

Advisory Note 34 Hazard Analysis

What Is Hazard Analysis And Why Should I Do It ?

All food businesses have a responsibility in law to ensure that the food they prepare and sell is safe to eat. Hazard Analysis is a Food Safety Management System for owners of food businesses, designed to ensure that they comply with this legal obligation.

In broad terms, “hazard analysis” means :-

- (i) Making sure that you know what could make your food unsafe to eat and
- (ii) Making sure that you stop food becoming unsafe to eat.

It is probable that if you are following good catering practice recommendations, you are already running your business using the principles of hazard analysis every day without realising it !

It is a legal requirement to carry out a hazard analysis. However, at the time of writing this document, it is not a legal requirement to write down your hazard analysis. However, if you choose not to, you should ask yourself how else you could **prove** that you have complied with the law ? This is particularly relevant if there is an allegation made against your business.

A second benefit of having a written hazard analysis within Salford is that it could help you achieve a Food Hygiene Award at a higher level.

Writing a hazard analysis document can also benefit your business by improving its efficiency, reducing wastage and improving staff morale. For many, it is something that they have not yet attempted to do. Writing your hazard analysis is a skill to be learned, like many other things and knowing where to start is often the most difficult part.

This advisory note has been written to try and help you. It uses every day language wherever possible and guides you through a step by step approach which, if followed will result in you having a really good opportunity to put together an impressive document relevant to your business.

Good Luck !!

About This Advisory Note

The contents of this advice pack have been written to help you write a hazard analysis document that is relevant to your business.

Following the steps as described, will simplify the process by breaking down what you need to do into easy to follow steps. Once you have completed the steps in relation to one part of your business, you can then do the same for every other part of your business.

The following symbols are used throughout this document :-



Where you see this picture, useful information or guidance is provided to you to help you through the stages of writing a hazard analysis



Where you see this picture, you need to complete the section as relevant to your business.

How The Advice Pack Is Structured

1. The first part of the pack contains information to help you complete your written hazard analysis. You will also find further guidance relating to other information that you might wish to include within your food safety policy.
2. The second part contains hazard analysis sheets for you to complete and an example for you to see how a completed hazard analysis sheet for one step might look.
3. The third part contains blank sheets for you to use to record temperatures and other forms which may be of value to you as you go through the process of increasing your documentation.
4. The fourth section contains details of useful contacts and where you can get further help in relation to hazard analysis or food safety in general.

Words and Phrases — What They Mean



The amount of jargon used in this advice note has been kept to a minimum.

However it is necessary for you to know some key terms and what they mean.

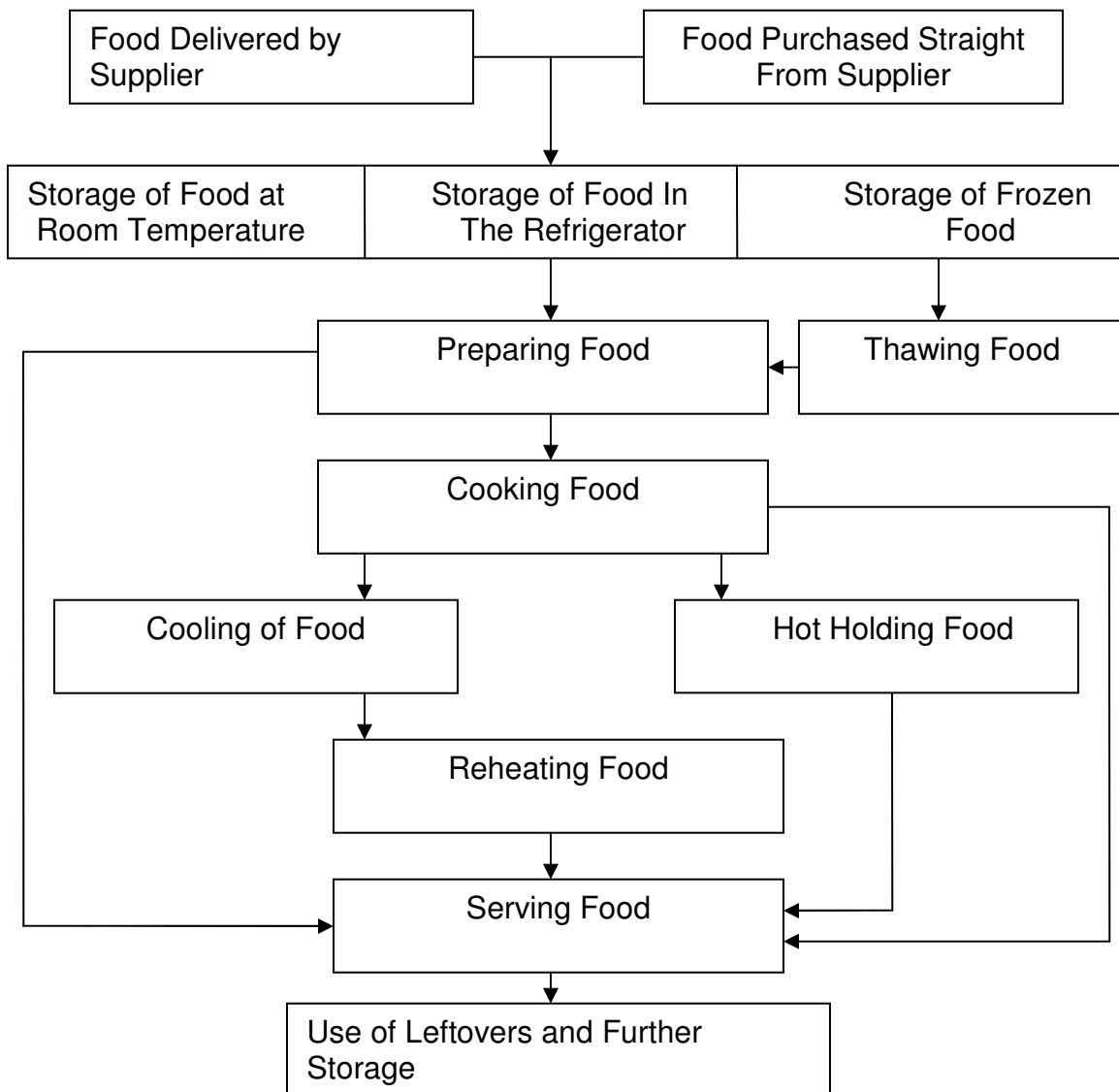
Below is a list of some of the words and phrases that you will see throughout this document and also in other literature about this subject, along with an explanation about what they actually mean !!

WORD(S)	WHAT IT MEANS	EXAMPLES
HAZARD	Something that could cause harm to the person who eats the food.	Bacteria (Germs) Chemicals Foreign bodies in food such as glass, nails etc. There are many more so keep an open mind !!
CONTROL	Your precautions—in other words what you do to prevent the hazard or minimise the risk (likelihood) of the hazard occurring	Cook food thoroughly Keep food covered Keep food in the fridge
CRITICAL CONTROL POINT	This phrase describes the precautions which must be in place if the food you sell is going to be safe to eat	Thorough cooking of raw meat - Nothing else will make that food safe if it is not cooked properly
MONITORING	What you do to check that your controls are being followed	Temperature Records Visual checks by staff
CONTAMINATION	This means that something has got onto or into the food that shouldn't be there	Bacteria Chemicals All types of foreign bodies in food (also termed Physical Contamination)



Starting Your Hazard Analysis - Step One

The first step is to consider your business as a whole and what sort of activities you undertake. Look at the flowchart below and circle and number the steps within boxes that are relevant to your business. The numbers can then be added to your hazard analysis sheets later on. Secondly, look at the arrows — for example, does your business cook foods and then chill them? If yes, mark the lines that are relevant to your business.



Are there any other steps that you undertake within your business for example, a delivery service which is not included in the flowchart above ?

If yes, write them down here



Thinking About Hazards - Step Two

Next, you should make sure that you understand what is meant by the term hazard and that you can identify which hazards may be present in your business. If you need any help before you feel comfortable to carry on contact your local Food Safety Section.

To complete this step, you need to think about what is possible - not what you believe to be likely to happen. In other words, you have to think about what could in theory go wrong even if you are already taking precautions to prevent it from happening.

There are many hazards which exist in a typical catering environment. It is easier to remember that all of these hazards fall into five main categories.

These are:-

Category of Hazard	Examples Include
Bacterial Contamination	Bacteria moving from raw to cooked or ready to eat food - otherwise known as cross-contamination
Bacterial Growth	Bacteria growing on food when not kept under correct temperature control
Bacterial Survival	Bacteria not being killed by cooking or during cleaning processes
Chemical Contamination	Cleaning products being stored in old food containers and then the chemicals being used by mistake to prepare food
Physical Contamination	Drawing pins falling off an order board into the food being prepared below



Choose one of the steps on the previous page that you have hi-lighted as being applicable to your business e.g. cooking of food or chilling of food.

Which step have you chosen? Write it on the hazard analysis sheet in section 2, against "Step".

You should now think about which of the categories of hazards listed above are possible at this step and how they could specifically occur at this step. It is possible and often probable that more than one of the categories of hazards could exist at each step so think them through in turn and write down all that you can.

Write down what you consider to be hazards on the hazard analysis sheet as a list in the first column entitled "Hazards".



Thinking About Controls - Step Three

Once you have identified what could go wrong, the next stage involves considering what you do to prevent the hazard from occurring. These are your controls

When thinking about your controls there are some issues to consider :-

THE CATEGORY OF HAZARD

Make sure that the control is relevant and will completely eliminate the hazard or reduce it to an acceptable, safe level.

WHAT IS POSSIBLE

It is important that your controls are achievable and realistic and that they can be understood by all of your staff.

It is important that you and your staff can put in place the controls you have identified.

IS THE CONTROL A CRITICAL CONTROL ?

Is this the control that **MUST** be in place to ensure food safety.

This question is very important and will help you prioritise your thoughts and efforts.

For example, there is a hazard that bacteria on and in raw meat could survive if it is not cooked properly. Nothing else that you do to that meat can make it safe to eat and therefore thorough cooking is critical to food safety



Turning to the hazard analysis sheet on which you have already listed your hazards, you should now list against each one what your controls are under the column “Controls” and then in the next column “Critical Control” tick which control(s) you consider to be critical to the safety of the food you prepare and serve.



Thinking About Monitoring - Step Four

You have now gone a long way towards completing your hazard analysis for the step that you have chosen.

The next stage is to document how you are going to check that the controls and particularly your critical controls are being carried out.

Monitoring can take place in a number of ways. If possible you should have a target to check against. Examples include:

- Recording Sheets for temperature controls
- Sheets for staff to use to confirm that cleaning of different areas has been undertaken, when and by whom. You could check this against your cleaning schedule
- The keeping of records showing when a piece of equipment was serviced or calibrated (checked to make sure it is given the right temperature readings)
- Visual checks by senior staff to ensure staff are following standards required relating to personal hygiene and food preparation rules
- Date Markings on Food

To help you keep a written record of your monitoring of controls, there is a selection of standard recording sheets included within this document for you to use and reproduce as necessary.

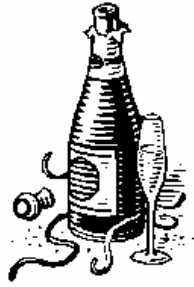
How you will undertake the monitoring is up to you but it must be suitable for the control.

Secondly, you should ensure that all staff know what to do if they find that something has actually gone wrong - This is called "Corrective Action". For example, what would you expect your staff to do if they found that the fridge was not running at the correct temperature? The actions required should be clear and easy to understand.



Turn to your hazard analysis sheet. Against each control, list under the heading "Monitoring" how you will monitor that the controls are being carried out. Please note that **ALL** critical controls should have some form of monitoring.

Once you have done this, under the heading "Corrective Action" give clear instructions about what staff should do if they find that something is wrong.



Congratulations !! If you have got to this stage, you have completed the first part of writing down your system to ensure food safety within your business. Now, you need to go back to step one and repeat the process for each part of your business, each time building up your hazard analysis sheets, until all of the steps of your business have been assessed.

What next ?

If you then want to progress to a further stage, the next page gives help on how you can build up this folder to include more issues which are very relevant to a general food safety policy document for your business.

What Else Could Be In Your Food Safety Document?

- Staff Training Policy

In this section you should detail what your policy is in relation to the training of staff. In addition, records relating to when staff were last trained, to what level and when they should receive further training should be kept. It is also a good idea to keep a copy of certificates showing attendance by staff at courses to show to visitors or inspectors who request to see such information.

- Instructions On Cleaning And Disinfection

In this section, you should detail which cleaning products you use and for which purposes. It is also very important to ensure that you provide instructions on how to dilute such products (where appropriate) and whether the products should be left on surfaces for a minimum amount of time before being rinsed etc.

In addition, you should write a cleaning schedule detailing when areas should be cleaned e.g. daily, weekly, monthly or following each use.

- Staff Hygiene Rules And Sickness Policy

In this section you should include details on your policy in relation to personal hygiene requirements, provision and use of over-clothing, hats etc. Also you should state what the policy is in relation to the reporting of illnesses and when you expect staff to stay away from work and for how long.

- Pest Control

In this section, you should provide details relating to any provision you have in place for the control of pests on and around the premises.

- Waste Collection And Disposal

In this section, you should document what your provisions are for the storage of waste both inside and outside the premises. In addition, you should document who collects your waste and when, and if there are any other provisions for particular types of waste e.g. used cooking oil.

There are some standard recording sheets included within this pack as examples for you to use or amend. As a guide, completed recording sheets should be kept for 3 months, with the exception of staff training records which should be maintained throughout the employment of a member of staff.

Contacts And Other Sources Of Information

Local Food Safety Department

Salford City Council
Environmental Services
Turnpike House
631 Eccles New Road
Salford
M5 2SH

Telephone: 0161 737 0551
Fax: 0161 925 1076
Email: environment@salford.gov.uk
Website: www.salford.gov.uk/envhealth

Food Standards Agency

Website: www.food.gov.uk

Catering Industry Guide to Complying With Food Safety Legislation

Industry Guide to Good Hygiene Practice: Catering Guide
Chadwick House Group Ltd. - 0207 827 9929

ISBN 0 900 103 00 0

Regulations

The Food Hygiene (England) Regulations 2006
The General Food Regulations 2004
Regulation (EC) No. 852/2004
Regulation (EC) No. 853/2004
Regulation (EC) No. 854/2004

Full copies of the above regulations can be obtained from any HMSO bookshop.
Advisory booklets are available by contacting the Environmental Health Department detailed above.

EXAMPLE

Step number 6 – Cooling of Food Cooked on the Premises

HAZARD What could go wrong ?	CONTROL What are your precautions ?	IS IT A CRITICAL CONTROL ? Yes or No	MONITORING What do you do to check your controls ?	ACTION ON DEVIATION What to do if something goes wrong.
Growth of bacteria during cooling	Cool all foods quickly and put into fridge within 90 minutes.	Yes	Routine checks by senior staff and training of all staff.	Do not use any food that has been cooling for more than 4 hours maximum.
Bacterial Contamination from raw food, poor staff hygiene or dirty equipment.	All cooked food to be kept separate from raw food. Staff to follow strict personal hygiene rules. Designated Equipment for separate uses Disinfection of equipment between uses.	Yes	Routine checks by senior staff and training of all staff.	Do not use any food without further cooking if it has been contaminated during cooling. All food to be reheated once only to a minimum internal temperature of at least 75°C.
Foreign Body Contamination	Food to be kept covered as much as possible during cooling.	Yes	Visual checks by all staff and monitoring checks by senior staff	Food found to be contaminated not to be used if there is any risk to food safety.