

# Food Safety Risk Analysis

**Date: April 20??**

**Onecall Hospitality Limited**

YOUR ESTABLISHMENT CONTACT DETAILS

[www.onecallhospitality.com](http://www.onecallhospitality.com)



This document forms part of an

ASSURED FOOD SAFETY  
MANAGEMENT SYSTEM

Designed especially for <hotel name>

Policies, routines and disciplines have been agreed following consultative discussion with the management and staff.

Also included in the management system are:

1. A 'stepped hazard analysis'
2. All necessary signs and notices as referred to in the hazard analysis
3. A 'General Statement of Food Hygiene Policy'
4. A food hygiene training policy

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## **CONTENTS**

- 2. Statement of Food Hygiene Policy
- 3. Assured Food Safety - Risk Analysis
- 4. Food Safety Logs
  - 4 (a) Combined Food, Refrigerator and Food Receipt Log
  - 4 (b) Monthly Premises Safety Audit
  - 4 (c) Staff Return from Absence
  - 4 (d) Health Declaration Form for Food Handlers
  - 4 (e) Pest Report
  - 4 (f) Resident Complaint Record
- 5. Training Logs
  - 5 (a) Food Hygiene Training Policy
  - 5 (b) First Day Induction
  - 5 (c) Staff and Resident Training Log
- 6. User Documents and Supplementary Information
  - 6 (a) Temperature Control of High Risk Foods
  - 6 (b) Supplier Questionnaire

<Hotel name>

### **General Statement of Food Hygiene Policy**

<Hotel name> aims to ensure that any of the following operations namely, the preparation, storage, transportation, handling and service of food are carried out in a hygienic way.

It is our policy, at <Hotel name> to be committed to constantly raising standards and to implement routines to minimise hygiene hazards.

Furthermore, such routines and disciplines are monitored by the establishment of control procedures. The successful application of these principles ensures that we comply with current statutory requirements to demonstrate compliance and also helps to ensure that all food services are of the highest quality and meet the requirements of our consumers.

With this aim in mind it is our policy to train and motivate staff at all levels in order to achieve these standards.

General Manager Name:

Signature:

Chef Name:

Signature:

For and on behalf of <Hotel name>

Policies, routines and disciplines have been formulated in partnership with

### Assured Food Safety - Risk Analysis

STEP	HAZARD	CONTROL	FOOD HANDLERS	MANAGERS	CORRECTIVE ACTION
THE CHOICE OF SUPPLIER	The supply and delivery of food, which is unfit due to the presence of food poisoning bacteria and their toxins, spoilage bacterial moulds, or otherwise contaminated with chemicals or foreign bodies.	Arrange an agreement with suppliers, which specify the maximum temperature at which high-risk foods will be delivered. Purchase food from reputable suppliers who can guarantee their goods.		Audit suppliers and record observations.  Maintain records of returned questionnaires and policy statements.	Avoid bad suppliers
RECEIVING OF FOOD	The growth of food poisoning bacteria and production of their toxins during transportation, unloading, sorting and placing in storage.	Take temperature of chilled products.  Check vehicle air temperature.  Minimise the time period between deliver and placing in correct storage.  If possible, arrange a time for delivery that is most convenient.  Check for any special storage instructions.	Record temperature of chilled foods.  Record vehicle air temperature.	Check records of temperatures and any observations on the checklist.	Report any rejects to the Supervisor.  Reject deliveries if the chilled product is above the temperature specified in the contract agreement.

STEP	HAZARD	CONTROL	FOOD HANDLERS	MANAGERS	CORRECTIVE ACTION
RECEIVING OF FOOD	<p>Receiving and accepting food, which does not comply with food safety requirements (unfit, contaminated, and unwholesome)?</p> <p>Accepting food, which has passed its “use-by” date.</p> <p>Accepting food of low quality.</p> <p>Accepting frozen food that has previously thawed.</p>	<p>Check the vehicle for cleanliness. Check the delivery personnel for cleanliness.</p> <p>Check condition of packaging (torn, dirty, wet).</p> <p>Check for blown, dented or rusted cans.</p> <p>Check appearance of food in terms of quality (e.g. limp lettuce, ripeness of fruit etc.).</p> <p>Check the “use by/best before” date.</p> <p>Check for evidence of frozen products having thawed, e.g. peas, prawns clumped together. Check the temperature of the frozen product.</p>	Record any observation on checklist	Competency assessment on taking temperatures and checking foods.	<p>Reinforce training.</p> <p>Reject frozen foods above - 12°C.</p>
STORAGE	Contamination with packaging materials during deboxing and unwrapping	<p>Look for hazards.</p> <p>Exercise good housekeeping.</p>		<p>Visual check of storage area.</p> <p>Competency assessment foreign body hazards from deboxing.</p>	<p>Tidy the area.</p> <p>Reinforcement of training</p>

STEP	HAZARD	CONTROL	FOOD HANDLERS	MANAGERS	CORRECTIVE ACTION
STORAGE	Contamination of foods by pests, especially crawling insects.	Store food in pest proof containers (ensure stock rotation can still be practised). Practice good housekeeping.	Report any signs of a pest problem.	Assess competency of identifying a pest problem. Employ a pest control contractor and maintain a record sheet.	Carry out works suggested in report.
	Chemical contamination of foods due to poor storage of chemicals.	Ensure that chemicals are stored completely separate from foods and in a cupboard.		Visual check of chemical storage.	Separate food and chemicals.
STORAGE OF CHILLED FOODS	Growth of food poisoning bacteria and production of their toxins due to high-risk food being stored with the temperature “danger zone”.	Store high-risk foods at or below 5°C.	Record temperature of chiller three times per day.  Check date-coding daily.	Check records of chiller temperatures.	Check food temperatures if air temperature is too high. Adjust chiller temperature. Call engineer to maintain/repair chiller if necessary.
	Cross-contamination between raw meats and cooked meats.	Ideally, store raw meats in a separate chiller to cooked meats, or store cooked meats above raw meats and place on a tray and keep covered.		Visual check.  Competency assessment on storage of raw meats.	Separate raw meats safely.  Reinforce training.
	Deterioration in quality of food due to age of food.	Practise stock rotation. Check quality of present stock on a routine basis. Date of code foods, which have not been dated, such as, portioned foods. Cooked high-risk foods should have a shelf life not exceeding 5 days. This includes the day of production & consumption.		Visual check.  Competency assessment on date-coding and stock rotation.	Discard out-of-date.  Reinforce training.

STEP	HAZARD	CONTROL	FOOD HANDLERS	MANAGERS	CORRECTIVE ACTION
STORAGE OF CHILLED FOODS	Metallic contamination of food due to their storage in open tins.	Transfer goods into food grade containers, cover and date.		Visual check       Competency assessment on storing left overs from canned foods.	Discard open canned food which has been stored for more than 2 days; otherwise transfer food to grade containers.       Reinforce training.
STORAGE OF DRY FOODS, FRUIT AND VEG	<p>Introduction/growth of moulds in dry goods due to or storage conditions</p> <p>Introduction/growth of moulds and spoilage bacteria to fruit and veg due to poor storage conditions</p> <p>Greening/sprouting of potatoes thus producing glycoalkaloids (poisons) in the food.</p> <p>Cross-contamination between “dirty foods” such as root veg and cooked/ready to eat foods.</p> <p>Deterioration in quality of food due to age.</p>	<p>Store dry foods in dry cool and ventilated areas.</p> <p>Store fruit and veg in dry, cool and ventilated areas.</p> <p>Store potatoes in a dark area.</p> <p>Store veg separately from other dry goods.</p> <p>Practice stock rotation. Check quality of present stock on a routine basis.</p>		<p>Visual check</p> <p>Visual check</p> <p>Competency assessment on storage of dry foods.</p> <p>Visual Check</p>	<p>Provide adequate ventilation.</p> <p>Transfer potatoes to dark area or room.</p> <p>Separate “dirty” foods.</p> <p>Discard old stock</p>



STEP	HAZARD	CONTROL	FOOD HANDLERS	MANAGERS	CORRECTIVE ACTION
STORAGE OF FROZEN FOODS	Deterioration in quality of food due to frozen food thawing and refreezing.	Ensure frozen foods are maintained at -18°C	Check and record temperature of freezers daily.	Check of records and temperatures.	If food temperature exceeds -12°C, defrost and cook/serve. Contact engineer to repair freezer.
	Deterioration in quality of food due to freezer burn (dehydration of foods at their surface).	Wrap frozen foods. Do not allow food to touch the frozen elements.		Competency assessment on storing frozen foods.	Discard or rewrap depending on degree of dehydration  Reinforce training.
PREPARATION (CONTAMINATION HAZARDS)	Cross-contamination between raw and cooked/ready-to-eat foods	Provide adequate working space to minimise cross-contamination	Follow cleaning schedule and sign when task is completed (where appropriate)	Visual check	Buy in pre-diced meats / minced meats to minimise the space needed for preparing raw meats.
		Provide separate areas for preparing food types.  Provide equipment colour coded knives and chopping boards to minimise cross-contamination <u>or</u> disinfect all knives and chopping boards after use and keep separate. Use clean equipment (meat slicers, knives, chopping boards and cloths).		Visual check  Visual check  Competency assessment on cross-contamination.  Check compliance with the cleaning schedule and sign. Check if “clean as you go” is practised.	Clean and disinfect then relocate tasks to appropriate areas.  Move food handler to low risk handling until satisfied of competence.  Reinforce training  Clean before work can continue.

STEP	HAZARD	CONTROL	FOOD HANDLERS	MANAGERS	CORRECTIVE ACTION
PREPARA- TION (CONTAMIN- ATION HAZARDS)	Contamination from flying insects	Pest control of flying insects	Report problems of pests.	Employ a pest contractor to include maintenance of electric UV insect killer. Maintain in report sheets.	Carry out works suggested in report. Call out contractor if need be.
	Contamination of foods due to placing on disinfected surfaces that have not been rinsed.	Rinse and wait for surface to dry.		Visual checks.	Discard contaminated foods. Change to alcohol based disinfected that evaporates dry quickly.
	Growth of food poisoning bacteria and production of toxins due to a prolonged time spent at ambient temperature during preparation.	Only prepare as much as needed. Minimise time that high-risk foods are kept and ambient temperatures.		Competency assessment on time/temperature controls.	Move food to chillers.  Reinforce training. Transfer food handlers to low risk work until satisfied of competence.
	Cross-contamination due to inappropriate use of tea towels.	Separate cloths for separate tasks, i.e. hand drying, oven gloves, covering food and drying crockery.		Visual checks.	Provide hand drying facilities/oven gloves as appropriate.
	Cross-contamination due to use of soiled cleaning equipment, particularly cloths.	Colour-code cloths for use in association with cooked products, raw products and toilet area. Use disposable cloths.		Competency assessment on contamination.	Provide correct cloths for each task  Reinforce training.

STEP	HAZARD	CONTROL	FOOD HANDLERS	MANAGERS	CORRECTIVE ACTION
PREPARA-TION (DEFROSTING OF FOODS)	Inadequate defrosting of joints of meat.	Defrost joints in a sink of cool water (10-15°C), or defrost in a cold area of kitchen on a tray, or defrost in chiller/fridge on a tray, Check if meat is defrosted by testing the pliability of the meat (and legs/wings in the case of poultry).	Temperature probe the centre of the food and record.	Visual check  Competency assessment on correct way to defrost food types and judgement on whether foods have defrosted fully. Check records of temperatures.	Continue defrosting until it is complete.  Reinforce training.
PREPARA-TION (PERSONAL HYGIENE HAZARDS)	Contamination of foods by touching food, and food contact surfaces with dirty hands.	Personnel who work in food rooms are responsible for ensuring that their hands are clean.	Follow cleaning schedule and sign when task is completed.	Visual check  Competency assessment on the need for hand washing.	Wash hands  Reinforce training. Carry out bacteriological swabbing as an educational tool.
		Food contact surfaces must be cleaned and disinfected daily.		Check compliance with the cleaning schedule and sign.	Clean before work can continue.
	Contamination of foods by a food handler who is suffering from food poisoning symptoms.	Ensure that all personnel are kept off work until clearance is given.		Competency assessment on exclusion procedures.	Exclude suffers from work until 48 hrs symptoms free. Reinforce training.
	Contamination of foods by fibres and hairs from outdoor clothing.	All personnel working in rooms where open food is handled must wear protective over clothing that covers all their outdoor clothing.		Visual check.  Competency assessment on requirements for adequate and clean over clothing.	Change into proper clean over clothing.  Reinforce training.

STEP	HAZARD	CONTROL	FOOD HANDLERS	MANAGERS	CORRECTIVE ACTION
PREPARATION (PERSONAL HYGIENE HAZARDS)	Contamination of foods from dirty over clothing.	All personnel in rooms where open food is handled must wear clean over clothing.			
	Contamination of foods by hair.	All personnel who work in rooms where open food is handled should wear hair covering.		Visual check  Competency assessment on the need for hair covering and its removal (after over clothing.	Wear hair covering.  Reinforce training.
	Contamination of foods with jewellery.	Ensure that food handlers do not wear jewellery, particularly on their hands (except a wedding ring).		Visual check  Competency assessment on the reasons for not wearing jewellery.	Remove jewellery.  Reinforce training.
COOKING	Introduction of bacteria by tasting foods and by stirrers.	Use a clean spoon each time the sauce is tasted. Use a clean stirrer (otherwise food left on the spoon is left at room temperature between stirs, thus allowing the build up of bacteria).		Visual check.  Competency assessment on risk associated with this practice.	Clean the spoon/stirrer.  Reinforce training.

<i>STEP</i>	<i>HAZARD</i>	<i>CONTROL</i>	<i>FOOD HANDLERS</i>	<i>MANAGERS</i>	<i>CORRECTIVE ACTION</i>
COOKING	Chemical contamination of foods (acidic foods in metal saucepans).	Avoid using metal saucepans when cooking acidic foods such as pickles and stewed fruit, which will be in contact with the metal for a long period.	Take the core temperature of the cooked foods and record.	Visual observations	Discard or transfer foods to non-metallic pan depending on length of time the food has been in contact.
	Survival of food poisoning bacteria due to inadequate cooking.	<p>Cook high-risk foods to 75°C. Calculate the correct cooking time for the size and number of joints.</p> <p>Sear the outside of beef joints and steaks if they are to be roasted medium rare.</p> <p>In the case of poultry, cook stuffing separately.</p>		<p>Competency assessment on such a practice.</p> <p>Check the temperature records.</p> <p>Visual observations</p> <p>Competency assessment on the correct cooking procedure and core temperatures.</p>	<p>Reinforce training.</p> <p>Return food to heat until correct core temperature is reached. Carry out cooking trails to (1) assess temperature gradient within the oven and (2) assess time/ temperature necessary to cook joints (if uniform in weight and shape).</p> <p>Reinforce training.</p>

STEP	HAZARD	CONTROL	FOOD HANDLERS	MANAGERS	CORRECTIVE ACTION
COOKING	Survival of food poisoning bacteria in stews / gravies due to inadequate cooking.	Use a saucepan with a base which should not be larger than the heat source. Stir sauces etc. to ensure a uniform heat throughout and keep the lid on.	Take the core temperature of the cooked food (unless it is visually boiling) and record.	Visual check.  Competency assessment on cooking liquids to at least 75°C	Stir the food and return to the heat until the liquid is boiling (or has reached 75°C).  Reinforce training.
	Survival of food poisoning bacteria due to inadequate heating in microwave.	Take the core temperature and record.	Check temperature records.	Check temperature records.  Competency assessment on correct use of microwave oven.	Microwave food until the desired core temperature is reached. Provide commercial microwave oven.  Reinforce training.
COOLING	Joints of meat: growth of surviving food poisoning bacteria and production of their toxins and germination of spores due to a prolonged cooling time.	Cool food as quickly as possible: - * by using small joints of meat * portion/slice joints * place sauce into shallow containers * use a blast chiller * spray with cold water (bagged joints) * place in the coldest part of kitchen	Check and record core temperatures as suggested by cooling trials	Check the temperature records.  Competency assessment on how to cool foods efficiently and safely.	Continue cooling until the core temperature is less than 5°C. Carry out cooling trials and change method of cooling if need be. Buy in pre-cooked cold meats to eliminate this step. Serve freshly cooked foods to eliminate this step.  Reinforce training.

STEP	HAZARD	CONTROL	FOOD HANDLERS	MANAGERS	CORRECTIVE ACTION
COOLING	<p>Rice: Germination of spores due to a prolonged cooling time.</p> <p>Contamination from foreign bodies and flying insects</p>	<p>Wash the rice in cold water to accelerate the cooling.</p> <p>Keep food covered or place in an environment, which is free of foreign body risks.</p>			
SERVING	Growth of food poisoning bacteria and production of toxins due to food being stored in the “danger zone”.	<p>Ensure food is maintained below 5°C.</p> <p>Main food at 63°C and above</p> <p>Buffets, which are not temperature controlled, should be displayed for the minimum time possible. Ensure leftovers are discarded.</p>	<p>Check and record the temperature of hot cabinets.</p> <p>Check and record the core temperature of food.</p>	<p>Check records of hot cabinet temperatures.</p> <p>Check temperature records.</p> <p>Visual checks.</p> <p>Competency assessment on time / temperature controls.</p>	<p>If air temperature is too high, check food temperature. Adjust air temperature. Call engineer to maintain / repair chiller if necessary.</p> <p>Increase the temperature of the food. Maintain / repair hot cabinet. Eliminate step by serving food immediately it is cooked</p> <p>Move food to chillers. Eat as soon as possible.</p> <p>Reinforce Training.</p>

**FOOD  
SAFETY  
LOGS**



Freezers	-20°C
Refrigerators	+1°C to 5°C
Hot Food	+75°C

Combined Food, Refrigerator Temperature and Food Receipt Log

Week Commencing .....	Monday		Tuesday		Wednesday		Thursday		Friday		Saturday		Sunday	
Refrigeration	Open	Final	Open	Final	Open	Final	Open	Final	Open	Final	Open	Final	Open	Final
Walk In														
Freezer 1														
Freezer 2														
Freezer 3														
Fridge 1														
Fridge 2														

Food Temperature							
Item							
Temperature							
Item							
Temperature							

Food Temperature on Receipt							
Date & Time	Supplier	Product	Date / Code	Temperature	Initials	Use By	Comments

## Completion of Form:

### Combined Refrigerator, Food Temperature and Food Receipt Log

This log is split into three sections. It is designed to enable the majority of necessary temperature records to be held on one sheet.

### Refrigeration

Temperature should be taken each morning before the refrigerators are opened and as the kitchen is closed down for the evening.

It should be noted from the previous entry that the refrigerator has held or come down to the required temperature (see figures in box at the top left hand of the form)

### Food Temperature

Any food held for more than 30 minutes should be probed to verify its temperature.

### Food Temperature on Receipt

A reasonable number of goods should be checked for acceptable temperature from a cross section of suppliers on a regular basis.

**(Staff must be trained and instructed that in the case of either refrigeration, hot food or receipt temperatures being out of the acceptable range report immediately to the manager).**

## Monthly Premises Safety Audit

Audited by:

Date:

(Tick as appropriate)

	YES	NO	ACTION	DONE
Records Completed				
Com. Temp/Food Sample/Receipt				
Pest Report				
Induction				
Training Records				
Illness Self Certification				
<b>Kitchen and Service Area</b>				
Cleaning Routines Completed				
Stock Rotation Undertaken				
<b>Dining Rooms</b>				
Cleaning Routines Completed				
<b>Notices in Place</b>				
Now wash your hands				
Salad and Veg. Prep only				
Refrigerators				
Sinks				
Cooking Temperatures				
Others				

### General Repair Comments

Area

Report

Action

Completion of Form:

### **Monthly Premises Safety Audit**

This form must be completed by the person in charge every month.

The relevant columns should be ticked when satisfied that the routines and checks listed are being carried out.

Any action necessary should be noted and signed off when completed.

Any general repair comments should be reported to the persons responsible e.g. owners or landlords.

The previous Audit should be consulted each month and work not carried out noted.

### Staff Return From Absence or Holiday Self Declaration

This form is to be completed (if necessary with assistance) by all staff involved in work in the kitchen or dining room, after absence due to illness, injury or holiday abroad.

It should be completed under the supervision of a senior or duly appointed person.

Name of employee:

Address:

.....

.....

.....

Holidays only: Countries visited:

1. Since you have been away, have you suffered from sickness, diarrhoea or any stomach disorder?  
YES/NO
2. Have you had any flu like symptoms in the last 48 hours?  
YES/NO
3. Have you knowingly been in contact with anyone with typhoid, Cholera, Dysentery, Salmonella infection, Gastro-enteritis, Swine Flu? or any of 1 or 2 above?  
YES/NO
4. Are you suffering from any skin, nose, throat or eye problems?  
YES/NO
5. Is anyone in your immediate family suffering from any of the above?  
YES/NO

Signature of employee or resident .....

Signature of duly authorised person .....

Date:

## Health Declaration Form for Food Handlers

Surname:	Forename(s):
Address:	
Date of Birth:	
Telephone:	
Name and Address of your own General Practitioner:	

HAVE YOU EVER HAD ANY OF THE FOLLOWING		IF YES	
		HOW LONG OFF WORK	NAME OF DOCTOR AND HOSPITAL
Typhoid, Paratyphoid or Enteric fevers?	YES/NO		
Food Poisoning?	YES/NO		
Dysentery?	YES/NO		
Persistent diarrhoea or infection of the bowels?	YES/NO		
Swine Flu?	YES/NO		
Tuberculosis?	YES/NO		
Tropical Disease, e.g. Hookworm, Bilharzias etc.?	YES/NO		

### Have you suffered from any of the following within the past two years:

Chronic bronchitis with spit?	YES/NO		
Diarrhoea and/or vomiting for more than two days?	YES/NO		
Skin rash or any skin disease?	YES/NO		
Recurrent boils/septic fingers?	YES/NO		
Discharge from ear?	YES/NO		
Eye?	YES/NO		
Nose?	YES/NO		

### Have you lived or been abroad in the last 10 years? YES/NO

If YES: where and when?

I declare that all of the above statements are true and complete to the best of my knowledge and belief.

Signed: ..... Date: .....

## Pest Report

Pest report date:

Time:

Particulars of pest problem:

Location:

Name of person reporting problem:

### Action detail

Investigation date:

Investigation time:

Investigation by who:

Comments:

Pests identified: YES/NO (if YES please give details)

### Action Taken

### Guest Complaint Record

Date:

Time:

Name of staff member who received the complaint:

Name of staff member dealing with complaint:

Name of guest / staff making complaint:

On behalf of:

Verbal statement taken YES/NO (if taken then attach to this form)

Product or dish subject to complaint:

Nature of complaint:

Product brought in

YES/NO

Made on site

YES/NO

Supplier and manufacturer:

Action taken (all records e.g. delivery temperature / sample log to be attached)

Signed:

Date:



## **TRAINING LOGS**

## Food Hygiene Training Policy

The Food Safety (General Food Hygiene) Regulation 1995 requires that food handlers should be “supervised and instructed and / or trained in food hygiene matters commensurate with their work activity”.

It is the policy of this company to comply with this law in categorising training needs as follows: -

CATEGORY OF STAFF	DAY ONE INDUCTION	FOOD HYGIENE AWARENESS	FORMAL TRAINING
A	Yes before starting work	Yes within three months	Yes within three months
B	Yes before starting work	Yes within four weeks	Yes within three months

### CATEGORY GUIDE

<b>Category A</b>	Support staff, persons helping to serve food
<b>Category B</b>	Those involved in food preparation

## **First Day Induction**

These instructions should be shown and if necessary explained to all new staff who are involved in handling food before they start work.

Notation should then be made in their personal training log.

### **The Essentials of Food Hygiene**

1. Keep yourself clean and wear clean clothing.
2. Always wash your hands thoroughly before handling food and after using the toilet or handling raw foods or waste.
3. Minimise the wearing of jewellery - wedding band only.
4. Tell the person in charge before commencing work, of any skin, nose, throat or bowel trouble that you may have.
5. Ensure cuts and sores are covered with a waterproof, high visibility dressing.
6. Avoid unnecessary handling of food and never cough or sneeze over food.
7. Do not smoke or eat in a food room.
8. Keep food covered.
9. Keep food either refrigerated or piping hot.
10. Keep the preparation of raw and cooked food strictly separate.
11. Clean as you go.
12. Keep all equipment and surfaces clean.
13. Follow all food safety instructions either on food packaging or from your supervisor.
14. If you **think** you see something wrong – Inform the person in charge.

## Training Log

[illegible]

**USER DOCUMENTS**  
**AND**  
**SUPPLEMENTARY INFORMATION**

### For Reference Only

Regulations governing the temperature control of 'high risk' foods.

#### **Refrigerated Storage**

The following foods are classed as high risk and should be stored below 8°C but ideally at the temperatures shown.

-1°C to +2°C	Fresh meat, poultry, offal's, fish, shellfish, smoked fish and meat products
0°C to +5°C	Cooked meats, meat products, cooked/part cooked pastry/dough products with meat, fish or vegetable fillings, soft and cream cheese, milk, cream and milk products, cream filled products, low fat spreads, prepared salads, sandwiches, mayonnaise, raw pastry

#### **Cooking**

Meat	Limit size of joints to 3kg probe centre to 75°C
Poultry	Defrost correctly, probe cavity to 75°C, insert skewer into thick part of thigh to see juices running clear.
Red Kidney Beans	Raw beans should be boiled for at least 15 minutes before use.

Shepherds Pie, Pastry Meat Pies (two stage cooking)

Cook the filling from fresh raw ingredients  
If possible cook on the day required. Otherwise ensure rapid cooling  
Minimise the thickness to no more than 10cm  
Probe to 75°C

Eggs	Always ensure centre cooked to 75°C
------	-------------------------------------

**Hot Holding** Cooked food or reheated food to be held at above 65°C

**Cooling** Cool as quickly as possible. At very least to 10°C within 4 hours

## New Supplier Questionnaire

Suppliers wishing to supply (name of establishment) are requested to complete the form below:

**Name of Supplier:**

Address:

Post Code:

Telephone Number:

Contact/Representative name:

Telephone Number:

Products supplied:

How long has the company been trading?

How many staff does the company employ?

Have the company got a written training policy?

What other organisations do you supply?

How does the company vet their suppliers?

Please list any quality standards, copies of certificates or any other relevant information

## Assured Food Safety - Risk Analysis

[illegible]



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