



**West Norfolk  
Academies Trust**

# Food Safety Policy

**Approved by: Trustees**

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## **Section A**

### **1. Policy statement**

It is the responsibility of West Norfolk Academies Trust (WNAT) to provide an environment that promotes healthy eating and provides healthy, tasty and nutritious food and drink, enabling students to make informed choices about the food they eat.

WNAT seeks to achieve this through a number of key objectives which include:

- Identifying and evaluating food safety risks using HACCP principles
- Minimising food safety hazards and effectively controlling the risks
- Complying with all relevant legislation and establishing standards of best practice
- Setting standards, monitoring and auditing compliance with the standards and where appropriate measuring improvement
- Ensuring that responsibilities and accountabilities are clearly defined and effectively communicated to relevant staff
- Taking effective action when there is non-compliance.

WNAT shall take all reasonable precautions and exercise all due diligence to ensure that all catering activities comply with all relevant Food Safety legislation and in particular the provisions of Food Hygiene England (Amendment) Regulations 2016.

The duty to take reasonable precautions and exercise due diligence is delegated throughout the management structure and to all levels of staff. Headteachers will support both catering management and staff with a range of measures designed to assist with this duty. These measures will include the provision of adequate training at all levels, the maintenance of an effective monitoring system and the availability of adequate resources.

WNAT will strive to achieve the following objectives in relation to food safety and hygiene by:

- Safe food handling, cooking and storage practice will be observed.
- Satisfactory food hygiene standards will be maintained.
- The physical condition of the premises for all schools will be at or above the minimum hardware standards as outlined
- It will be possible to demonstrate at all premises that due diligence is being observed in relation to food safety and hygiene issues.
- Identify and evaluate food safety risks using HACCP principles and implement the necessary controls.

### **2. Organisation and Responsibilities**

#### **2.1 Executive headteacher and Trustees**

- To ensure that sufficient resources are allocated to allow the achievement of the policy objectives.
- To monitor the effectiveness of management with reference to the duties and responsibilities detailed in this policy.

## **2.2 Chief Finance Operations Officer (CFOO) & Deputy Operations Officer (DCOO)**

- To monitor the performance of the Catering Team with reference to their responsibilities and duties, and to take the necessary action to secure compliance with the objectives.
- To monitor standards across WNAT Schools to ensure that satisfactory standards are maintained to ensure compliance with the objectives.
- To ensure that a satisfactory level of training has been provided to staff.
- To provide guidance and assistance in food safety and hygiene to line management.
- To review the legislation associated with Food Safety and assist the senior management team with the periodic review of the policy.

## **2.3 Site Managers**

- To support catering teams in ensuring equipment and facilities are maintained in line with relevant regulations
- To respond effectively to equipment failures and reactive works requirements ensuring communication is maintained and that any mitigation is suitable.

## **2.4 Catering Manager**

- Monitor all staff to ensure compliance with food safety requirements as per this policy
- Report all food safety hazards and hygiene defects in a timely manner to the CFOO or DCOO
- Ensure all allergen information is maintained and regularly reviewed.
- Report all equipment and infrastructure faults which have been identified and to monitor reactive work has been carried out.
- To respond immediately to serious accidents and incidents.
- To ensure that all staff have completed the necessary training to comply with food and health and safety legislation and that records are held.

## **2.5 Catering Staff**

- To ensure compliance with food safety requirements as per this policy
- To report any structural or equipment defects to the catering manager
- To ensure that high standards of personal hygiene and safety are maintained.
- To ensure food is protected from contamination
- To report any signs of pests

## Section B

### 3. Hazard Analysis Critical control point – Prerequisites Programmes (PRP's)

HACCP Prerequisites programmes (PRP's) are the general measures taken to ensure that the catering department is being run in accordance with good hygiene/safety principles. These need to be in place before HACCP can be considered. Effective supervision, instruction and competency training, cleanliness of equipment/premises are all prerequisites to the implementation of HACCP but may not necessarily be referred to in the HACCP process flows and HACCP process charts.

PRP's provide a sound foundation for HACCP and allow the HACCP plan to be process specific and focussed on essential measures necessary at each stage of the process. It is essential that these universal steps and procedures are in place and routinely monitored, as these underpin the HACCP process to the extent that if these are ignored the critical steps identified in the HACCP plan will fail.

The Prerequisites Programmes (PRP's) for WNAT controlled establishments are outlined in this policy in Section C.

### 4. The Food Management Systems

***The law requires all food businesses to have a documented food safety management system based on HACCP principles to be in place.***

#### 4.1 Hazard Analysis Critical Control Point (HACCP)

HACCP is an in-depth principles-based food safety management system designed to control hazards at points critical to food safety and it involves systematically looking at each process step from intake, storage handling, processing, distribution and service to determine any potential risks and identifying the necessary controls.

The HACCP process is based on:

- Identifying risks (what can go wrong, when and where).
- Controls that can be applied to control the risks (what can be done about it).
- Controls implemented and everyone clear on what to do if something does go wrong i.e., the corrective action necessary.
- Procedures working, documented, up to date and reviewed on a regular basis.

A HACCP team should be identified who are responsible for considering the hazards, risks and resulting controls and develop a HACCP Plan which outlines the controls and monitoring procedures.

A summary of Critical Control Points identified for WNAT Schools is provided at Annex A to this policy

#### 4.2 Safer food Better Business (SFBB)

SFBB is a food safety management system developed by the Food Standards Agency (FSA) to assist small businesses in complying with food hygiene regulations as per the HACCP principles. The SFBB information pack provides generic forms and guidance for the following

- How to use the pack guidance
- Cross-contamination guidance including
  - Personal Hygiene and fitness to work
  - Use of cloths
  - Separation of foods
  - Hypersensitivity
  - Physical and Chemical contamination
  - Pest Control
  - Maintenance
- Cleaning guidance including
  - Handwashing
  - Cleaning effectively
- Chilling guidance including
  - Chilled storage and displaying chilled food
  - Chilling down hot food
  - Defrosting
  - Freezing
- Cooking guidance including
  - Cooking safely
  - Foods that need extra care
  - Reheating
  - Acrylamide
  - Checking the menu
  - Hot holding
  - Ready-to-eat food
- Management guidance including
  - Opening and closing checks
  - Extra checks
  - Managing allergy information
  - Training and supervision
  - Customers
  - Suppliers and contractors
  - Stock control
  - Product withdrawal and recall
- Dairy guidance including
  - Record forms

The SFBB provides information and management aids to assist in maintaining compliance and is adapted by WNAT schools as the preferred Food Management System.

## Section C

### 5. Food safety – Prerequisites Programmes (PRPs)

#### 5.1 Supplier assurance

ONLY accredited Suppliers should be used who can demonstrate the following

- Apply the principles of HACCP throughout the operation and comply with all relevant Food Safety and Hygiene and Health and Safety legislation.
- Hold a fully documented Integrated Management System covering the main aspects of sourcing, receipt, storage and distribution of food products.
- Ensure full compliance with the product specification
- Full traceability is required for all products from source to delivery.
- Comply with all the terms and conditions of the contract.
- Receipts must be forwarded to the School Business Manager for processing and recording
- Suppliers of high-risk foods must supply a print-out of vehicle temperatures at the point of delivery. These should be kept on site attached to the food delivery record sheet for a period of 2 months.

#### 5.2 Staff Training

Staff training is provided online via the WNAT agreed training provider with staff allocated relevant training as per their role.

##### Catering Staff

Food Hygiene – Level 2  
Food allergen awareness  
Manual Handling Awareness  
Fire Awareness

##### Catering Managers

Food Hygiene – Level 3  
Food allergen awareness  
HACCP Awareness  
Manual Handling Awareness  
Fire Awareness

##### DCOO

Food Hygiene – Level 3  
Food allergen awareness  
HACCP Awareness  
Fire Awareness

### 5.3 Personal Hygiene and safety

Follow the guidance provided in the SFBB pack in addition to the guidance provided below

- Always wash your hands using soap provided when entering or re-entering the food production area, before and after handling food, after using the toilet, smoking, blowing your nose or returning to work after any break. Bacteria from hands when transferred to food can cause illness. Remember to dry your hands thoroughly afterwards.
- All visitors to the catering area where food is prepared should be encouraged to wash their hands upon arrival.
- Avoid touching your nose or lips or scratching your head whilst handling food. Again, bacteria from hands when transferred to food can cause illness.
- Do not come to work, and immediately notify your line manager if you suspect you or a member of your family may be a carrier, or are suffering from any illness which may be transmitted through food, for example:
  - infected wounds
  - skin infections
  - sores
  - diarrhoea
  - vomiting

seek advice from your doctor and tell him/her you are a prime food handler

- Catering Managers will advise when staff can return to work (usually 48 hours after symptoms cease). WNAT absence policy provides further information on long term sickness
- Avoid coughing or sneezing over food. Bacteria will be transmitted to food.
- Food handlers must wear a hat with a net and keep their hair neat and tidy, long hair must be tied back and enclosed in a net. It is essential to prevent hair/bacteria falling into food products.
- Keep fingernails short and clean - bacteria harbours beneath long fingernails. Nail varnish/gel or nail extensions must NOT be worn. Nails should not protrude over the top of fingers when hand held up, open and facing someone.
- Do not wear jewellery (except a plain wedding ring or band). Jewellery harbours bacteria within the crevices and stones can fall into food products. All earrings will be prohibited. No facial piercing is allowed, any facial piercing should be removed before commencing work.
- Do not smoke whilst handling food - it is against the law, as bacteria can be passed on through contact with lips, mouth and nose. WNAT has a 'no smoking' policy. All staff must follow this policy.
- Food, including sweets and chewing gum, must not be consumed while preparing food.
- Do not spit in food areas. Mucus harbours bacteria.
- Do not wear excess make up or strong perfumes as strong perfumes may taint food products.

- Keep all wounds covered with blue detectable waterproof dressings. Remember wounds and cuts, grazes and boils can become easily infected with germs. Uncovered cotton bandages are forbidden.
- All staff must wear the protective clothing provided. This must be kept clean, ironed and in good condition. These garments must not be used to travel to and from your place of work.
- No opened toed shoes should be worn and shoes should be tight fitting with slip resistant soles.

#### **5.4 Food Complaints & food poisoning**

Important:

- No liability should be admitted until the complaint has been fully investigated
- Obtain as much information as possible including any potential photographs and inform the Head teacher, CFOO and DCOO as soon as possible.
- Record the incident in the catering diary available in the SFBB pack.
- Individuals wishing to raise a formal complaint should follow the WNAT complaints policy.

#### Alleged Food Complaints

Where a complaint is made the following action will be taken:

- If a foreign object is present, try to identify it and take photographs.
- Remove the meal and keep it isolated in a cool area away from other foods. Do not throw it away.
- Check food areas for other similar foreign bodies or contaminants.
- Try to obtain more information from those involved in the food preparation and service.
- Complete, in as much detail as possible, an entry in the catering diary.
- Inform the head teacher, CFOO and/ or DCOO so that they may carry out an investigation of the complaint, and decide if it is serious enough to report the matter to the Local Environmental Health Department.

#### Alleged Food Poisoning

Where a complaint is that food consumed has caused the consumer to become ill contact the head teacher, CFOO and /or DCOO and, where possible:

- Obtain a description of the meal consumed.
- Obtain time and date consumed.
- Obtain interval of time between the meal being consumed and the onset of illness, with details of other food and drink consumed in the interim period, and the previous day if possible.
- Obtain name, age, address of person who is ill, and whether they have seen a doctor or been admitted to hospital.
- Contact the local authority Environmental Health Dept
- Endeavour to identify and isolate from use, the batch of ingredients from which the offending meal was prepared.
- Retain any pre-prepared meals associated with the suspect food.

## 5.5 Product Recall

If for any reason a product in use is considered unsafe it should be taken out of circulation immediately and the head teacher, CFOO and / or DCOO informed.

Follow the guidance provided in the SFBB pack and record actions taken

## 5.6 Use of temperature probes

The recording of temperatures within a catering area is important. This may include the recording of refrigeration and freezers and the checking of food temps during and post cooking. Whilst fridges and freezers provide a temperature reading the checking of food will entail the use of a suitable probe thermometer.

Probe Thermometers

- Probes and sanitising wipes should be provided.
- Probes must be kept clean, and the probe must be sanitised each time it is used.
- Batteries must be changed immediately, if necessary, spares should be kept on site.
- Probes checks must be carried out on the first Monday of each month as follows and recorded in a temperature log:

Cold: agitate the probe in a mixture of melting ice in water until a constant reading is obtained. It should be between -1 degC and +1 degC.

Hot: agitate the probe in boiling unsalted water until a constant reading is obtained: it should be between 99 degC and 101 degC.

If outside of this range, check the probe using another probe if you have one. Arrange for replacement or repair or re-calibration as necessary.

## 6. FOOD PREMISES, EQUIPMENT & SERVICES PREREQUISITES

The design and layout of premises and equipment should permit good food hygiene practice including protection against contamination between and during operations.

***Defects identified with any equipment or infrastructure must be reported to the site manager via the caretaker helpdesk system***

### 6.1 Floors

Floor surfaces should be durable, non-absorbent, anti-slip, without crevices and capable of being effectively cleaned. The angle between the wall and floor junctions should be coved to prevent build-up of debris and to allow effective cleaning.

Common defects in floors include broken/pitted quarry tiles and detachment of jointing material between tiles. Welded vinyl sheeting may become detached or damaged which will prevent effective cleaning.

### 6.2 Walls

All wall coverings should be smooth, impervious, non-flaking, light coloured and generally must be capable of being effectively cleaned and if necessary disinfected. Surfaces should be dry and free of mould growth (some paints incorporate a fungicidal additive).

It is best practice to have more durable impact resistant surfaces around work areas, cookers, sinks and basins which are likely to become soiled, damaged or affected by heat or chemicals. Sheet steel is one of the best materials, although, resin bonded fibreglass, Perspex, and ceramic tiles can also be used depending on the type of activities being carried out.

Pipes passing through walls must be effectively sealed to prevent the ingress of pests and where possible there should be sufficient gaps behind pipework to allow effective cleaning.

Shutters to servery hatches should fit tightly, move easily up and down, be capable of being effectively cleaned and meet appropriate fire safety standards.

### **6.3 Ceilings**

Ceilings should be smooth, fire resistant, light-coloured and easy to clean. Some schools may have a plasterboard/ skimmed plaster finish painted with emulsion paint. This is acceptable as long as there are no condensation problems. Many schools have suspended ceilings with a framework of removable panels. Panels should be tight fitting and capable of being effectively cleaned.

### **6.4 Cleaning and sanitation**

The cleaning schedules should include method statements/cleaning frequencies and cover the following:

- Fixtures and equipment with cleaning procedures
- Cleaning materials and equipment to be used and COSHH precautions.
- Frequency of cleaning and disinfecting tasks.

Staff will implement 'Clean as you go' principles and ensure that the appropriate cleaning chemicals are used. Chemicals need to be approved for catering use and the formulations should be appropriate for the task undertaken.

Cleaning chemicals should be stored away from food in a designated secure storage area which is only accessible to staff.

It is the responsibility of the catering manager to ensure that cleaning tasks are completed to the appropriate standards and records are maintained.

### **6.5 Water Supplies**

Anglian Water supply water which meets stringent standards and is safe to drink. However, deterioration of quality may occur once the water is distributed inside the building particularly if it passes through tanks or defective pipework. It is therefore important that any water used for drinking/ food preparation is mains supplied and not fed via an intermediate tank.

Signage should be provided identifying the mains fed/drinking water outlets within the kitchen.

Water for cleaning equipment or surfaces in contact with food should be clean and wholesome. Where this water is tank fed it is important that tanks and pipework are regularly cleaned and disinfected. This task is within the remit of the site manager.

Hot water should be provided at a minimum temperature of 55 degC within one minute at the outlet.

### **6.6 Doors/Windows**

Where windows are openable and in constant use a cleansable, well-fitting fly screen should be fitted. Doors should be fitted with suitable fly screens. Window frames and associated structures should be capable of being effectively cleaned.

Doors should have smooth non-absorbent surfaces capable of being thoroughly cleaned; door handles and finger plates should be capable of disinfection.

### **6.7 Drainage**

Drains and sewers must be kept clean and in good order.

Covers need to be provided to floor channels where they present a safety hazard, otherwise they should remain uncovered to facilitate effective cleaning.

Inspection chambers should be placed outside food rooms unless double sealed and secured by means of screws.

Where installed fat traps should be regularly cleaned and emptied.

### **6.8 Ventilation**

The ventilation system should effectively remove heat and odours from the kitchen and flow from a clean to a dirty area. It should be capable of ensuring that the temperature and humidity within the kitchen is acceptable (ideally ambient temperatures should be below 26 degC). Excessive moisture will cause the build-up of condensation and grease, and may allow mould and bacteria to multiply on surfaces.

Extract canopies should be installed in accordance with manufacturer's specifications and placed over steam producing equipment such as cookers, boilers and steamers. Extraction systems should be cleaned annually including filters and drainage channels.

To comply with British Standards, ventilation must be interlocked with gas supply.

### **6.9 Lighting**

Lights should be sufficient to enable food handling/preparation activities to be carried out effectively and safely.

### **6.10 Hand Wash Basins/Sinks**

All wash hand basins should be easily accessible and should not be obstructed. They should be sited where food preparation takes place, and where practical, at the main entrance to the kitchen. In larger kitchens consideration should be given to providing separate basins in raw and ready to eat preparation areas to prevent cross- contamination. Ideally taps should be non-hand operable (i.e. lever or remotely operated) and consideration should be given to replacing these fixtures either during routine maintenance or when a refurbishment is carried out of the kitchen.

Twin sinks should be used to facilitate washing and disinfecting/rinsing equipment, and these should be provided with adequate supplies of hot and cold water. Separate sinks

should be used for food washing/preparation. Where dishwashers are installed an additional sink is not necessary.

#### **6.11 Preparation surfaces**

Stainless steel is the best material as it is durable, smooth, impervious and readily cleansable. It should be considered in all new kitchens or where a refurbishment is taking place.

#### **6.12 Equipment**

All equipment used in the kitchen must be maintained in good repair and condition and be capable of being effectively cleaned. It is important that equipment/utensils in contact with food are washed after use and the integrity regularly checked to ensure that there is no risk of contamination. All relevant equipment should be included on the cleaning schedule and cleaned in accordance with the method statement.

#### **6.13 Refrigeration**

Fridges should operate between 1- 4 degC and monitoring of temperatures should be carried out at the beginning and end of shifts. Corrective action should be taken when fridge temperatures exceed 5 degC.

#### **6.14 Staff facilities**

All WC compartments should have their own wash hand basins, supplied with hot and cold or warm water. Ideally taps should again be non-hand operable and consideration should be given to replacing these fixtures either during routine maintenance or when a refurbishment is carried out of the kitchen.

Rooms containing sanitary conveniences must not communicate directly with a room where food is processed, prepared or eaten and there should be adequate natural or mechanical ventilation.

Where possible cleaning staff should be responsible for the cleaning of all facilities. Where this is not possible catering staff should ensure that equipment and materials used for the cleaning of the area remain separated from the kitchen areas and that any PPE used is kept separate. WC facilities should be cleaned at the end of the day as part of the clean down procedure.

Outdoor clothing should be stored in a room separate from a food room unless suitable cupboards or lockers are provided.

#### **6.15 Pest Control**

It is a legal requirement to ensure that food premises are maintained in good repair and condition, and designed and constructed to prevent contamination by pests. All buildings should be adequately proofed, doors should be close-fitting and gaps, where wiring, pipes and girders pass through walls, should be adequately sealed (a mouse can pass through 6 mm gaps).

It is good practice to employ a pest control company to carry out regular inspection and treatment where necessary. Effective proofing measures will control hazards at source and

monitoring will alert managers to any problems present. Treatment is a last resort and will not guarantee the safety of food unless other measures are also considered.

#### **6.16 Waste Disposal**

Designated external refuse areas should be provided and located away from kitchen doors and windows. Bins should be fitted with tight fitting lids to prevent insects, rodents and birds gaining access. Bins within the kitchen should be emptied on a regular basis and always at the end of the shift. All bins should be cleaned on a regular basis.

Food waste should be separated from general and recyclable waste.

<b>Annex A – Summary of Critical Control Points (CCP)</b>						
<b>Step</b>	<b>Hazard</b>	<b>Control</b>	<b>CCP</b>	<b>Operating conditions/ Limits</b>	<b>Critical limit/ Action</b>	<b>Monitoring</b>
Receipt of Food from supplier	Micro Growth & Contamination  Physical & chemical contamination	A: The temperature at the point of delivery should not exceed 5oC for Chilled Food and -15 degC for Frozen Food  B: Effective supplier assurance  C: Foods protected from sources of contamination	CCP1	A. Chilled Food1-4oC Frozen - 15-18oC  B. Approved nominated suppliers/procedures followed  (Prerequisites in place)	Between 5-8 degC Catering manager to assess if food can be used (above 8 degC discard)	A: The temperature of incoming foods should be monitored and a temperature log maintained. (vehicle records checked and/or random temp checks of food)  B: Checks to ensure suppliers are on approved list/supplier reviews  C: Daily checks by Catering manager/Internal audits
Chilled Storage	Micro Growth & Contamination  Physical & chemical contamination	A: Food should be stored below 5 degC  B: Food should be segregated from other sources of contamination	CCP2	Chilled Food stored between1-4 degC  (Prerequisites in place)	Between 5-8 degC manager to assess if food can be consumed (above 8oC discard)	A: Product temperature/between pack temperatures recorded on daily log and signed off by catering manager at the beginning and end of each shift. Visual examination of integral temperature indicators should take place throughout the day.  B. Staff training/supervision on temperature monitoring and segregation procedures and their competence measured Internal Audit
Dry Goods Storage	Micro Growth & Contamination  Physical & chemical contamination	A: Stock rotation operated and stock levels controlled  B: Stores well maintained and clean dry & well ventilated  C: Foods protected from sources of contamination  D: Loose contents in tight fitting lidded containers	CCP3	Dates current, in good condition and food protected from contamination  (Prerequisites in place)	Remove out of date, defective or damaged goods.	A: Daily check of stores/monitoring of date codes  B, C&D Daily checks by manager Internal audits
Frozen Storage	Micro Growth & Contamination	A: Food to be stored below -15 & -18 degC	CCP4	-15-18 degC Frozen  (Prerequisites in place)	Any high risk RTE foods found thawed/above 0°C	A: Temperature/visual and physical checks  B: Daily checks by manager/internal audits

	Physical & chemical contamination	B: Foods protected from sources of contamination			should be discarded immediately	
Freezing	Micro Growth & Contamination  Physical & chemical contamination	A: Foods frozen immediately on receipt and freezers operating between -15 & - 18 degC.  B: Only specified foods frozen (must be within manufacturers use by date and tagged with date of freezing/date of thawing)  C: Foods protected from sources of contamination	CCP4a	-15-18 degC Frozen  (Prerequisites in place)	Any high risk RTE foods found thawed/above 0°C after freezing should be discarded immediately	A: Temperature/visual and physical checks  B: Daily checks by manager/internal audits
Thawing	Micro Growth & Contamination  Physical & chemical contamination	A: Food should not exceed 8 degC during the thawing operation.  B: Food should be segregated from all sources of contamination.	CCP5	Thawed in fridge below 8 degC  (Prerequisites in place)	Above 8 degC discard	A: Staff training/supervision  B: Temperature/visual and physical checks
Preparation	Micro Growth & Contamination  Physical & chemical contamination	A: Segregation from sources of contamination.  B: Separation of raw and high-risk food  C: Regard to personal hygiene  D: Cleanliness of equipment  E: 30 minutes maximum for completion of activity.	CCP6	1 hour max allowed for completion of activity.  (Prerequisites in place)	Use immediately or Discard if preparation takes more than 1 hour.	A - E: Staff training/monitoring.
Cooking	Micro Growth & Contamination  Physical & chemical contamination	A: Unprocessed meat, fish, poultry and dairy other high-risk products should be cooked to a minimum core temperature of 75 degC. (Core temperatures taken)  B: Portions should be less than 2 Kg.  C: Foods protected from sources of contamination	CCP7	Cooking equipment checked to ensure that temperatures above being 75 degC  (Prerequisites in place)	Below 75 degC (continue cooking phase and re check to ensure 75 degC is attained). Record action.	A: Core temperatures taken. Records of temperatures should be maintained. The day and time of cooking should also be recorded for the purpose of traceability. The integrity/effectiveness of cooking equipment should be routinely assessed.  B: Staff training monitored/ Daily checks by manager/internal audits

		D: Separation of raw and high-risk food				
Chilling	Micro Growth & Contamination  Physical & chemical contamination	A: Foods held at room temperature for maximum of two hours then refrigerated.  B: Separation of raw and high-risk food	CCP8	Chilled to 8 degC within 2 hours  (Prerequisites in place)	Beyond 2 hours consume food immediately or discard.	A: Staff should monitor the time at room temperature to ensure that food is chilled within two hours.  B: Daily checks by manager/internal audits
Chilled Storage	Micro Growth & Contamination  Physical & chemical contamination	A: Food should be stored below 5 degC  B: Food should be segregated from other sources of contamination	CCP2	Chilled Food stored between 1-4 degC  (Prerequisites in place)	Between 5-8 degC manager to assess if food can be consumed (above 8 degC discard)	A: Product temperature/between pack temperatures recorded on daily log and signed off by catering manager at the beginning and end of each shift. Visual examination of integral temperature indicators should take place throughout the day.  B: Staff training/supervision on temperature monitoring and segregation procedures and their competence measured Daily checks by manager/internal audits
Preparation/ Meal Assembly	Micro Growth & Contamination Physical & chemical contamination	A: Segregation from sources of contamination.  B: Separation of raw and high-risk food  C: Regard to personal hygiene  D: Cleanliness of equipment  E: 30 minutes maximum for completion of activity.	CCP6	1 hour max allowed for completion of activity.  (Prerequisites in place)	Use immediately or Discard if preparation takes more than 1 hour.	A-E: Staff training/monitoring.
Transport/ Distribution	Micro Growth & Contamination Physical & chemical contamination	A: Meals dispatched should not exceed 8 degC for chilled food and should be above 63 degC for hot food and be delivered within one hour  B: Foods protected from sources of contamination	CCP9	Delivery time should not exceed 1 hour.  (Prerequisites in place)	Discard food if delivery takes more than 1 hour.	A: Critical time/temperature limits should be monitored 1. Prior to dispatch 2. On arrival at establishment.  B: Daily checks by manager/internal audits

Service	Micro Growth & Contamination Physical & chemical contamination	<p>A: Chilled food displayed below 8 degC</p> <p>B: Hot food above 63 degC Between these temperatures 1-hour max display permitted</p> <p>C: Relevant boxed/hermetically sealed high-risk foods can be taken from display and placed under refrigeration (24 hours max) only if temperatures of 8 degC have not been exceeded</p> <p>D: Foods protected from sources of contamination</p>	<p>CCP10a</p> <p>CCP10b</p>	<p>10a) Hot food maintained above 65 degC.</p> <p>10b) Chilled food kept below 8 degC or max 2-hour duration at ambient temps.</p> <p>(Prerequisites in place)</p>	<p>Manager to discard food if maximum display periods exceeded.</p>	<p>A-D: Temperatures monitored after 1 hour. Recorded on temperature log. Daily checks by manager/internal audits</p>
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