if chilled high risk foods are not kept cold enough (**keeping food cold**)
- harmful bacteria may multiply if hot high risk foods are not kept hot enough (**hot holding**)
- harmful bacteria may multiply if cooling of high risk foods takes too long (**cooling**)
- harmful bacteria may multiply if reheating of high risk foods is not thorough or takes too long, (**reheating**)
- Harmful bacteria may multiply if high risk food is kept too long (**Stock control**).

Hazards that apply at most steps

- bacterial contamination of high risk food by raw food (**Cross contamination**)
- bacterial and physical contamination of food by bacteria, dirt, hair, jewellery, from people and clothing (**personal hygiene**)
- bacterial and physical contamination of food by bacteria and debris from dirty surfaces or by loose/broken pieces of equipment or structure (**cleaning and maintenance**)
- bacterial and physical contamination of food by droppings and hairs from rodents and by flying and crawling insects (**pest control**)
- bacterial, chemical and physical contamination of food by soil and other contaminants (**natural contamination**)
- bacterial, physical and chemical contamination of food from packaging, chemicals and cleaning equipment and refuse (**other contamination**).



Information sheet 2

Examples of hazard controls

- use reputable suppliers
- check goods on receipt
- store food at safe temperatures
- cover/wrap foods
- separate raw/cooked foods
- stock rotation
- limit handling times
- use clean equipment
- good personal hygiene
- hygienic premises
- adequate cooking e.g. cook to a safe temperature
- adequate cooling
- training.



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Information sheet 3

Food hazard analysis

Example only

Checklist of all controls

Cooking

- cook to 75°C
- juices clear/no pink meat/no blood present
- standard times/levels used
- thoroughly defrost frozen foods before cooking.

Keeping food cold

- high risk food to be below 8°C
- food in fridge within 15 minutes of delivery
- speedy preparation/maximum time out of fridge - 1½ hours
- buffet display maximum four hours.

Hot holding

- hot food above 63°C
- preheat equipment and food
- food in equipment straight after cooking/reheating.

Cooling

- cool as quickly as possible/within 1½ hours
- cool in shallow trays/small portions
- standard procedures used
- place food in fridge to complete cooling.

Reheating

- reheat to 75°C as quickly as possible
- reheat only once
- standard procedures used
- follow manufacturers instructions.

Stock control

- all high risk food to have use-by date
- no food to be kept after use-by date
- maximum shelf life three days from production.

Cross contamination

- high risk food covered
- store cooked food over raw foods in refrigerators
- separate refrigerators, equipment, work surfaces, for raw and high risk foods
- separate stacking of clean and dirty equipment.

- separate cooling and defrosting of high risk foods away from raw foods
- sanitise probe thermometer
- sanitise surfaces for high risk foods before use
- use colour coded chopping boards for raw and high risk foods.

Personal hygiene

- personal hygiene standards complied with
- wash hands before handling high risk food
- minimum handling of food
- clean overclothing and hats
- wash hand basin properly equipped.

Cleaning and maintenance

- all surfaces look clean
- food contact surfaces sanitised
- only clean equipment/utensils to be used
- cleaning schedule and methods complied with adequate cleaning equipment/materials
- cleaning chemicals used properly
- surfaces to be cleanable and in good repair
- cleaning after maintenance carried out.

Pest control

- refuse bins clean with tight fitting lids
- pest proofing provided and used
- fly killer in use
- pest contract effective
- no pests present.

Natural contamination

- thorough washing/sanitising.

Other contamination

- containers/packaging not damaged
- chemical storage and use
- cleaning equipment clean/intact/properly used
- no food/equipment near floor
- waste bins emptied and away from food.