

Hazard Analysis

Hazard Analysis – Why do it?

It is the law – Regulation (EC) No 852/2004 requires that you identify the steps in your business which are critical to ensuring that the food you produce is safe to eat.

You cannot rely solely on checks carried out by food hygiene inspectors. You must take positive steps to achieve compliance with the law.

It prevents problems – This system will allow you to prevent problems. This is better than dealing with the results of a problem after it has occurred (remember food poisoning can be fatal).

What's in it for your business? – *Hazard analysis gives a clear focus on your business.*

It's systematic - highlights issues at all points in the operation some of which you could have missed

It's relevant - only picks up safety issues that apply to your business

Controls and Monitors - the system does not stop at finding hazards, it tells you to put controls in place and to check controls are working each day.

How do I do my hazard analysis?

There are a number of different ways of doing a hazard analysis. You can choose from any of the following. However this list is not exhaustive, you may be able to comply in other ways. If you are unsure you should seek advice from the Food Control section.

- (i) **A Blueprint for safer food.** This has been developed by Blackpool Council Food Control section to help you comply with the requirements in the easiest way possible.
- (ii) **Safer Food, Better Business.** This was developed by the Food Standards Agency to help catering businesses comply with the requirements.
- (iii) You may adapt the worked example, which is included in this booklet. However, you must make sure it is applicable to your business and covers every stage of your operation.

The Food Control section are able to give you advice on all these methods.

Who should undertake the hazard analysis?

The proprietor or manager must lead the way. It is his/her responsibility to make sure that the necessary controls are in place. However, input is required from someone who understands food safety, that level of understanding will depend on the nature of the business. It is useful to involve key members of staff, as they may know the process (i.e. what actually happens) better than you do.

Training and Supervision

There is a legal requirement that all food handlers must be supervised and instructed and/or trained. The hazard analysis requirement can impact on training in two additional ways.

- a. An adequate understanding of food safety is needed to analyse the hazards and identify the necessary controls. Someone in the business may need further training to provide this input.
- b. Every food handler must be supervised, instructed and/or trained to implement the controls that fall within their work activities. This specific training or instruction will be additional to any general training in food hygiene principles

If you are still having difficulty in undertaking your hazard analysis after reading this leaflet you should consider further training in hazard analysis. The Chartered Institute of Environmental Health (CIEH) Intermediate and Advanced Food Hygiene Certificate or equivalent will meet this requirement. You may get further information on training from Blackpool Council guidance notes on Food Hygiene Training.

WORKED EXAMPLE: ADVANCE COOKING AND REHEATING OF MEAT

STEPS (Process)	HAZARDS What can go Wrong?	CCP*	CONTROL MEASURES NEEDED What can I do about it?	MONITORING POINTS & MONITORING RECORDS How can I check?	CORRECTIVE ACTION What should I do if things go wrong?
Delivery	Contamination (bacteria)		Use reputable supplier. Check goods on receipt	Check dates/condition/temperature Delivery vehicles	Not accept delivery. Return food to supplier. Change supplier.
Store	Contamination (Bacteria/other foods) Growth of bacteria		Cover all foods in fridge Store raw foods below cooked. Stock rotation – check dates. Keep fridge temperature below 5°C.	Visual Visual Check temperature daily and record	Dispose of out of date food. Dispose of contaminated food. Check thermometers working correctly. Adjust fridge thermostat. Report to manager. Call engineer.
Cook	Survival of bacteria	Yes	Cook to adequate centre temperatures (above 75°C.)	Check temperature. Record temperature	Return to cooker if not 75°C or above. Cook for longer if not 75°C or above. Check equipment.
Cool	Growth of spores Contamination (Air)	Yes	Cool quickly (within 90 mins) and place in fridge (use kitchen timer). Cut large joints in half. Keep covered/wrapped	Check temperature Set Timers Visual	Dispose of foods left out too long.
Store	Contamination (from other foods) Growth of bacteria	Yes	Cover food in fridge. Store cooked foods above raw Stock rotation Keep fridge below 5°C.	Date marking of foods. Visual checks. Check date codes. Check temperature daily and record	Dispose of out of date food. Dispose of contaminated food. Check thermometers. Report to manager. Call engineer.
Slice	Contamination (equipment/hands) Growth of bacteria	Yes	Separation from sources of contamination. All equipment properly sanitised. ** Wash hands before handling. Work quickly and return to fridge.	Separate boards etc. Check solutions etc. Adequate hand washing	Re-clean and disinfect equipment, hands and surfaces.
Reheat	Survival of bacteria Growth of spores	Yes	Reheat to adequate centre temperature (above 75°C.)	Check temperatures and record	Return to cooker if not 75°C or above. Cook for longer if not 75°C .
Hot Holding	Growth of bacteria	Yes	Maintain food temperatures above 63°C	Check temperatures of food	Increase temperature setting of hot cupboard. Reheat food thoroughly.

*Critical Control Point

** using an anti-bacterial food safe disinfectant

The Hazard Analysis – You Need To:-

- a. Identify the hazards – the things that can go wrong at each stage of food handling. You must consider all the food you handle including unusual events such as Christmas buffets.
- b. Identify the critical points – the stages of food handling at which a hazard could result in unsafe food and therefore food poisoning. These stages are called critical control points (CCP).
- c. Identify the control measures needed at the critical control points – the action needed to ensure safe food is produced for example cooking all foods to a centre temperature above 75°C.
- d. Monitor the control measures to ensure that the controls are being achieved for example using a digital probe thermometer to measure that the centre temperature of food is above 75°C.
- e. Review the hazard analysis if your processes or foods change. The hazard analysis will also need to be checked periodically to ensure the system is working.
- f. You must put all of this in writing. You will need to write down the hazards that you have identified, the critical points, the control measures and the monitoring methods that you use.
- g. You must also keep a regular written record of the monitoring that you do. This may include a record of your fridge temperatures, cooking checks, delivery checks etc.

Hazards which you should consider

- a. **Bacterial contamination**
Food being contaminated, bacteria allowed to grow and multiply and to survive the cooking process. Controls which you could put in place might include:
 - i. **Control of Contamination:**
 - By effective cleaning of equipment (including dishcloths) with anti-bacterial cleaners
 - By separation and protection of ready to eat foods
 - by good personal hygiene of food handlers
 - ii. **Preventing the Growth and Multiplication of bacteria:**
 - By temperature control
 - Stock rotation and control of storage life
 - iii. **Preventing Survival:**
 - By effective heat processing to destroy bacteria and use of a probe thermometer to check internal cooking and reheating temperatures.
- b. **Physical contamination**
Pieces of metal, glass, wood, human or animal hair, plasters. Look at what could get into the food at all the different stages of processing. Controls might include:
 - Covering food during storage/delivery.
 - Use of hair nets/hats.
 - Preventing animals getting into food preparation rooms.
 - Pest proofing of opening windows/doors.
 - Visual checks of food coming into the premises.
 - Checks on the structure of the preparation areas.
- c. **Chemical contamination**
Food being tainted by bleach or strong detergents. Controls might include:
 - Using food grade chemicals for equipment and food contact surfaces.
 - Ensuring chemicals are used at the correct concentrations (follow manufacturers instructions).

It may be simpler to deal with foreign material/chemical contamination separately rather than within the hazard analysis itself.

Failure to comply

Officers will make every attempt to assist you in complying with this legal requirement. However, the Government have given instructions that where compliance is not being achieved formal action must be considered by Local Authorities.

Initially this will involve the Officer issuing a written warning accompanied by an agreed deadline for completion. Failure to undertake the specified works may lead to the service of an Improvement Notice to secure compliance again accompanied by a deadline for completion. Failure to comply with the notice is a criminal offence. Flagrant breaches of the law may also result in a business facing legal proceedings, although these instances are rare.

Finally

Please remember that this document and the hazard analysis information contained in it have been produced to give you advice on complying with the law. The information does not form a complete list but indicates the areas which your hazard analysis must seek to identify to enable effective control measure to be implemented.

Your business may have its own particular hazards and problems. The law requires that you identify these and implement effective controls.

If you would like any advice or further information regarding hazard analysis please do not hesitate to contact:

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