



**THREE LANE ENDS ACADEMY**

**HAZARD ANALYSIS & CRITICAL  
CONTROL POINTS V1.0  
(HACCP POLICY)**

**Adopted by Governing Body on: January 2019**

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## **Hazard Analysis & Critical Control Point (HACCP) System**

### **What's it for?**

- To identify food safety hazards i.e. those things that would make the food produced unsafe to eat
- To control these hazards i.e. remove or minimise the things that could make the food unsafe to eat.
- To monitor the controls i.e. to ensure what we are doing is controlling the hazards
- To inform employees what to do if the control doesn't work
- To record details to prove due diligence

### **How do we do it?**

The principal hazards and risks in the production of Three Lane Ends Academy meals have been identified. They are the following key activities:-

1. PURCHASING
2. DELIVERY/RECIPT
3. STORAGE – Ambient, chilled & frozen
4. THAWING
5. FOOD PREPARATION
6. COOKING
7. COOLING FOR COLD SERVICE
8. HOT HOLDING FOR SERVICE
9. FOOD SERVICE
10. PACKED LUNCHES
11. CLEANING PROCEDURES
12. WASTE & REFUSE
13. FOOD HANDLERS PEROSNAL HYGIENE PRACTICES
14. PEST CONTROL

To control the risks associated with each of these activities there is a set of CONTROL MEASURES.

To ensure that these control measures are effective there is a set of MONITORING PROCEDURES.

There are CORRECTIVE MEASURES to ensure the hazard is eliminated.

Following is an instruction for each of these activities that, along with identifying the hazard, gives specific instruction and guidance on carrying out these processes including controls and monitoring.

**Hazard Analysis & Critical Control Point (Monitoring)**

**What's it for?**

- To prevent food poisoning
- To record details to prove due diligence

**How do we do it?**

The following forms must be completed:-

Form Ref	Detail	Frequency				
		Daily	Weekly	Monthly	Termly	Ad Hoc
CA1	General Checklist					
CA2	Delivery Checklist					
CA3	Refrigerator / Cold Room					
CA4	Freezer					
CA5.1	Servery					
CA5.2	Well Heated Trolley / Service / Counter					
CA6	Cleaning Schedule					
CA7	Hot Food					
CA8	Sterilising Sink – Not used at TLE					
CA9	Probe Calibration – new purchased every 12 months					
CA10	Pest Control					
CA11	Supplier Checklist – authorized by CMAT					
CA12	Master Supplier List					

All forms to be kept on the clipboards provided, on the wall, in the Kitchen Manager's office.

Completed forms to be retained for the Academic Year in the files provided.

Staff Training:-

- Kitchen Manager & Catering Assistants trained in Food Hygiene

## THREE LANE ENDS ACADEMY HACCP POLICY V1.0

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- All staff trained to Food Hygiene Level 1 as a minimum.
- All staff must complete refresher training every 3 years.

### HACCP NO.1 – Purchasing

#### What's it for?

- To prevent contamination of food with harmful bacteria, toxic chemicals or foreign bodies.
- To prevent the receipt of poor quality food, not to specification.
- To minimise the risk of foreign objects contaminating food e.g. packaging, wood glass, insects etc.
- To minimise the risk of chemical contamination of food e.g. poor controls or lack of awareness in cleaning i.e. incorrect dilution of chemicals.

#### How do we do it?

##### Know What The Control Measures Are

- All our staff have food hygiene training
- We only use carefully chosen, nominated suppliers; we procure locally and ensure we receive quality produce.
- Only the person or nominated person in absence in charge of a menu/section can order food items.
- There are defined specifications for the food and products we use (The Trust do visual checks and visit local suppliers of fresh food on a regular basis).

##### How Do We Monitor This?

- Kitchen Manager at Castleford Trust visits supplier on site to complete quality control checks.
- Records of existing and new suppliers' food safety management systems and certification of standards are recorded on Master Supplier List form **(CA12)** and reviewed annually by CMAT.
- Performance of suppliers is monitored and recorded using delivery/receipt checklist form **(CA2)**

##### What Corrective Action Do We Take?

- We review the product specification
- Warn the supplier
- We change supplier
- Additional staff training if required

## **HACCP NO.2 – Delivery/Receipt**

### **What's it for?**

- To prevent contamination of food with harmful bacteria, toxic chemicals or foreign bodies
- To prevent multiplication of food poisoning bacteria
- To ensure delivery vehicles keep food at the correct temperature
- To identify food of poor quality and not to specification
- To identify contamination of food by foreign objects e.g. packaging, wood, glass, insects etc.

### **How do we do it?**

#### Know What The Control Measures Are

- All our staff are trained in food safety
- Only purchase from nominated suppliers
- Visually check delivery personnel for cleanliness
- Visually check that food is delivered in suitable packaging/containers
- Visually check that all delivered food is free from contaminants and packaging is intact.
- Check food for quality, appearance, smell etc.
- Check the stated shelf life on delivered foods i.e. 'use by' and 'best before' dates.
- Promptly put all deliver foodstuffs away in appropriate ambient, chilled or frozen storage (always ensure frozen foods are frozen to the touch.

#### How Do We Monitor This?

- Supervision by Cook
- Cook recording problems in relevant section on delivery/receipt checklist form **(CA2)**.
- Monitoring system/auditing/visual inspections
- Training needs – using monitoring of training dates
- Inspection of temperature records

#### What Corrective Action Do We Take?

- Contact supplier if any food is not to the required standard/damaged etc. and arrange for its return and replacement/credit.

## **HACCP NO.3a - Ambient (Dry) Storage**

### **What's it for?**

- To prevent multiplication of food poisoning bacteria
- To prevent contamination with harmful bacteria, toxic chemicals or foreign bodies
- To prevent incorrect stock rotation, leading to goods stored past their 'use by' or 'best before' date.

### **How do we do it?**

#### Know What The Control Measures Are

- All our staff are trained in food hygiene awareness
- Ensure clean storage facilities
- Ensure you have suitable shelving and storage facilities
  - Ensure lids fit securely
  - Do not store boxed items on the floor
  - Reseal opened packets and stored in airtight containers – record 'best before' dates
- Rotate stock – refer 'best before' dates
- Maintain appropriate stock levels and do not over order
- Do not store cleaning materials near food
- Store food safely
- Pest control contract in place

#### How Do We Monitor This?

- Supervision by Cook
- Spot checks by Business Manager
- Monitoring system/auditing/visual inspection
- Training needs files in place
- Annual external checks – environmental health – on when required

#### What Corrective Action Do You Take?

- Discard any out of date/damaged foods and record on **waste report** form.
- Report to WDMC pest control immediately any evidence of pests or vermin inform Business Manager and Caretaker
- Report any damage to the building directly to the premises team

## **HACCP NO.3b – Chilled Storage**

### **What's it for?**

- To prevent multiplication of food poisoning bacteria.
- To prevent contamination of food with harmful bacteria, toxic chemicals or foreign bodies.

### **How do we do it?**

#### Know What The Control Measures Are

- All our staff are trained to a high standard of food safety
- Short term storage only – refer to 'best before' and 'use by' dates on food stock – use short dates first
- Ensure clean storage facilities
  - Follow the cleaning schedule
- Maintain safe cold storage temperatures
  - All refrigerators must be checked and the temperature of the fridge must be recorded before use at the start of the working day
  - The temperature of the fridge must be between 1°C - 4°C – and recorded on form **(CA3)**.
  - Do not leave the refrigerator door open
- Do not overfill fridge
- Store raw meat and cooked food separately
  - Do not place raw food above or next to any other food item
- Keep food covered to prevent contamination
  - Tinned food once opened, food must be removed from open tins and stored in clean containers, lidded, labeled, dated and stored in the refrigerator.
- Rotate stock
  - Refer to 'best before' and 'use by' dates on food stock
- Allow hot food to cool before placing in refrigerator
- Clean storage equipment properly and regularly
  - Wipe up any spillages. Clean door seals regularly. Follow the cleaning schedule.
  - Fridge / cold room cleaned daily – deep clean termly
- Check door seals are intact and not split, broken or perished.

#### How Do We Monitor This?

- Supervision by Kitchen Manager
- Spot checks by Director of Business / Environmental Health
- Monitoring system / auditing / visual inspections
- Inspection of temperature records
- Inspection of temperature monitoring equipment monthly

#### What Corrective Action Do You Take?

- Report to Business Manager immediately if any refrigerator/cold room is operating above 4°C
- Cook will take action to find alternative storage of food stock – use stock if able to, discard if unable to use and record loss
- Monitoring system/auditing/visual inspections
- Training needs analysis system



## **HACCP NO.3c – Frozen Storage**

### **What's it for?**

- To prevent multiplication of food poisoning bacteria
- To prevent contamination of food by foreign bodies or chemicals and 'freezer burn'

### **How do we do it?**

#### Know What The Control Measures Are.

- All our staff are trained to a high standard of food safety
- Ensure freezers are cleaned regularly, follow the cleaning schedule
- Maintain freezer temperature at **minus 18°C or below**
  - Do not overfill i.e. above load line, ensure the lid/door closes securely
  - Do not obstruct any fans
  - Keep the lid/door closed. Do not open more than necessary – to maintain temperature
  - Never put warm food into the freezer
  - Take and record the temperature of both freezers weekly, on form **(CA4)**
- Hold and rotate stock correctly
  - Do not over order
  - Ensure all food is packaged securely and clearly labeled and dated, remove any dirty outer packaging – note 'use by' dates if packaging discarded
  - Observe 'best before' dates
- Defrost the chest freezer at the end of every term and clean as instructed in the cleaning schedule – check the seal is not damaged
- **NEVER RE-FREEZE** any food items

#### How Do We Monitor This?

- Supervision by Cook
- Cook recording problems
- Spot checks by Business Manager and Environmental Health
- Monitoring system/auditing/ visual inspections
- Training needs analysis system
- Inspection of temperature records
- Inspection of temperature monitoring equipment monthly

#### What Corrective Action Do You Take?

- Report to Business Manager immediately if any freezer is operating above **minus 18°C** – Business Manager to contact manufacturer
- Business Manager will take action to find alternative storage of food stock – use thawed correctly, discard if unable to use and record loss
- Monitoring system/ auditing/visual inspections
- Training needs analysis system

## **HACCP NO.4 – Thawing**

### **What's it for?**

- To prevent multiplication of food poisoning bacteria
- To prevent contamination of food with harmful bacteria, toxic chemicals or foreign bodies
- To prevent the survival of food poisoning bacteria (during cooking)

### **How do we do it?**

#### Know What The Control Measures Are

- All our staff are trained to a high standard of food safety
- Defrost food in a refrigerator/ cold room
  - Cover the food, place on a drip tray, at the bottom of the refrigerator/cold room
  - Do not allow the thawed liquid to contact any food stock
  - Check defrosting regularly and drain the thawed liquid/ replace into clean container as necessary
  - Keep thawing foods away from other foods, utensils and work surfaces
- Follow any instructions provided on the packaging
- Plan ahead, allow sufficient time for defrosting
- Once frozen food has been thawed, **NEVER RE-FREEZE**
- Do not use unless completely thawed

#### How Do We Monitor This?

- Supervision by Cook
- Visual checks
- Monitoring system/auditing/ visual inspections
- Training needs analysis system

#### What Corrective Action Do You Take?

- Discard food which has been thawed and then left at room temperature for more than 2 hours
- Always ensure that temperature probing confirms a core temperature above 82°C, when thawed food, especially meat, is cooked
- Additional training of staff if required

## **HACCP NO.5 - Food Preparation**

### **What's it for?**

- To prevent multiplication of food poisoning bacteria
- To prevent foods being contaminated by harmful bacteria, toxic chemicals or foreign bodies
- To prevent cross contamination

### **How do we do it?**

#### Know What The Control Measures Are

- All our staff are trained to a high standard of food safety
- Maintain good personal hygiene at all times
  - washing hands
  - corrective protective clothing
  - hair tied back, wearing hat
  - no smoking
  - no jewellery (except wedding rings)
- Exclude staff with food poisoning symptoms for 48hrs after last symptom
- Follow correct recipes (note individual allergy requirements)
- Wherever possible use separate areas for raw and cooked products
- Sanitise surfaces before and after use, designated areas must be marked by appropriate signs
- A separate chopping board **must** be used for raw foods
  - Colour coding for chopping boards
  - RED for raw meat and fish
  - GREEN for salad items and vegetables
  - WHITE for bread, cheese and cooked products
- All equipment used for raw foods must be thoroughly cleaned and sterilized/sanitized directly after use to prevent cross contamination – follow the cleaning schedule
- Use separate shelving for storage of raw and cooked food
- Store food at the correct temperature
  - Refrigerate at 1°C to 4°C prior to cooking, or until service if a cold dish. If sufficient refrigerated storage is not available to accommodate cold sweets ensure they are produced as late as possible and consumed within 4 hours.
- Cover or wrap food during storage and after preparation
- Adhere to the cleaning procedures including sterilizing and sanitizing of equipment and fittings as instructed in the cleaning schedule.
- Use separate cleaning cloths for separate areas
  - WHITE – wiping work surfaces. Sterilized tins and equipment only.
  - RED – toilet area only
  - WHITE– dining tables and any other cleaning
  - FLOOR – floor cloths or mops only
  - **Use a separate bucket of sanitizer for each colour cloth**
  - **Always wash re-usable cloths after using them with raw meat/poultry, eggs or raw vegetables - and surfaces that have touched these foods.**
  - Wash cloths in a washing machine on a hot cycle
  - Never use dirty cloths
- Store cleaning materials correctly
- Wear clean protective clothing

## **HACCP NO.5 - Food Preparation (Continued)**

### How Do We Monitor This?

- Supervision by Cook
- Spot checks of control measures by operations manager
- Monitoring system/ auditing/ visual inspections
- Training needs analysis system
- Inspection of temperature records
- Refer to list of students with allergies

### What Corrective Action Do You Take?

- Additional training of staff if required
- Discard any high – risk food left at room temperature for over 2hours.
- Discard any contaminated food

## **HACCP NO.6 – Cooking**

### **What's it for?**

- To prevent survival of harmful bacteria/ spores and/or toxins
- To prevent foods being contaminated with toxic chemicals or foreign bodies

### **How do we do it?**

#### Know What The Control Measures Are

- All our staff are trained to a high standard of food safety
- Use safe and sufficient cooking times and practices
  - Follow standard recipes
  - Ensure correct working practices
  - Cook all food on the day it is to be served. The only exceptions are undecorated sponge puddings/ muffins, puddings and pasta (for salads) that are to be served cold and are kept refrigerated until service the next day.
- Ensure internal food temperature reaches 82°C. This temperature must be reached on all main protein dishes. Use the temperature probe and complete temperature check form **(CA7)**.
- Use batch cooking procedures
  - Cook as late as possible to service time. Remember hot food must be consumed within 2 hours of production, or held at a temperature above 63°C
- Consider batch sizes
  - Evenly distribute food on baking trays/tins before cooking
- Ensure all equipment is in good working order
- **Do not reheat food.** The only exceptions are:
  - Sponge puddings and fruit pies that have been frozen; or
- Termly checks of probe calibration in production kitchens – record of form **(CA9)**

#### How Do We Monitor This?

- Supervision by Cook.
- Spot checks of control measures by Business Manager
- Monitoring system / auditing / visual inspections.
- Training needs analysis system.
- Inspection of temperature records – record on form **(CA7)**.
- Inspection of temperature monitoring equipment monthly – record on form **(CA9)**.

#### What Corrective Action Do You Take?

- Additional training of staff if required
- Extend cooking time until core temperature of 82°C or greater is obtained
- Report any broken/damaged equipment to Business Manager.

## **HACCP NO.7 – Cooling for Cold Service**

### **What's it for?**

- To prevent multiplication of food poisoning bacteria, formation of toxins and/ or germination of spores
- To prevent foods being contaminated with bacteria, toxic chemicals or foreign bodies.

### **How do we do it?**

#### Know What The Control Measures Are

- All our staff are trained to a high standard of food safety
- Maintain good personal hygiene
  - Washing of hands
  - Correct protective clothing
  - No smoking
  - No jewellery (except wedding ring)
- Cool food as quickly as possible. Place food on a trolley, completely cover with muslin and place trolley in the coolest part of kitchen. Refrigerate as soon as possible.
- Keep food covered
- Clean and sterilize work surfaces and equipment, follow the cleaning schedule
- Use of refrigerators
  - Refrigerate as soon as possible
  - Keep cooked foods separate from raw foods
  - Ensure refrigerator operating at correct temperature 1°C to 4°C and record on form **(CA3)**.
- When displaying food for service
  - Keep equipment clean, sterilized and in good working order, follow the cleaning schedule
  - Set out food on display as late as possible, no earlier than half hour before service unless display is refrigerated
  - Handle uncovered food with tongs
- Cold food should be below 5°C at the start of service and consumed within 4 hours of production, or disposed of. The only exception is homemade biscuits.
- Refrigerate cold foods as soon as possible. If 5°C cannot be obtained the product **MUST** be made at a time when it is guaranteed to be consumed within 4hours

#### How Do We Monitor This?

- Supervision by Cook
- Spot checks of control measures
- Monitoring system/ auditing/ visual inspections
- Training needs analysis system
- Regular audits and visual inspections
- Inspection of temperature records
- Inspection of temperature monitoring equipment monthly

#### What Corrective Action Do You Take?

- Additional training of staff if required
- Destroy any food not cooled and refrigerated or consumed within the required time
- Report any refrigeration breakdowns/defects to Business Manager

## **HACCP NO.8 – Hot Holding For Service**

### **What's it for?**

- To prevent multiplication of food poisoning bacteria, formation of toxins and/ or germination of spores
- To prevent foods being contaminated with bacteria, toxic chemicals or foreign bodies.

### **How do we do it?**

#### Know What The Control Measures Are

- All our staff are trained to a high standard of food safety
- Maintain good personal hygiene
  - Washing of hands
  - Correct protective clothing
  - No smoking
  - No jewellery (except wedding ring)
- Cook as late as possible to keep holding time to the absolute minimum. No longer than 1 hour prior to service. Place hot food into hot cupboards/ heated trolleys immediately
- Hot cupboards/trolleys minimum temperature of 70°C Hot cupboards/trolleys minimum temperature of 70°C
  - Check and record temperature of hot cupboard/ heated trolleys once a week on forms (CA5.1) and (CA5.2). **NB Allow sufficient time for the trolleys to attain a temperature of above 70°C prior to use**

#### How Do We Monitor This?

- Supervision by Cook
- Spot checks of control measures
- Monitoring system/ auditing/ visual inspections
- Training needs analysis system
- Regular audits and visual inspections
- Inspection of temperature records
- Inspection of temperature monitoring equipment termly

#### What Corrective Action Do You Take?

- Additional training of staff if required
- Destroy any food that has been maintained at below 63°C for more than 2 hours
- Report any hot cupboard/ heated trolley breakdowns/ defects to school

## **HACCP NO.9a – Food Service**

### **What's it for?**

- To prevent multiplication of food poisoning bacteria, formation of toxins and/ or germination of spores
- To prevent foods being contaminated with bacteria, toxic chemicals or foreign bodies.

### **How do we do it?**

#### Know What The Control Measures Are

- All our staff are trained to a high standard of food safety
- Maintain good personal hygiene
  - Washing of hands
  - Correct protective clothing
  - No smoking
  - No jewellery (except wedding ring)
- Ensure you batch cook whenever possible
  - Ensure if cooking larger amounts of food that you stagger the cooking times to suit service times
- Ensure heated trolleys/ hot cupboards hold a temperature of at least 70°C
- Checked and recorded weekly
  - Keep opening of heated trolley / hot cupboard doors to a minimum to retain temperature
  - Keep heated trolleys / hot cupboards clean – follow the cleaning schedule
- Keep food covered until service time.
- Service equipment:-
  - Clean and sterilise service equipment – follow the cleaning schedule
  - Use separate utensils for each food item
  - Always use tongs or let the pupils help themselves
- **Please remember that hot food must be held at a temperature of at least 63°C OR consumed within 2 hours of cooking, OR discarded.**
- Cold display:-
  - Keep all food which is to be served cold in the refrigerator, covered, until required
  - Any food not refrigerated must be consumed within 4 hours of completion
  - Clean and sterilise cold display cabinet, follow the cleaning schedule
  - Stock rotation is essential check 'best before' dates
  - Do not use or sell stock which is past its 'best before' date
  - Keep cold display times to a minimum

#### How Do We Monitor This?

- Supervision by Cook
- Spot checks of control measures
- Monitoring system/ auditing/ visual inspections
- Training needs analysis system
- Regular audits and visual inspections
- Inspection of temperature records
- Inspection of temperature monitoring equipment monthly



**HACCP NO.9a – Food Service (Continued)**

What Corrective Action Do You Take?

- Additional training of staff if required
- Destroy any food that has been maintained at below 63°C for more than 2 hours
- Destroy any food remaining after service. The only exceptions are at production kitchen only and are:-
  - Biscuits – store in airtight container
  - Foods that can be served cold i.e. pasta/ rice/ roast meats (unsliced) – these must be cooled as quickly as possible, then placed in a clean, lidded tin, marked with the date and kept under refrigeration. They can be served the following day only.
- Report any hot cupboard / heated trolley breakdowns / defect to Director of Business

## **HACCP NO.9b - Handling Fresh Meat**

### **What's it for?**

- To ensure the correct handling of raw meat/poultry
- To prevent harmful bacteria spreading from raw meat/poultry to other foods.
- To prevent food poisoning

### **How do we do it?**

#### 1. Delivery & Storage

- On delivery, check the order is complete and the packaging is not damaged.
- Check that there is at least 5 days before the 'use by' date.
- Return any damaged packaging or any with insufficient 'use by' date with the delivery driver, then contact the butcher for replacement or credit.
- The packaged raw meat/poultry must then be placed in a clean, lidded container and marked with the name of the contents and date received then placed in the base of the refrigerator / cold room until required.
- The vacuum packed cooked meat/poultry must be stored in a separate container to the raw meat/poultry and stored above the raw meat/poultry in the refrigerator/ cold room
- **Never allow raw meat/poultry to touch or drip onto other food items.**

#### 2. Preparation & Cooking

- Raw meat/poultry should be prepared in a separate area to cooked foods wherever possible or at least separated by preparing at different times and the area cleaned thoroughly and sanitized between tasks to avoid cross contamination.
- Only removed from the refrigerator/cold room the raw meat/poultry required.
- A separate chopping board **must** be used for preparing raw meat/poultry.
- Knives for preparing raw meat/ poultry **must** be thoroughly cleaned and sterilized before being used to cut ready to eat foods to avoid cross contamination
- Follow each recipe carefully

#### 3. Opened Vacuum Packs

- If numbers allow, always use a full pack. If this is not possible the following procedures **must** be followed:-
- Raw meat/poultry – once opened the meat must be kept under refrigeration in a lidded container, marked with the name of the contents and the date opened. This **must** be used within 3 days of opening i.e. opened Monday, use no later than Wednesday.
- Cooked Meats – once opened the meat **must** be kept under refrigeration in a lidded container, marked with the name of the contents and the date opened this **must** be used within 3 days of opening.

#### 4. Freezing Fresh Meat

- Fresh meat can only be frozen if you require less than the quantity ordered for a recipe **OR** in exceptional circumstances e.g.: unscheduled school closures. NB. The meat **must** be frozen before the 'use by' date.

**HACCP NO.9b - Handling Fresh Meat (Continued)**

5. Unopened Bags

- Place unopened bags into a lidded container marked with the name of the contents and date of freezing.
- Use within one month.

6. Opened Bags

- Leave the meat in its original bag, fold over the top and place in a lidded tin.
- Mark the lid with the date of freezing and the contents
- Use within one month

## **HACCP NO.9c – Storage of Tub Salads, Cold Meats, Cold Sweets & Fruit Salad Tubs**

### **What's it for?**

- To prevent multiplication of food poisoning bacteria
- To ensure sandwiches, salad tubs, cold meats, cold sweets & fruit salad tubs remaining after service are identified to be served within appropriate timescales.

### **How do we do it?**

#### Know What The Control Measures Are

- Any sandwiches remaining at the end of the day must be thrown away.
- Any salad tubs, cold sweets (including cookies/muffins) and fruit salad tubs must be dated and used the following day only.
- Cold meats, when stored correctly in air tight container, can be used up to the marked 'use by' date once opened.
- Refrigerate immediately
- Cold puddings to be frozen immediately
- Serve any refrigerated foods the following day only
- **Any chilled items remaining on Friday must be thrown away**

## **HACCP NO.10 – Packed Lunches**

### **What's it for?**

- To prevent multiplication of food poisoning bacteria, formation of toxins and / or germination of spores.
- To prevent foods being contaminated with bacteria, toxic chemicals or foreign bodies.

### **How do we do it?**

#### Know What The Control Measures You Must Follow Are

- All our staff are trained to a suitable food hygiene awareness level.
- Maintain good personal hygiene at all times.
  - Washing of hands.
  - Correct protective clothing
  - No smoking
  - No jewellery (except wedding ring)
- Ensure the 'food preparation' guidelines are followed.
- Wear disposable gloves to prepare food.
- Sandwiches **MUST** be produced on the day of consumption and wrapped in cellophane.
- All items must be cellophane wrapped and packed lunches must be packed into individual paper bags.
- If the packed lunches are not collected immediately after production they **MUST** be refrigerated.
- Safety zone:-
  - Packed lunches **MUST** be consumed within 4 hours of production or removal from refrigerated storage.
  - Verbal instruction to be given to receiver information when the packed lunches were produced and when they are to be consumed by.

#### How Do We Monitor This?

- Supervision by Cook
- Monitoring system
- Training needs analysis system.
- Regular audits and visual inspections.
- Checks of temperature records.
- Check of temperature monitoring equipment monthly.

## **HACCP NO.11 – Cleaning Procedures**

### **What's it for?**

- To prevent inadequate cleaning which can lead to the growth of food poisoning and spoilage bacteria, toxins, moulds and the attraction and infestation of pests.

### **How do we do it?**

#### Know What The Control Measures Are

- All our staff are trained to a suitable food hygiene awareness level.
- Maintain good personal hygiene
  - Washing of hands
  - Correct protective clothing
  - No smoking
  - No jewellery (except wedding rings)
- Ensure all staff are familiar with and adhere to the cleaning schedule and completion of form **(CA6)**.
- Use the cleaning methods in the cleaning instructions.
- Use the correct cleaning materials
  - Only authorised chemicals
  - Follow the COSSH guidelines (in health and safety file)
- Use separate cleaning cloths for separate areas
  - WHITE – wiping work surfaces. Wiping sterilised tins and equipment
  - White – dining tables and any other cleaning
  - RED – toilet area only
  - FLOOR – floor cloths or mops only
  - **Use a separate bucket of sanitizer for each colour cloth**
- Store cleaning materials and equipment securely, away from any food storage or preparation areas
- Check premises for infestation of pests and vermin weekly

#### How Do We Monitor This?

- Supervision by Cook
- Spot checks of control measures
- Monitoring system/ auditing/ visual inspections
- Training needs analysis system
- Inspection of temperature records
- Inspection of temperature monitoring equipment monthly

#### What Corrective Action Do You Take?

- Additional training of staff if required
- Report to school immediately any evidence of pests or vermin
- Report and damage to equipment/ building/ fixtures to school

## **HACCP NO.12 – Waste & Refuse**

### **What's it for?**

- To prevent the growth of food poisoning and spoilage bacteria, toxins and moulds
- To prevent attracting pests due to incorrect disposal of waste refuse

### **How do we do it?**

#### Know What The Control Measures Are

- All our staff are trained to a high standard of food safety
- All waste food to be placed in black plastic refuse bags, these must be tied securely before removal to the skip.
- Kitchen refuse containers must be emptied regularly throughout the day and always at the end of the working day
- Kitchen refuse containers must be kept clean, including the lids
- Kitchen refuse containers must prevent waste spillage and be situated in a position that does not lead to contamination of surfaces, food equipment or staff clothing
- Skips must have fitted lids to prevent access to pests
- External bin areas must be kept clean
- Food handlers must always wash their hands after handling rubbish

#### How Do We Monitor This?

- Supervision by Cook
- Spot checks of control measures
- Monitoring system/ auditing/ visual inspections
- Training needs analysis system

#### What Corrective Action Do You Take?

- Additional training of staff if required
- Report to premises team immediately any evidence of pests or vermin
- Report any damage of skips to premises team.
- Inform site team if refuse bins are not emptied

## **HACCP NO.13 – Food Handlers Personal Hygiene Practices**

### **What's it for?**

- To prevent food becoming contaminated with food poisoning and spoilage bacteria during the storage, preparation, cooking and serving

### **How do we do it?**

#### Know What The Control Measures Are

- All our staff are trained to a high standard of food safety and undertake a Level Award in Food Safety qualification within 6 months of employment
- All employees must attend an induction before starting work in a kitchen
- All training will be documented
- All staff must read and have a copy of the staff handbook (when available from the Trust)
- All staff involved in preparation, handling and service of food must have completed the pre-employment medical questionnaire – This is part of induction to school
- All staff must be aware of the need to report illness, including food poisoning symptoms (diarrhoea and/or vomiting), to their manager as soon as they are able, and always before they start work – **staff should not return to work until they have had no symptoms for 48 hours**
- All staff must be aware that they must complete the 'return to work' form with The School Business Manager following any illness.
- All staff must wear the correct protective clothing
- The correct facilities for hand washing must be provided:-
  - Separate sink used for hand washing only
  - Hot water supply
  - Liquid soap in dispenser
  - Nail brush
  - Disposable hand towels
  - Moisturising cream in dispenser
- All staff must wash their hands before preparing food and after:-
  - Going to the toilet
  - Blowing their nose
  - Touching their face or hair etc.

#### How Do We Monitor This?

- Supervision by Cook
- Spot checks of control measures
- Monitoring system/ auditing/ visual inspections
- Training needs analysis system

#### What Corrective Action Do You Take?

- Additional training of staff if required



## **HACCP NO.14 - Pest Control**

### **What's it for?**

- To keep pests out of your premises and prevent them from spreading harmful bacteria / disease

### **How's it done?**

#### Know What The Control Measures Are

- Follow Food HACCP no.2 – Delivery/Receipt
- Follow Food HACCP no.3 – Ambient Storage
- Follow Food HACCP no.11 – Cleaning Procedures
- Follow Food HACCP no.12 – Waste & Refuse
- Pest Control Contract with WMDC periodic checks in place

### **Signs to look for:-**

#### Rodents –

- Bodies (dead or alive)
  - Small footprints in dust
  - Droppings
  - Gnawed goods or packaging
  - Nests
  - Grease or smear marks from rodent fur
  - Holes in walls or doors
  - Damaged food stock
- #### Flies & Insects –
- Bodies of insects (dead or alive)
  - Excreta
  - Webbing, nests
  - Maggots or pupae

#### How Do We Monitor This?

- Supervision by Cook
- cook recording problems
- Spot checks by Cook
- Monitoring system/ auditing/ visual inspection
- Training needs analysis system

#### What Corrective Action Do You Take?

- Report any signs of pest infestation to site team immediately – site team to contact pest control contractor and inform Business Manager
- If you think any equipment, surfaces or utensils have been touched by pests they should be thoroughly washed and sanitised
- If you think food has been touched by pests in any way, throw it away discard the food and document
- Record pest contractor visits on the pest control form, including any feedback