



Food Safety Policy

**(only applies to sites that have been registered by the
Trust, as food business establishments)**

INDEX

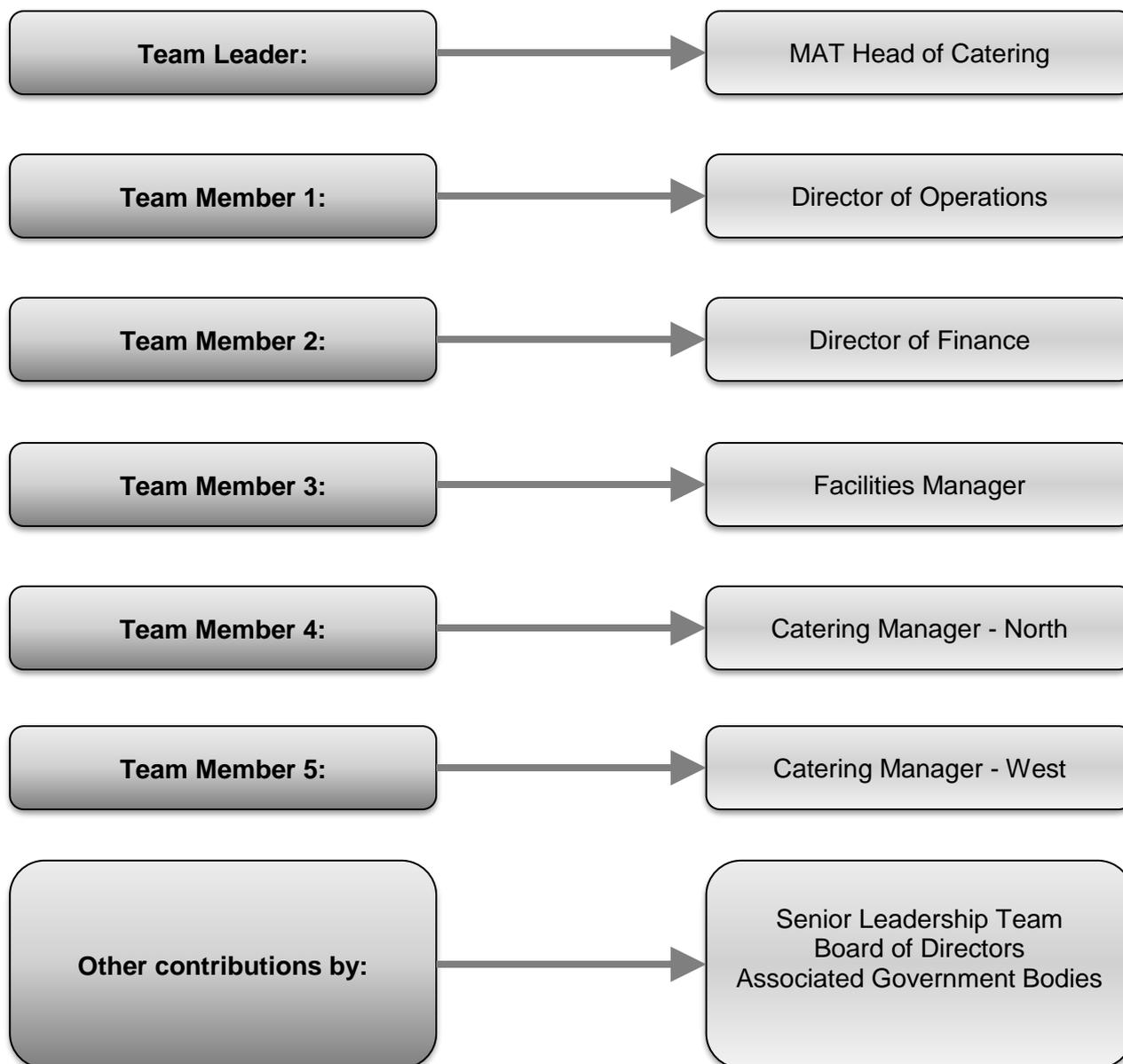
1.	HACCP Review and Validation Record	3
2.	HACCP TEAM.....	4
3.	FOOD SAFETY POLICY STATEMENT.....	5
4.	SECTION A - Organisation and Responsibilities	5
5.	SECTION B - Food Safety - Prerequisites Programmes (PRP's).....	6
5.1	Food Premises, Equipment & Services – PRP's.....	10
5.2	HACCP - PRP's.....	13
6.	SECTION C - The Food Safety Management System (FSM)	13
7.	HACCP Decision Tree.....	16
8.	Process Flow Chart	18
9.	CP1 – RECEIPT OF GOODS/SUPPLIER ASSURANCE	19
10.	CP2 – DRIED GOODS STORAGE.....	20
11.	CP3 – FROZEN STORAGE	21
12.	CP3a – FREEZING	22
13.	CP4 – THAWING	23
14.	CP5 – PREPARATION/ASSEMBLY	24
15.	CP6 – CHILLING DOWN.....	25
16.	CP7 – CHILLED FOOD SERVICE.....	26
17.	CCP1 – COOKING	28
18.	CCP2 – TRANSPORT & DISTRIBUTION.....	29
19.	CCP3a – HOT - HOLDING & DISPLAY.....	30
20.	CCP3b – COLD - HOLDING & DISPLAY	31
	APPENDIX 1	32
	SUMMARY OF PROCESS CONTROLS (GENERIC)	32
	APPENDIX 2	36
	DAILY QUALITY ASSURANCE RECORD.....	36
	APPENDIX 3	41
	EXTERNAL BUFFET DISCLAIMER	41
	APPENDIX 4	42
	Bi-Annual Checklist.....	42
	APPENDIX 5	43
	Catering Structure.....	44
	FOOD SAFETY POLICY DECLARATION	45

1. HACCP Review and Validation Record

	YES	NO
Does the scope accurately describe the process? <i>If No – amend the plan</i>	yes	
Does the process stage correspond to the flow diagram? <i>If No – amend the plan</i>	yes	
Are controls valid for each hazard – Microbiological, chemical, allergens and physical? <i>If No – amend the plan</i>	yes	
Do the Critical Control Points remain the same? <i>If No – amend the plan</i>	yes	
Are critical limits adequate? <i>If No – amend the plan</i>	yes	
Are monitoring procedures still effective for each Critical Control Point? <i>If No – amend the plan</i>	yes	
Are appropriate corrective actions identified? <i>If No – amend the plan</i>		no

Review Record – Alleged Food Poisoning. The Constellation Trust		
Review carried out by: James Pickering		
Position: MAT Head of Catering		
Signed: <i>James Pickering</i>		Date of review: 19.10.17
Details of amendments required:	Validation Completed?	Date of next review:
Change description of 'meal' to food consumed	yes	3 months (HACCP TM)
SAMAT - The Constellation Trust	N/A	3 months (HACCP TM)
The use of nuts as an ingredient for student catering is forbidden, unless authorised by the MAT Head of Catering.	yes	December 2017
All staff should be made aware of the CONSTELLATION TRUST Allergen controls and that nuts should not be served to *students. This includes nuts as an ingredient. I.e. Bakewell Tart, Peanut Butter etc. *Staff and 6 th form students are exempt from this policy, but should be made aware that nuts may be included in external and internal hospitality requests	yes	December 2017

2. HACCP TEAM



3. FOOD SAFETY POLICY STATEMENT

“It is the objective of the Constellation Trust to ensure that the food and drink provided across all catering controlled establishments is both safe and wholesome.”

The Constellation Trust seeks to pursue 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 and appraising performance
- Ensuring that responsibilities and accountabilities are clearly defined and effectively communicated to relevant staff
- Taking effective action when there is non-compliance

The Constellation Trust shall take all reasonable precautions and exercise all due diligence to ensure that all catering and retail activities comply with all relevant Food Safety legislation and in particular the provisions of The Food Safety and Hygiene (England) Regulations 2013 and Article 1 of Regulation (EC) No 853/2004.

4. SECTION A - Organisation and Responsibilities

To ensure that legal compliance is achieved at all premises, responsibilities must be outlined and documented.

The general responsibilities for food safety and hygiene are identified below. The following sections detail the specific duties for line management and the relevant support staff.

General Responsibilities

All levels of management within the organisation must ensure that, within any limits imposed by their position, due regard is given to the Policy in order to achieve the stated objectives. Each level of management must also have due regard to the standards.

Specific Responsibilities and Duties

Executive Principal

- To ensure that sufficient resources are allocated to allow the achievement of the policy objectives.
- To ensure that all staff have the necessary training to comply with food and health and safety legislation.
- To monitor the effectiveness of management with reference to the duties and responsibilities detailed in this policy.
- To ensure that management and staff are released for all necessary training.
- To respond immediately to serious accidents and incidents.

Head of Catering

- To monitor the performance of the catering staff with reference to their responsibilities and duties, and to take the necessary action to secure compliance with their objectives.
- To monitor standards within The Constellation Trust 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 catering staff and management.

- To provide guidance, professional knowledge and assistance in food safety and hygiene to line management.
- To review the contents of the HACCP plan and Standard Operating Procedures and assist the directors with the periodic review of catering policies.
- To ensure that each site is complying with the measures detailed in the HACCP plan.
- To assist kitchen staff in the identification of food safety hazards and hygiene defects as well as the identification of general health and safety hazards.
- To take appropriate action to remedy any faults which have been identified and to check that the work has been carried out.

Catering Staff

- To ensure compliance with the arrangements detailed in the HACCP
- To report any structural or equipment defects to the relevant person.
- To ensure that high standards of personal hygiene and safety are maintained.
- To ensure food is protected from contamination, report any signs of pests report any food poisoning occurrences and cover any cuts or wounds with blue plasters.

The Constellation Trust Facilities Manager/Head Teachers/Governing Body

- To ensure that the structure of premises is in a good state of repair to achieve full compliance with relevant legislation. The Executive Principal is the Food Business Operator and is responsible for funding the majority of kitchen constructional disrepair.

HACCP Team

The HACCP team is multi-disciplinary. Representatives from all areas of the business should be included on the HACCP team. The purpose of assembling a HACCP team:

- To ensure the Food Safety Policy/HACCP Plan reflects best practice and takes into account all those risks that are critical to safety.
- To be responsible for keeping the up to date with new legislation and for carrying out reviews where there are changes to the operation.
- To provide advice and guidance to managers and staff on the health and safety/food safety hazards and risks associated with catering operations.

5. SECTION B - Food Safety - Prerequisites Programmes (PRP's)

Supplier Assurance

Approved and Accredited Suppliers should only be used.

An Accredited Supplier means one that has been approved by the Head of Catering and been awarded the contract for the provision of goods and/or services.

If this is not the case then an audit of the supplier should be initiated prior to their acceptance and their systems of control verified and validated.

In the rare case where a product is out of stock and it is necessary to purchase the product locally from alternative suppliers approved by the Head of Catering.

All suppliers must be able to demonstrate that they:

- 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 as supplied by the Constellation Trust Full traceability is required for all products from source to delivery.

- Comply with all the terms and conditions of the contract.
- Receipts must be provided and retained for 1 month.

Key Points

- a) Foods must only be purchased from accredited suppliers.
- b) Suppliers of high risk foods must provide a vehicle temperature record at the point of delivery. These should be kept on site attached/form part of the food delivery record sheet for a period of 2 months.
- c) Suppliers chosen in the following way:

All procurement will be carried out in compliance with the Constellation Trust Contract Regulations. Procurement/Finance Department and Head of Catering will carry out both food safety and health and safety checks into both the production and delivery of the goods

Food Hygiene Training

- All personnel trained to Level 1 (Food Hygiene Awareness Training) as part of their induction training within the first 6 weeks of taking up employment.
- On completion of their probation period, will be trained to Level 2. During the interim period they will be kept up to date with any changes in policy/procedures and regular meetings with their Manager.
- All Catering Supervisors/Managers will be trained to Level 3.
- The Head of Catering will be trained to level 4.
- Refresher training for Levels 1, 2 & 3 will take place every 3 years or where new legislation and change of circumstances dictate.
- Training records will be stored on SharePoint. These will be monitored in accordance with the training plan.
- The Head of Catering will assess the competence of staff in accordance with the training plan and as part of the appraisal process.

Food Complaints & Food Poisoning

This guidance gives important information on the procedure for dealing with food complaints and allegations of food poisoning.

Important:

- No liability should be procured until the complaint has been fully investigated
- Record complaint information in as much detail as possible on the appropriate form.
- Inform the Head of Catering and the Director of Operations.
- Contact EHO for advice

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 as much detail as possible on the Food Complaint Report.
- Inform the Head of Catering/Director of Operations 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, the following information should be obtained and recorded:

- Obtain a description of the food consumed.
- Obtain time and date consumed.
- Obtain interval of time between the food 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.
- Details of the illness, patient are previous state of health and present condition.
- Why it is believed the food caused the illness.

The following action must then be taken:

- Report the matter without delay, directly to the Head of Catering and Director of Operations.
- Send written confirmation as soon as possible to the Head of Catering and Director of Operations.
- Endeavour to identify and isolate from use, the batch of ingredients from which the offending meal/food was prepared. Retain any pre-prepared meals/food associated with the suspect food.

On receipt of the above details, the Head of Catering/Director of Operations will write to the complainant acknowledging that the matter is under investigation.

The investigation of the complaint will be undertaken by the Head of Catering who may be assisted by an EHO. Any outbreak of food poisoning must be reported to the local Environmental Health Department.

Product Recall

If for any reason a product in use is considered unsafe it should be taken out of circulation immediately and in all instances contact the Head of Catering who will advise of what appropriate action is required. The problem may be an isolated local incident or in response to a Food Standards Agency 'Food Alert'.

Personal Hygiene and Safety

- 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 or blowing your nose. Bacteria from hands when transferred to food can cause illness. Remember to dry your hands thoroughly afterwards.

NB: The Constellation Trust has a 'no smoking' policy. This includes electronic cigarettes. Staff must follow this policy.

- 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.
- Your manager will advise you about when you can return to work (usually 48 hours after symptoms cease). There may be a requirement in some cases for a doctor's certificate to return to work following 2 clear stool samples in cases of suspected food poisoning or 48 hour rule with interview/questionnaire. All staff are required to complete with their line manager a 'self-certification, sickness absence and undertake a return to work interview.
- Avoid coughing or sneezing over food. Bacteria will be transmitted to food.
- Food handlers must wear a hat; 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. A single pair of stud or small sleeper earring (no stones) is allowed to be worn. No facial piercing are 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. Food, including sweets and chewing gum, must not be consumed while preparing food. Make sure that you wash your hands before returning to work after any break.
- 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.
- It is important to remember before starting work, to wash your hands. Wet hands using hot running water, apply liquid soap and wash thoroughly, rinse and dry your hands using disposable paper towels.
- Remember to bath or shower daily to keep yourself clean and fresh.
- Remember to wash your hands after handling raw food products, after emptying refuse and any time when your hands may have become contaminated.
- It is important that all staff complete a medical form before they commence employment and immediately after returning from holidays abroad.
- 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.
- No tights should be worn, short socks are permissible.

Probe Thermometers

- Probes and sanitising wipes are 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.
- Probe calibration checks carried weekly by the Catering Manager/Supervisor as follows and recorded in the 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°C and +1°C.

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

- If it is outside the range, check the probe using another probe if you have one.
- Arrange for replacement or repair or re-calibration as necessary with your Head of Catering.
- Follow the probing procedures.

5.1 Food Premises, Equipment & Services – PRP's

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

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.

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.

Ceilings

Ceilings should be smooth, fire resistant, light-coloured and easy to clean. If suspended ceilings are in place with a framework and removable panels. Panels should be tight fitting and capable of being effectively cleaned.

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.

Operators 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. The concentration of biocide/sanitiser is standardised according to the products approved by the Constellation Trust, but if not, advice should be obtained from the Head of Catering. 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.

Water Supplies

Signage should be provided identifying the mains fed/drinking water outlets in the kitchen. Water for cleaning equipment or surfaces in contact with food should be clean and wholesome.

Appropriate signage will determine if water is for drinking use. When there is signage for Sentinel taps these are defined as the first and last taps on a water distribution system. For hot systems the nearest and further from the water heater or calorifier. For cold water systems the sentinel will be the nearest and furthest taps from the cold water storage tanks.

Doors/Windows

Where windows are able to be opened and in constant use a risk assessment should be undertaken and if necessary, cleansable, well-fitting fly screens should be fitted. 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. Avoid having doors open for long periods of time. I.e. when taking receipt of deliveries.

Drainage

Drains, sewers and grease traps must be kept clean and in good order and repair. They should be designed with an efficient self-cleaning velocity adequate to remove peak loads.

Covers need to be provided to floor channels/grates where they present a safety hazard; otherwise they should remain uncovered to facilitate effective cleaning. Kitchen gulley's/drains are require to be cleaned every day, deep cleaned weekly.

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°C). 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. Filters and drainage channels should be cleaned on a regular basis. The **Management of Health and Safety at Work Regulations** and **Fire Regulations** place a very strict 'duty of care' on the manager of the premises. Part of the regulations stipulates that grease extract systems must be assessed for fire hazards and action **MUST** be taken to eliminate or minimise potential risks. Therefore pre-planned scheduled cleaning and maintenance of extraction systems is required to be undertaken.

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

Lighting

Lighting should be sufficient to enable food handling/preparation activities to be carried out effectively and safely. Fluorescent tubes should be fitted with diffusers to allow effective cleaning and prevent contamination from a breakage.

Wash Hand 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. The distribution system should be capable of providing warm water at 35°C-45°C.

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. All chopping boards/knives etc. be cleaned and disinfected through the dishwasher. At rinse temperature of a minimum of 80c for 15 seconds must be achieved. This must be recorded on the Daily Q.A record.

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. Other materials such as 'Formica' are commonly used in less commercial settings.

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.

Fridges

The target temperature for refrigerators is between 1- 4 °C and monitoring of temperatures should be carried out at the beginning and end of shifts in accordance with the standard operating procedures outlined in Section CP2 – CHILLED FOOD STORAGE.

Corrective action, outlined in the standard operating procedures, should be taken when fridge temperatures exceed 8 °C.

The Constellation Trust catering staff have the authority to dispose of any unauthorised food placed in fridge/freezers by other persons.

Sanitary Conveniences

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.

Staff Facilities

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

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. The pest control contractor should possess the Royal Society of Health (RSH) certificate in pest control or British Pest Control Association (BPCA) certificate or diploma. In practice schools should have a pest control contract in place unless they are newly built premises, and even then a risk assessment should be carried out to see if one is necessary. The Executive Principle (business operator) is responsible for ensuring that risk assessments are carried out and contracts are in place. A risk assessment should include a property survey to assess potential entry points and conditions in the premises which could allow harbourage and spread of pests/vermin etc.

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.

Waste Disposal

Designated external refuse areas should be provided and located away from kitchen doors and windows. Bins should be capable of being effectively cleaned and fitted with tight fitting lids to prevent insects, rodents and birds gaining access.

Food which is not intended for human consumption should be binned immediately or placed in designated receptacles labelled 'not for human consumption'.

Bins within the kitchen should be emptied on a regular basis and always at the end of the shift. If this is impracticable for any reason then these bins should be fitted with tight fitting non-hand operable lids.

All bins should be cleaned on a regular basis. Refer to General Waste Procedure.

Planned Preventive Maintenance

The Facilities Manager has responsibility for ensuring that planned preventive maintenance programmes are in place to ensure that premises meet the aforementioned standards. In addition that there are proactive systems for responding to contraventions of these standards to ensure that food safety risks are effectively controlled.

General

The Constellation Trust has a general duty of care to ensure that anyone using the kitchen facilities and providing food to pupils, staff or the public, meet current food safety and hygiene standards

5.2 HACCP - PRP's

HACCP (PRP's) are the general measures taken to ensure that the operation is being run in accordance with good hygiene/safety principles and 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.

6. SECTION C - The Food Safety Management System (FSM)

Description of Operation/Scope/Intended Use

This policy/guidance relates to 'food business' operations under the direct control of the Constellation Trust and is mainly concerned with the preparation and service of school meals during the breakfast, lunchtime period and break times (shifts generally operate between 06:30am and 5pm). There will be occasions when meals are prepared for external functions and events which are attended by members of the public.

Children are considered to be a vulnerable group in terms of their susceptibility to infection and therefore there is a higher duty of care with respect to those responsible for preparing food. (Certain children of all ages may also have chronic illness/suppressed immune systems and therefore do not have the necessary resistance to fight infection. In addition children may be vulnerable to allergic reactions, food intolerances etc.)

Legislation and HACCP

Regulation (EC) No 178/2002 covers the general principles of food law and the Constellation Trust acknowledges its responsibilities as a 'Food Business Operator'. This also includes new controls for Allergens - Regulation No. 1169/2011.

All food businesses are required to comply with The Food Safety and Hygiene (England) Regulations 2013 and Article 1 of Regulation (EC) No 852/2004 outlines the general hygiene requirements of the directive EC 852/2004 also specifies that a food safety management system should be implemented and that this must be based on HACCP (Hazard Analysis and Critical Control Point). The Constellation Trust has based its system of control on HACCP using the principles set out below:

- Identifying hazards;
- Identifying critical control points (CCPs) at steps where control is essential to prevent or eliminate a hazard or reduce it to acceptable levels;
- Establishing critical limits at CCPs which separate acceptability from unacceptability;
- Implementing effective monitoring procedures at CCPs;
- Establishing corrective actions when a CCP is out of control;
- Establishing verification procedures;
- Ensuring the system is documented and records kept up to date.

The HACCP team has identified the most important food safety hazards associated with the Constellation Trust operations. These are detailed in the SOP's along with the necessary controls to prevent the risks occurring.

Verification and validation

The HACCP plan has been validated by the HACCP team and SLT by the Constellation Trust Catering department. The validation has involved the evaluation of technical and observational information to determine whether the control measures are capable, if implemented, of controlling the hazard to the appropriate level and that this level of control can be achieved consistently. It is the responsibility the Head of Catering to ensure that any changes to the operation are relayed to this team in order that the HACCP plan can be re-evaluated. These changes could be updates from the Foods Standards Agency, changes within law or structure of the trust.

The HACCP team will meet bi-annually to review the HACCP plan and validate that the control systems outlined in the plan are still effective in controlling food safety risks.

Internal audits are carried out as part of the internal QA system performance assessment. Bi-annual QA audits will be undertaken by the Head of Catering. Following the audit an action plan will be drawn up which prioritises any remedial action that needs to be undertaken.

On a weekly basis the Head of Catering has a responsibility to make sure that QA records have been checked and signed off by the kitchen supervisors.

HACCP: The Process

HACCP is a 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.

The HACCP team has considered the hazards, risks and resulting controls - the HACCP Plan outlines the controls and monitoring procedures.

The 'process flow chart' outlines the main process steps and this should be cross-referenced with the 'summary of process controls'. The details of the hazards and controls are given in the main body of the HACCP Plan.

The HACCP process involves looking at the hazards at each stage and using the process flow diagram. The critical control points (CCPs) are shown on the 'process flow chart' and those relevant to an establishment are highlighted on the corresponding process control chart. Not all steps are critical and in the case of foods cooked on site the steps prior to cooking are control points (CPs). Control measures need to be applied here but they are not critical to safety, whilst the steps from the cooking process onwards are critical as there are no further processing controls which will assure control of the hazard. A CP will limit a hazard but cannot assure control of it or be relied on to bring the hazard down to an acceptable level. Implementation of controls at a CCP is crucial to bringing a hazard under control.

Meals are generally prepared for immediate consumption. The main stages are preparation, cooking and immediate service. However, HACCP requires analysis of any exceptions, and it has been identified that there may be occasions where food is chilled down and/or held over to the following day. Also there may be situations where food needs to be transported, for example where a school kitchen is unable to prepare food on site for any reason and meals have to be transported from a neighbouring school. The HACCP plan takes into account these exemptions and schools operating in this way are required to consider these additional hazards. A generic process control chart is provided in Appendix 1 and this template outlines all the process steps and critical controls necessary to control the hazards identified. Each site should consider the most important critical controls applicable to their operations and ensure they are being implemented at all times.

It is tempting to identify the majority of steps as CCPs, as controls at these steps may be of benefit to the product in terms of safety or quality. It is important however, to determine which steps are truly critical so that resources can be targeted effectively at these locations. There will be a number of steps where preventative procedures will help control numbers of pathogens but there are some which are essential, for example: - where a loss of control would result in an unacceptable food safety risk.

When considering CCPs it is important to give each step careful consideration with special regard to the position in the sequence of the operation.

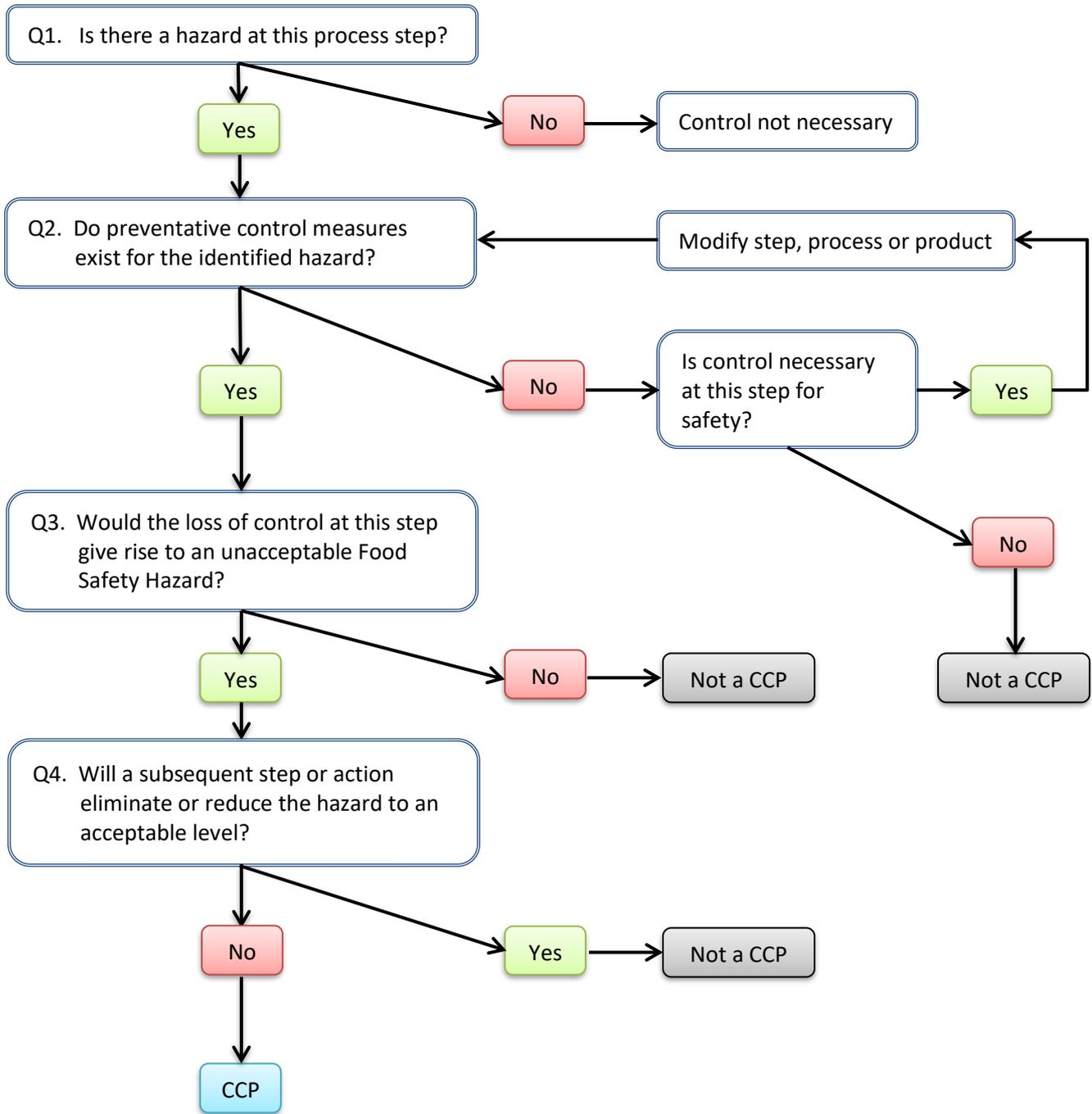
There are four questions which need to be asked to determine whether or not each step is a Critical Control Point. These are as follows;

- a) Is there a hazard at this process step?**
- b) Do preventative measures exist for the identified hazard?**
- c) Would loss of control at this step give rise to an unacceptable Food Safety Hazard?**
- d) Will a subsequent step or action eliminate or reduce the hazard to an acceptable level?**

The full [HACCP Decision Tree](#) is shown on page 17.

The HACCP system is built on a foundation of standard operating procedures (HACCP Prerequisites) which are designed to control hazards in a general way.

7. HACCP Decision Tree



Hazards

The Main Hazards Associated with food are physical, chemical and biological contamination which can result in food poisoning, allergic reaction, physical injury and chronic disease. Examples are given below:

CHEMICAL CONTAMINATION

- Cleaning Fluids
- Dyes
- Insecticides/rodenticides
- Intrinsic chemicals, i.e. arsenic, lead etc.
- Ingredients/additives



HAZARDS



MICROBIOLOGICAL CONTAMINATION

- Bacteria
- Viruses
- Mould
- Protozoa

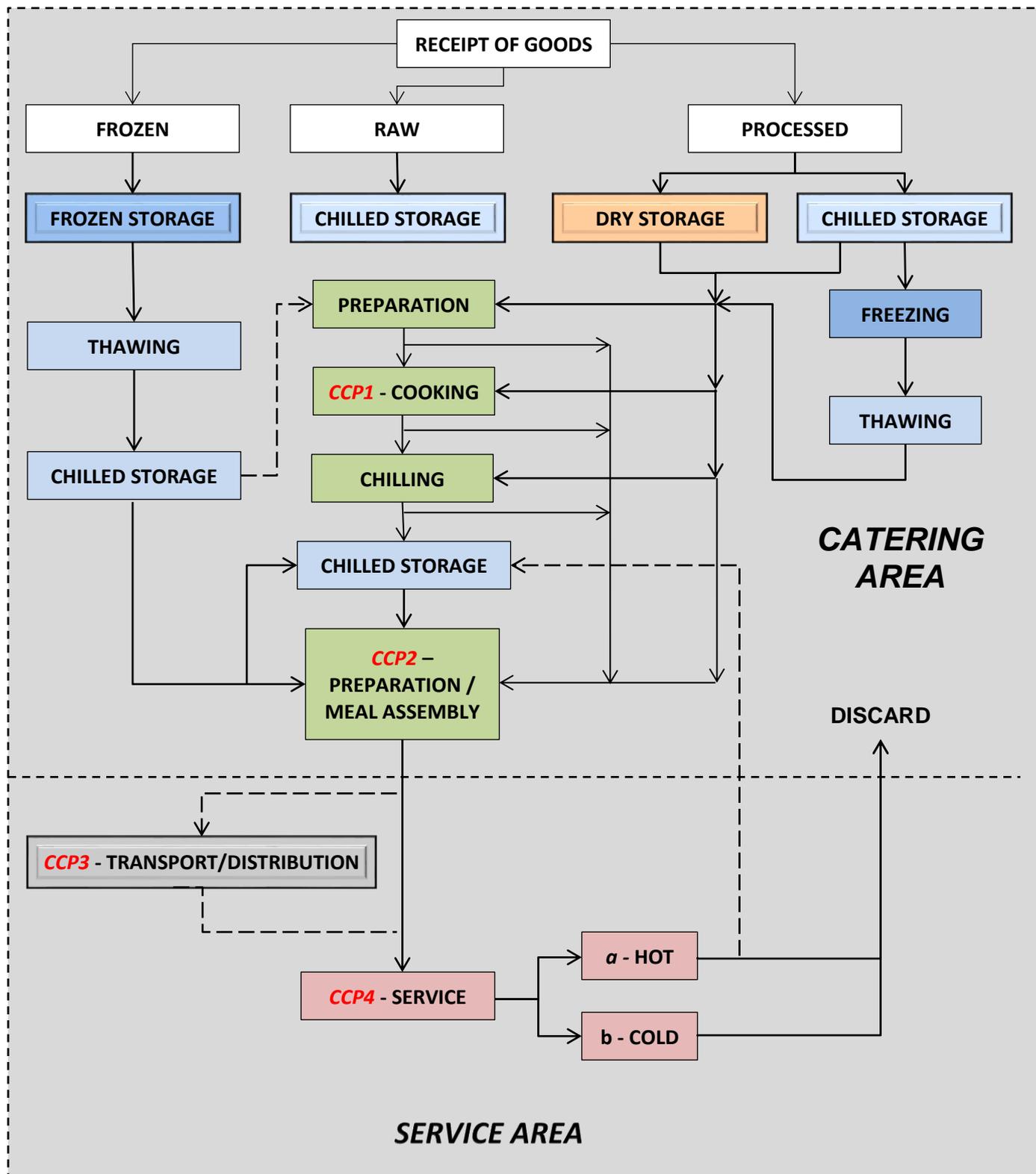


PHYSICAL CONTAMINATION

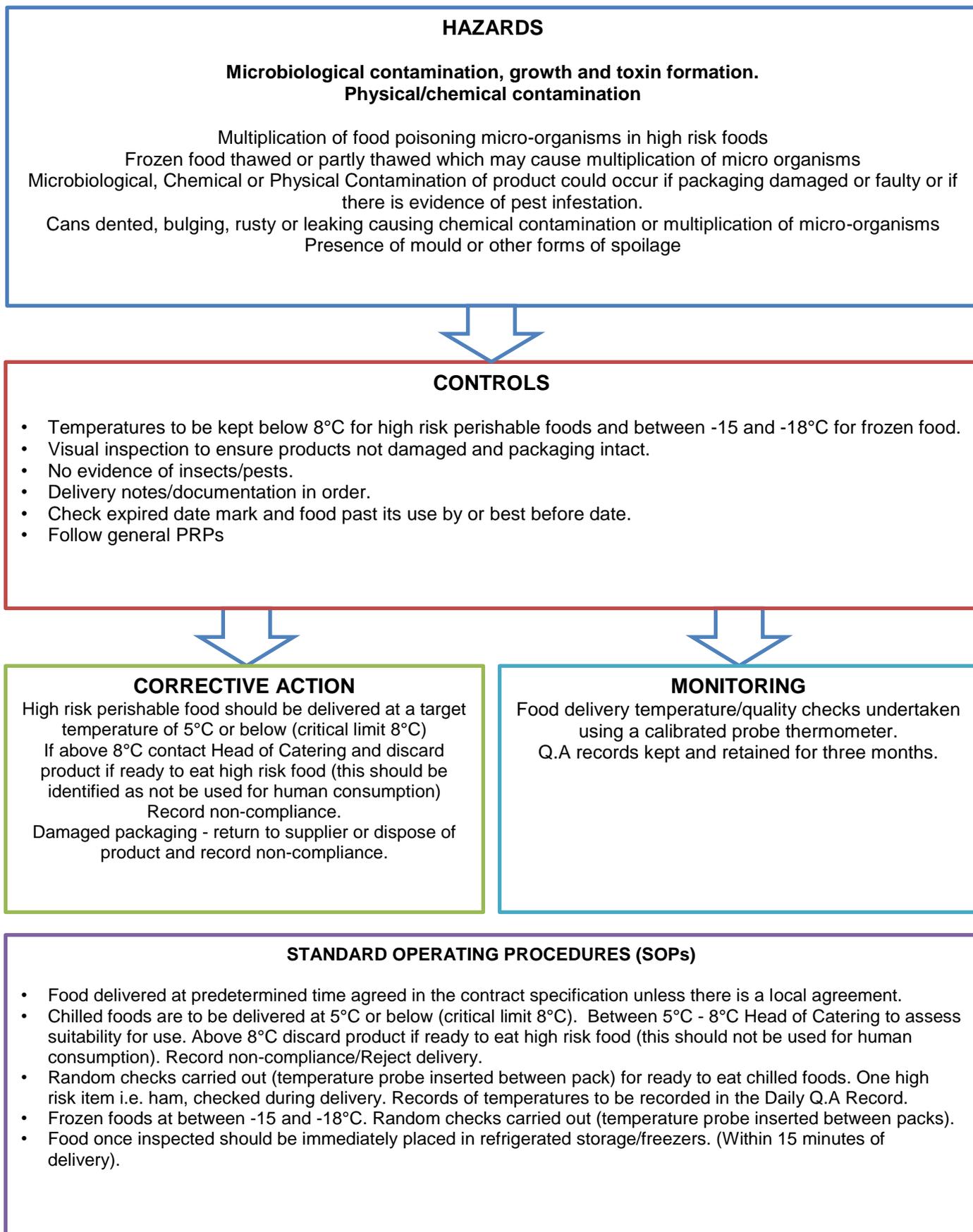
- Dirt
- Stones
- Glass
- Plastics/Metal
- Oil/paper/cardboard/wood
- Hair
- Insect/animal debris
- Equipment debris
- Stationary

8. Process Flow Chart

The flow chart below outlines the main process steps from receipt of goods to handling and processing through to service. An explanation of each stage is given and this is summarised in the process control charts that follow.



9. CP1 – RECEIPT OF GOODS/SUPPLIER ASSURANCE



10. CP2 – DRIED GOODS STORAGE

HAZARDS

***Microbiological contamination & growth, spore germination and toxin formation.
Physical/chemical contamination***

Whilst most of the microbiological hazards associated with dry food relate to spoilage (moulds and general quality issues) there are risks associated with certain dried products that become moist or damp e.g. dried milk powder will support the growth of bacteria if the moisture content increases for any reason.
Physical contamination by rodents, insects and birds
Chemical contamination i.e. cleaning chemicals taints

CONTROLS

Dry stores maintained in a good state of repair, clean, dry, well ventilated.
Store temperature should be between 10°C -15°C
Stores cleaned on a regular basis (see kitchen cleaning schedule)
'First in First out' stock rotation system operated and stock levels controlled
All dry goods stored off the floor and in clean, dated, covered containers where appropriate.
All contents of opened packets and packaging transferred to clean containers with close fitting lids
Stores should be rodent and bird proof.

CORRECTIVE ACTION

The Head of Catering is to be informed of any evidence of insects/rodent activity and immediate action taken to remove or protect food from sources of contamination.
Any condensation/dampness in stores to be reported to the Head of Catering, and the approved pest control contractor.
Goods that are damaged or have defective packaging should be rejected and the Head of Catering informed.

MONITORING

Dry stores maintained in a good state of repair, clean, dry, well ventilated.
Store temperature should be between 10°C -15°C
Stores cleaned on a regular basis
(see kitchen cleaning schedule; Appendix 2)
'First in First out' stock rotation system operated and stock levels controlled
All dry goods stored off the floor and in clean, dated, covered containers where appropriate.
All contents of opened packets and packaging transferred to clean containers with close fitting lids
Stores should be rodent and bird proof.

STANDARD OPERATING PROCEDURES (SOPs)

- Stores should be rodent and bird proof: doors should be provided with metal kick plates and airbricks, if present, fitted with wire gauze. Holes around pipes passing through walls should be effectively sealed.
- Stores checked on a daily basis for evidence of pests/insects.
- Goods that are damaged or have defective packaging should be rejected.
- Immediate action should be taken to prevent condensation in stores.
- 'Use before' dates checked.
- General check of storage conditions
- Chemicals should not be stored in dry goods stores. In exceptional circumstances they may be stored in dry stores if kept in a designated area separate from food.
- Defective structure/poor maintenance reported to Head of Catering.

11. CP3 – FROZEN STORAGE

HAZARDS

Microbiological contamination & growth, spore germination and toxin formation.
Physical/chemical contamination

Multiplication of food poisoning micro-organisms in high risk foods (if product has thawed).
Physical, chemical and microbiological contamination of product.

Cross contamination of high risk foods with food poisoning micro-organisms from raw foods.
Deterioration of product quality.

CONTROLS

Frozen foods should be stored below -18°C (temperatures checks twice a day).
Foods adequately covered and prevented from risk of contamination.
Stock rotation procedures in place.
Units not overloaded

CORRECTIVE ACTION

If food found to be thawed in freezers inform the Head of Catering immediately and decision taken whether to dispose of product or use immediately depending on the nature of the food, the length of time outside correct operating temperatures and further processing steps.

Action recorded

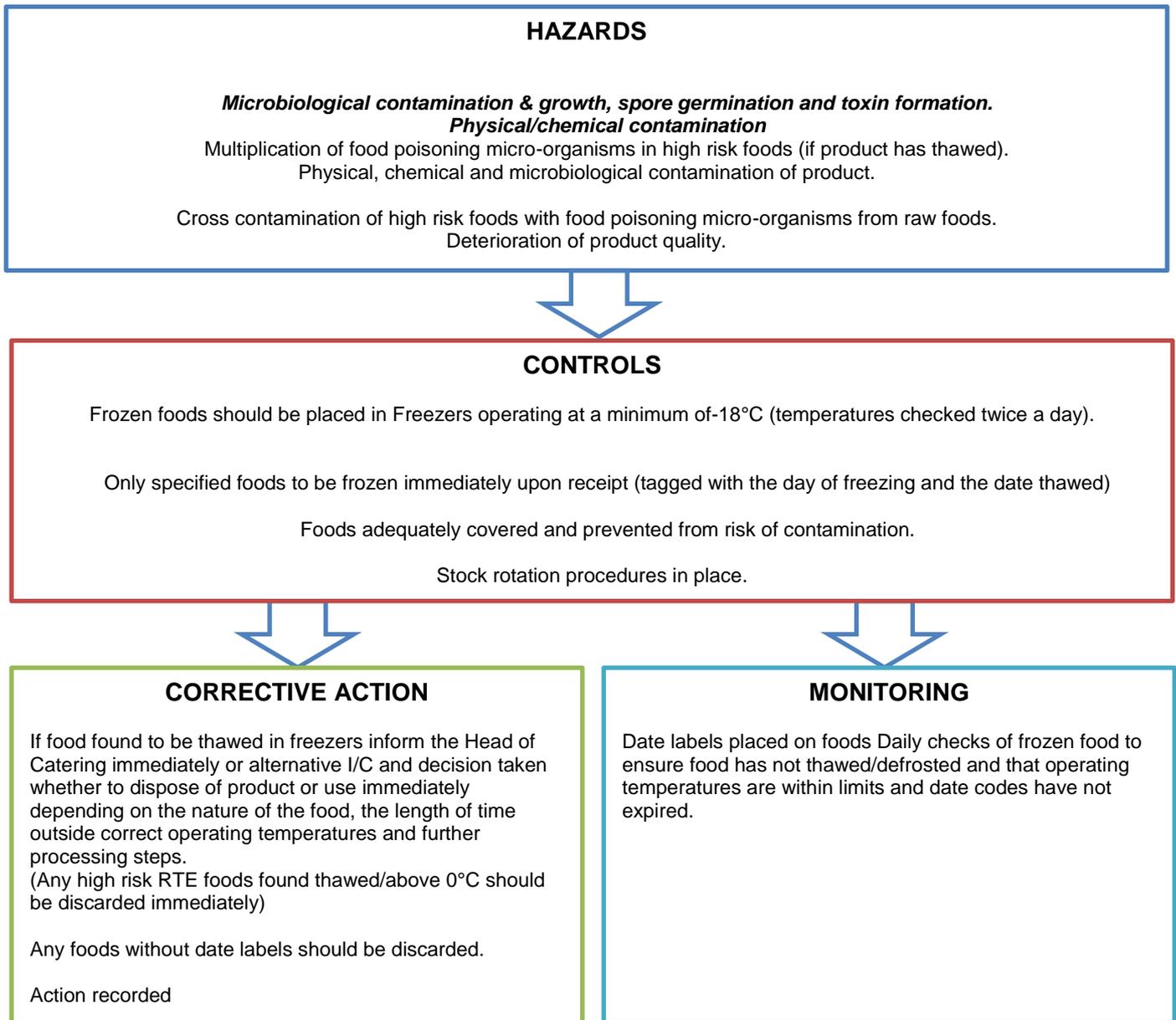
MONITORING

Visual and temperature daily a check of frozen food to ensure food has not thawed/defrosted and that operating temperatures are within limits.

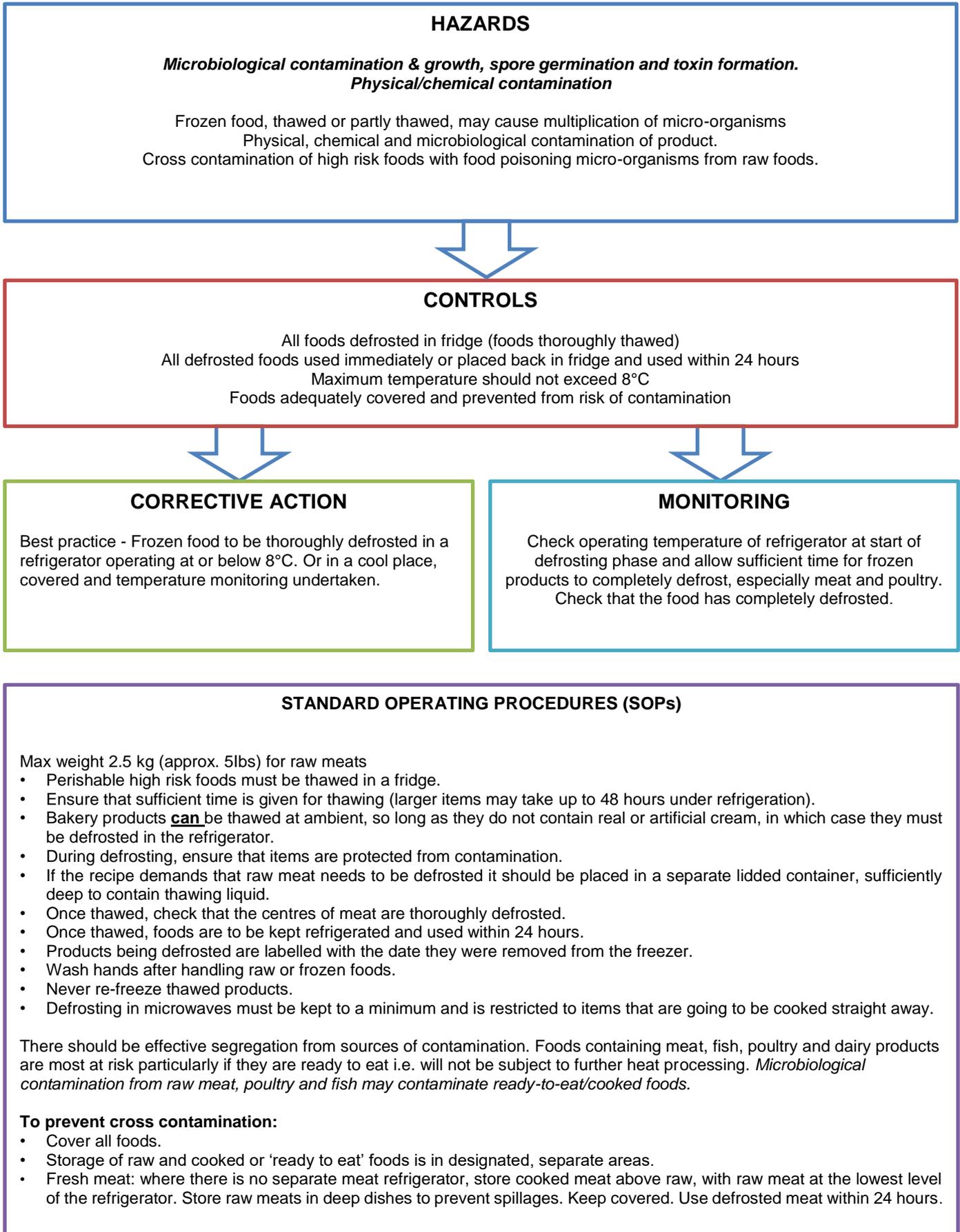
STANDARD OPERATING PROCEDURES (SOPs)

- All food shall be well wrapped and covered to prevent contamination
- To prevent cross contamination - raw meat and fish must be stored below and separate from cooked food, ice cream etc.
- Defrosted food items must not be refrozen especially ice cream.
- All food shall be well wrapped and covered to prevent contamination
- All pre-packaged purchased food from nominated suppliers to have their 'best before' dates clearly displayed to allow for correct stock rotation. Food cooked on site that is to be frozen should be labelled with production date, description, initials of producer and best before date of 3 months. Use approved food labels
- All interior and external surfaces of the freezer must be kept clean.
- Report freezer defects to the Head of Catering in particular where there are signs that food is defrosting.
- Ensure frozen food is placed in freezer within 15 minutes of delivery
- Always ensure freezers are regularly defrosted or those with auto defrost programmes fully functional to reduce the build-up of ice.
- Freezers to be subject to regular servicing and maintenance with supportive records available.
- In the event of freezer breakdown food may only be used provided safe defrosting takes place (See Defrosting)
- After holidays a physical check must be undertaken of all units.

12. CP3a – FREEZING



13. CP4 – THAWING



14. CP5 – PREPARATION/ASSEMBLY

HAZARDS

Microbiological contamination, growth and toxin formation.
Physical/chemical/Allergen contamination

Microbiological, chemical and physical contamination of open food from people, equipment, preparation surfaces, machinery & from the general environment.
Cross contamination of micro-organisms from raw foods.
Multiplication of food poisoning micro-organisms in high risk foods due to temperature abuse during preparation.
Contamination from cleaning chemicals

CONTROLS

The maximum preparation time at room temperature should be 1 hour.
Separation of raw and high risk food
Separation of utensils and equipment (colour coding where necessary)
Personal hygiene and illness exclusion dealt with by pre-requisite controls. (See PRPs)

CORRECTIVE ACTION

Chef/Catering manager/Supervisor advised if 1 hour limit exceeded
Hygiene practices monitored by supervisor and poor hygiene practice rectified

MONITORING

Preparation times monitored to ensure the maximum time at ambient temperature is no longer than 1 hour

STANDARD OPERATING PROCEDURES (SOPs)

General

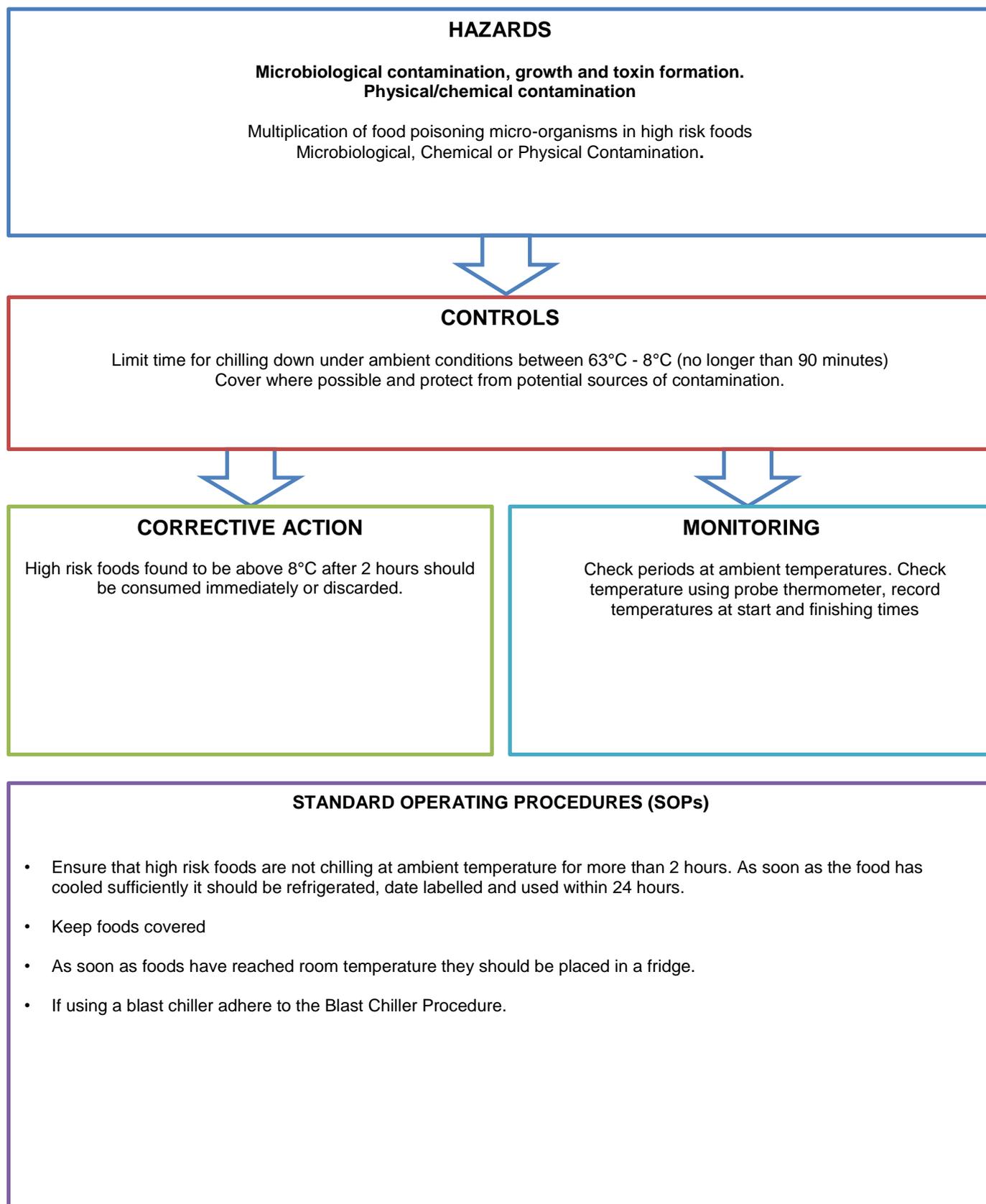
- Foods should be segregated from all potential sources of contamination.
- Regard should be given to continuous work flow patterns and segregation of processing areas.
- Equipment/utensils should be cleaned and washed after use.
- Staff should have regard to good personal hygiene and hygienic practices.
- Maximum preparation time should not exceed 1 hour after which food should be placed under refrigeration or cooked/served.
- Most vegetables and salads come in ready prepared but if not these should be washed and prepared hygienically.

(Keep the preparation of raw food physically separate from cooked high risk food to prevent cross contamination by having separate designated food handling areas and using exclusive equipment (boards, knives etc.) preferably colour coded. Alternatively carry out these activities at different times but sanitising areas and equipment between uses.)

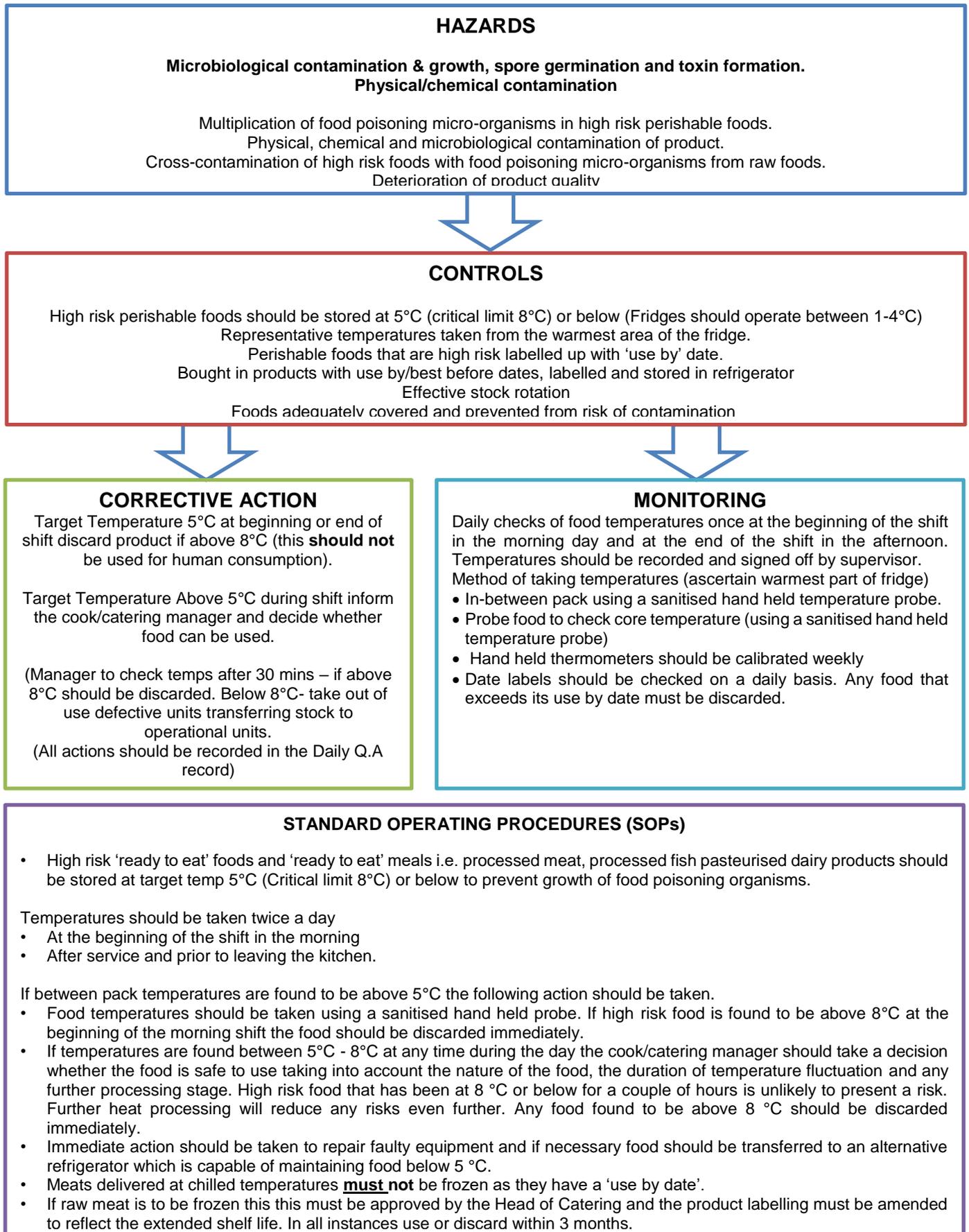
Detailed Instructions

- Prepare raw meat on a work surface separate from any other activity.
- A red board and red handled knives are used for raw meat preparation only. Carefully sanitise all work surfaces and utensils after use. A food safe sanitizer with a contact time of 30 seconds or less is required. Colour codes disposable cloths must be used. Blue for kitchen use and yellow for dining areas. Cloths must not be laundered or reused.
- All 'unwashed' salad items are washed thoroughly using a salad wash solution. Adhere to recommendations for use. Alternatively purchase prewashed salad stuff.
- Hands must be washed before handling high-risk foods and always after handling raw meat and other potentially contaminated foodstuffs.
- During preparation high risk food should only kept for a minimum amount of time at ambient temperatures (no longer than 1 hour).
- After preparation return high risk foods, intended to be eaten cold, to the refrigerator or place immediately in the cold cabinet. All high-risk foods not intended for immediate service must be stored in the refrigerator. If they are not to be used that day, they must be dated and labelled and used within 24 hours.
- Cooking must commence immediately after preparation, or foods such as marinated meats should be stored in a plastic container under refrigeration until required (dated and labelled)
- Staff must minimise direct handling of ready-to-eat foods. Use sanitised tongs or a fork wherever possible.

15. CP6 – CHILLING DOWN



16. CP7 – CHILLED FOOD SERVICE



STANDARD OPERATING PROCEDURES (SOPs) Cont'd

There should be effective segregation from sources of contamination. Foods containing meat fish poultry dairy products are most at risk particularly if they are ready to eat i.e. will not be subject to further heat processing. *Microbiological contamination from raw meat, poultry and fish may contaminate ready-to-eat/cooked foods.*

To prevent cross-contamination:

- Keep high risk foods and ready-to-eat foods apart from raw foods at all times. Storage of raw and cooked or ready to eat foods should be in designated, separate areas in the fridge.
- Fresh meat: where there is no separate meat refrigerator, store cooked meat above raw, with raw meat at the lowest level of the refrigerator. Store raw meats in deep dishes to prevent spillages. Keep covered. Use defrosted meat within 24 hours.
- All kitchen-produced food to be kept covered and labelled with a food label indicating a 48 hr use by date starting on the day of production.
- High risk foods i.e. Cooked meat (e.g. ham) must be stored in a lidded container labelled with date of opening and used within 48 hours/or as manufactures advice labels. Cooked meats delivered at chilled temperatures **must not** be frozen as they have a 'use by date'.
- Keep foods covered
- Always store food on shelves and never on the base of units.

NB *Problems with refrigeration: Record in site QA documentation and inform the Head of Catering for advice if there is a problem. For refrigerator/freezer breakdown, also inform the onsite Facilities Manager to report problem and call out engineer if required*

Once chilled food has been delivered to catering establishment, it should to be transferred to operational refrigerators within 15 minutes or sooner.

Never overload refrigerators as this will restrict the circulation of cool air.

Try to keep glass bowls, glasses, and other glass containers out of the refrigerators.

Daily checks of the food in all chilled storage units to be undertaken removing out of date items. .

All refrigerators to be kept clean by removing food spillages immediately, sanitising food contact surfaces daily and undertaking a more thorough clean weekly. Record cleaning activities in Cleaning Schedule (Appendix 2)

17. CCP1 – COOKING

HAZARDS

Microbiological contamination and survival Physical/chemical contamination

Survival of food poisoning bacteria due to insufficient cooking temperatures to destroy them especially in the centre.
Multiplication of food poisoning bacteria and/or toxins in the food
Physical or chemical contamination of food
Contamination of food with harmful or spoilage bacteria after cooking

CONTROLS

Unprocessed meat, fish, poultry and dairy products should be cooked to a core temperature of 75°C for 30 seconds or a temperature/time combination of equivalent lethality.
Food not intended to be assembled immediately into meals should be marked to indicate the date and the time of cooking.
Cooking equipment well maintained and capable of achieving effective cooking temperatures.
All defrosted items thoroughly thawed before cooking.
Equipment and utensils in good condition and clean.

CORRECTIVE ACTION

Continue cooking phase if food below 75°C and recheck/record.
Faulty cooking equipment should be reported immediately and not used until verified that it has been repaired and capable of achieving effective cooking temperatures of 75°C.
The Chef/Catering manager/Supervisor should take food core temperatures to ensure temperatures are achieving 75°C before cooking equipment is brought back in to general service.

MONITORING

Check core temperature of all high risk cooked foods with sanitised calibrated probe thermometer to ensure 75°C has been achieved. The temperatures should be recorded on the daily temperature log
Core temperatures of food should be monitored using a hand held digital thermometer. In the case of "batch cooking", one item should be tested from each batch, taken from the coldest part of the oven. The temperature should be recorded.

STANDARD OPERATING PROCEDURES (SOPs)

Cooking: High risk foods cooked to a core temperature of 75°C for 30 seconds or a temperature/time combination of equivalent lethality.

Burgers and other mixed meat products such as sausages must be fully cooked because of the risk of E.coli; thick burgers are a particular risk. Test with a sanitised probe to ensure core temperatures of 75°C have been achieved.

Food items that are to be boiled or simmered must be frequently stirred and maintained above 75°C or equivalent

Joint of meat should be kept below 2.5kg (5lb approx.) to facilitate effective heat penetration.

Do not leave at ambient temperature for more than one and a half hours.

Pre heat all ovens before placing food in them to ensure temperatures are achieved rapidly.

Use bottom heat to increase efficiency of the heating medium.

Ensure hand washing between pre and post cook handling. Staff must adopt high standards of personal hygiene whilst handling food.

Only produce sufficient for the day's needs and follow all procedures to minimise the growth of bacteria.

Food which will not be assembled immediately into meals should be marked to indicate the date and time of cooking.

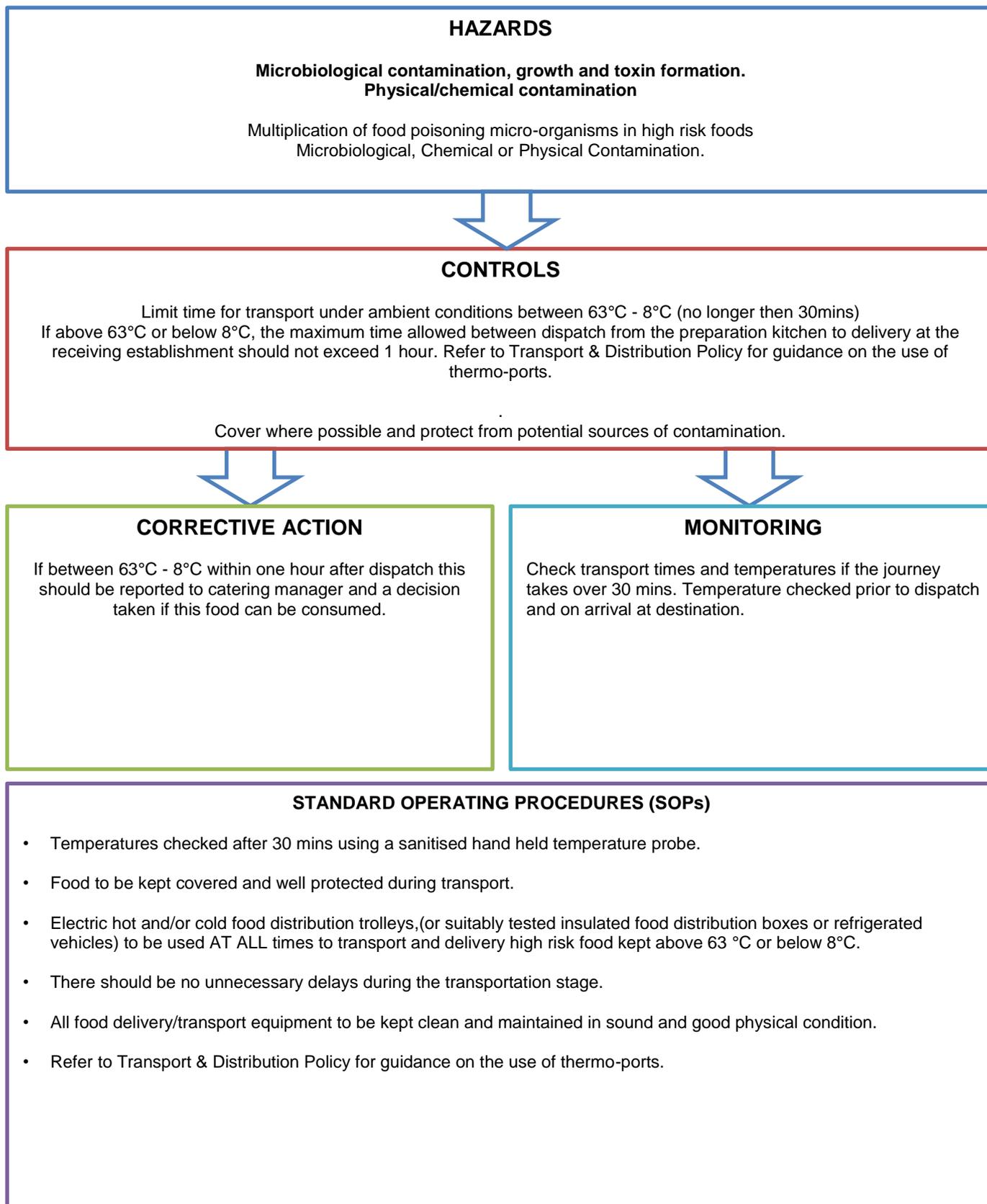
Cleanliness: Internal and external surfaces of all cooking equipment shall be kept clean (weekly deep clean of ovens - all other equipment cleaned after use). Spillages to be cleaned immediately if safe to do so. All equipment to be subject to routine daily cleaning/ weekly cleans in line with cleaning schedules. Deep cleans must be programmed to take place according to the cleaning schedule, Appendix 2.

To reduce the risk of physical contamination of food all cooking equipment to be in good and sound physical condition. Report any defects to the Head of Catering.

Only clean utensils, pans, trays, dishes etc. shall be used to cook food. All items to be in sound physical condition and good state of repair so they can be easily cleaned. Report defects to the Head of Catering.

The integrity of heating equipment should be checked on a monthly basis to ensure that it is capable of achieving target temperatures. (This should be carried out on a monthly basis at the same time that the scheduled calibration of hand held temperature probes takes place). An accurate thermometer indicating the operating temperature of ovens should be fitted and temperatures monitored by staff.

18. CCP2 – TRANSPORT & DISTRIBUTION



19. CCP4a – HOT - HOLDING & DISPLAY

HAZARDS

**Microbiological contamination, growth and toxin formation.
Physical/chemical contamination**

Multiplication of food poisoning micro-organisms in high risk foods
Microbiological, Chemical or Physical Contamination

CONTROLS

Foods fully cooked to 75 °C immediately prior to hot holding.

In school kitchens the maximum holding/display period should aim to be no longer than an hour. If for operational reasons longer periods are required, the following procedure must be observed:

- After one hour strict monitoring is required to ensure the food is held above 63°C.
- As long as the food is kept above 63°C the food can be held for a maximum of two hours after which the food should be consumed immediately or disposed of.

Restrict direct handling of food where possible. Staff serving food to ensure good personal hygiene and where possible gloves/tongs used

CORRECTIVE ACTION

High risk food found to be displayed below 63°C after 1 hour should be consumed immediately or disposed of. Above 63°C the food can be held for a maximum period of 2 hours.

MONITORING

During service display temperatures checked and recorded using a sanitised calibrated thermometer. Record temperatures taken on temperature log.

The temperatures of hot cabinets/heated trolleys will be monitored on weekly basis at the same time that the scheduled calibration of hand held temperature probes takes place.

STANDARD OPERATING PROCEDURES (SOPs)

- Check “high risk” food temperatures during service after 1 hour to ensure they are being maintained at 63° C minimum – no hot food should be held more than 2 hours.
- A weekly check of hot cabinets should be taken and temperatures recorded.
- Where possible protect food from open contamination. Bain marries/hot trolleys should be kept lidded.
- Provide clean tongs/serving utensils for any self-serving units.
- Ensure the hot display cupboard is switched on in advance of the service session allowing time for it to heat up to the correct temperature i.e. this will usually take about 1 hour.
- Check the core temperatures of hot food before display, which must be at least 75°C and recorded.
- Best practice is to replenish with fresh food rather than topping up displays.
- Never reheat or use a hot display cabinet for heating food.

Clearly label all products containing *nuts and allergens.

***The use of nuts as an ingredient for student catering is forbidden, unless authorised by the MAT Head of Catering.**

20. CCP4b – COLD - HOLDING & DISPLAY

HAZARDS

**Microbiological contamination, growth and toxin formation.
Physical/chemical contamination**

Multiplication of food poisoning micro-organisms in high risk foods
Microbiological, Chemical or Physical Contamination

CONTROLS

Temperature of food to be kept below 8°C or limit time at ambient temperature.
If food cannot be maintained below 8°C for any reason then food should not be displayed/held for longer than 2 hours. After this period the food should be consumed or disposed of.
Food kept below 8°C can be held for longer periods up to a maximum of 8 hours.
After this period it should be disposed of.
Limit preparation in advance if food displayed at ambient temperature.
Restrict direct handling of food where possible and ensure good personal hygiene. Tongs should be used to avoid contact with food.

CORRECTIVE ACTION

High risk foods found to be displayed above 8°C after 2 hours should be disposed of.

MONITORING

Checks of food in refrigerated display cabinets should be taken using a hand held digital thermometer probe (inserted between packs) or food safe thermometers once at the beginning of the shift in the morning and then at the end of the shift. In addition to this routine visual display temperature monitoring should be undertaken.

Temperatures should be recorded on the temperature record log.

STANDARD OPERATING PROCEDURES (SOPs)

- High risk food must not be redisplayed and must be disposed of after the display period (max 8 hours) or after 2 hours if found to be above 8°C. Therefore any high risk food, which has been on an un-refrigerated display, must be consumed or disposed of after two hours.
- At the end of the session discard all food. An exemption to this rule includes certain high risk foods that are in commercially sealed packaging, e.g. commercially packaged sandwich fillings, yoghurt, cartons of milk, milk shakes, and trifles. Also 'boxed' fresh salads may have a maximum 48 hour shelf life providing they are kept below 8°C throughout the display and subsequent storage period. These products may be returned to the fridge and used within 48 hours only if it can be shown that the temperature of 8 °C was not exceeded during this time. The supervisor will advise which products can be used in this way.
- Refrigerated displays. Checks of food in refrigerated display cabinets should be taken using a hand held digital thermometer probe (inserted between packs) once at the beginning of the shift in the morning and then at intervals of two hours. Records should be kept of temperatures.
- Ensure the display is switched on in advance of the service and off at the end, allowing time for the correct temperature to be reached, i.e. this will usually take about 1 hour. Temperature checks to be undertaken prior to units being filled.
- Food to remain in chilled storage (below 5 °C) until immediately prior to service.
- Always replenish with fresh food and avoid topping up displays. i.e. ensure remains of previous batches are not mixed with new batches.
- Staff serving food to ensure good personal hygiene at all times.
- All staff should be made aware of the CONSTELLATION TRUST Allergen controls and that nuts should not be served to *students. This includes nuts as an ingredient. I.e. Bakewell Tart, Peanut Butter etc. *Staff and 6th form students are exempt from this policy, but should be made aware that nuts may be included in external and internal hospitality requests.

Preparation of Packed Lunches

- a) Sandwiches/rolls should be filled on the day of issue. (sandwiches for trips may be prepared the day before but must be stored in the fridge overnight)
- b) Items must be packed separately.
- c) High risk foods must be stored in the refrigerator until required.

NB: Advice customers to store food in cool boxes during transport and food not eaten should be discarded.

APPENDIX 1

SUMMARY OF PROCESS CONTROLS (GENERIC)

CCP = Critical Control Point, CP = Control Point

Step	Hazard	Control	CP/CCP	Operating conditions/Limits	Critical Limits/Action	Monitoring
Receipt of Food	Micro Growth & Contamination Physical & chemical contamination	A: The temperature at the point of delivery should not exceed 8°C for Chilled Food and -15°C for Frozen Food B: Effective supplier assurance C: Foods protected from sources of contamination	CP1	A. Chilled Food 1-4°C Frozen - 15-1°C B. Approved nominated suppliers/procedures followed (Prerequisites in place)	Between 5- 8°C manager to assess if food can be used (above 8°C 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 manager/Internal audits
Chilled storage	Micro Growth & Contamination Physical & chemical contamination	A: Food should be stored below 8°C B: Food should be segregated from other sources of contamination	CP2	Chilled Food stored between 1-4°C (Prerequisites in place)	Between 5-8 °C manager to assess if food can be consumed (above 8°C 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	CP3	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

Step	Hazard	Control	CP/CCP	Operating conditions/Limits	Critical Limits/Action	Monitoring
Frozen Storage	Micro Growth & Contamination Physical & chemical contamination	A: Food to be stored below -15 & -18°C B: Foods protected from sources of contamination	CP4	-15-18°C Frozen (Prerequisites in place)	Any high risk RTE foods found thawed/above 0°C should be discarded immediately	A: Temperature/visual and physical checks B: Daily checks by manager/internal audits
Freezing	Micro Growth & Contamination Physical & chemical contamination	A: Foods frozen immediately on receipt and freezers operating between -15 & -18 °C. 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	CP4a	-15-18°C 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°C during the thawing operation. B: Food should be segregated from all sources of contamination.	CP5	Thawed in fridge below 8°C (Prerequisites in place)	Above 8°C 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	CP6	1 hour max allowed for completion of activity. (Prerequisites in place)	Use immediately or Discard if preparation takes more than 1 hour.	A: Staff training/monitoring.

Step	Hazard	Control	CP/CCP	Operating conditions/Limits	Critical Limits/Action	Monitoring
		E: 30 minutes maximum for completion of activity.				
Cooking	Survival 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°C. (Core temperatures taken) B: Portions should be less than 2.5 Kg. C: Foods protected from sources of contamination D: Separation of raw and high risk food	CCP 1	Cooking equipment checked to ensure that temperatures above being 75°C (Prerequisites in place)	Below 75°C (continue cooking phase and re check to ensure 75°C 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
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	CP 8	Chilled to 8°C 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°C B: Food should be segregated from other sources of contamination	CP2	Chilled Food stored between 1-4°C (Prerequisites in place)	Between 5-8 °C manager to assess if food can be consumed (above 8°C 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
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	CCP2	1 hour max allowed for completion of activity. (Prerequisites in place)	Use immediately or Discard if preparation takes more than 1 hour.	A: Staff training/monitoring/internal audit

Step	Hazard	Control	CP/CCP	Operating conditions/Limits	Critical Limits/Action	Monitoring
		E: 30 minutes maximum for completion of activity.				
Transport/ Distribution	Micro Growth & Contamination Physical & chemical contamination	A: Meals dispatched should not exceed 8°C for chilled food and should be above 63°C for hot food and be delivered within one hour B: Foods protected from sources of contamination	CCP3	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	A: Chilled food displayed below 8 °C B: Hot food above 63°C C: Foods protected from sources of contamination Between these temperatures 1 hour max display permitted D: Relevant boxed/hermetically sealed high risk foods can be taken from display and placed under refrigeration (24 hours max) only if temperatures of 8°C have not been exceeded	CCP4a CCP4b	10a) Hot food maintained above 63°C. 10b) Chilled food kept below	8 °C or max 2 hour duration at ambient temps. (Prerequisites in place)	Manager to discard food if maximum display periods exceeded. A-C: Temperatures monitored after 1 hour. Recorded on temperature log. Daily checks by manager/internal audits

APPENDIX 2

DAILY QUALITY ASSURANCE RECORD

Location:
Week Number:

Day		Manager	
Date		Signature	

Staff Attendance/Staff Tasks (Manager allocates tasks, staff to initial once completed)

Name	In	Out	Hrs	Name	Workstation/Tasks	Check
					Breakfast Gantry/Chute	Initial
					Sandwiches/Wraps/Rolls	Initial
					Salads/Cold Pasta Salads	Initial
					Fruit bags/Veg Sticks & Dips	Initial
					Salad Bar Set Up	Initial
					1st Break Chute	Initial
					Lunch Gantry/Main Meals	Initial
					Coffee Station	Initial
					Pasta	Initial
					Hot Food Preparation	Initial
					Breakfast Preparation	Initial
					Baking & Desserts	Initial
					Pizza/Panini Preparation	Initial

Staff Absence/Leave

Name	Comments	Time

Today's Diary Notes

None Compliance Issues/Additional Cleaning Tasks Undertaken/Contractors on site etc.

Refrigeration & Freezer Temperature Record

Morning checks should be completed at 6:30am - 7:30am. Afternoon checks between 12pm - 2pm

Fridges/Temperature Record

Below 8°C	Time	TEMP	Time	TEMP
Fridge 1				
Fridge 2				
Fridge 3				
Fridge 4				
Fridge 5				
Fridge 6				
Temperature Abuse Corrective Action				

Below -18/23°C	Time	TEMP	Time	TEMP
Freezer 1				
Freezer 2				
Freezer 3				
Freezer 4				
Freezer 5				
Freezer 6				
Temperature Abuse Corrective Action				

Opening & Closing Checks

Opening Checks		Closing Checks	
All chilled equipment working	TICK CHECKED	Kitchen clean/organised	TICK CHECKED
All other equipment working	TICK CHECKED	No food left over	TICK CHECKED
Team fit for work with clean uniform	TICK CHECKED	Waste disposed of	TICK CHECKED
Wash hand basins equipped	TICK CHECKED	Stock in storage checks complete	TICK CHECKED
Adequate cleaning materials on site	TICK CHECKED	Colour coded used cloths disposed of	TICK CHECKED

Cold Display Temperature Checks (Below 8°C)

All units to be switched on 1 hour before use and temperatures checked and recorded prior to display (temperatures should be checked again 2 hours later)

Below 8°C	Time	TEMP	Time	TEMP	Temperature Abuse Corrective Action
Salad Bar					
Display Unit 1					
Display Unit 2					
Display Unit 3					
Display Unit 4					

Deliveries (Chilled below 8°C – Frozen below -15°C)

Supplier	Time	TEMP	Vehicle Condition	Checked By

Cooking, Display and Cooling Records

All products to be cooked to guidelines and specification, ensuring they reach above 75°C

Test one item per batch and record below

COOKING TEMPERATURE

Time	Menu Item	Above 75°C	Time	Menu Item	Above 75°C	Comments
	Bacon					
	Sausage					
	Baked Beans					
	Chopped Tomatoes					
	Mushrooms					
	Scrambled Egg					

DISPLAY TEMPERATURE

Time	Menu Item	Above 63°C	Time	Menu Item	Above 63°C	Comments
	Bacon					
	Sausage					
	Baked Beans					
	Chopped Tomatoes					
	Mushrooms					
	Scrambled Egg					

Check hot holding products regularly for quality, temperature and deterioration. Items are to be checked after 60 minutes and temperatures recorded. Products that remain unsold after 2 hours must be removed from display and disposed of.

Cooling/Product	Time (end of cooking)	Time (end of cooling)	Temp (end of cooling)	Target Met? 25°C within 90 mins

Cooling temp <25°C within 90 minutes (5°C if using blast chiller) & refrigerate. Test one item/batch.

CLEANING CHECKLIST (A=After use, D=Daily, W=Weekly)

Drinks Station	M	T	W	T	F	S	Baking/Cooking Area	M	T	W	T	F	S
Coffee Machine (A) (Deep clean weekly)							Ovens (deep clean weekly) (D)						
Hot Choc Machine (A) (Deep clean weekly)							Trays/Tins (A)						
Work Surface Area (A)							Work Surfaces/Trolleys (D) (Sanitise after use)						
							Microwave (D)						
							Toaster (A)						
							Hob/Rings (D)						
Salad Bar	M	T	W	T	F	S	Kitchen Area	M	T	W	T	F	S
Counter/Unit (D)							Work benches/Shelves (D)						
Dishes/Utensils (A)							Under Storage Areas (D)						
							Utensils (A)						
Display Chillers	M	T	W	T	F	S	Weighing Scales (D)						
Shelving/Glass (D)							Pans/Trays (A)						
Base/Sides/Top (D)							Chopping Boards (A)						
Ventilation Areas (W)							Can Opener (A)						
							Mixers/Blenders (A)						
Glass	M	T	W	T	F	S	Fryers (A) (Deep clean weekly)						
All Services Area Glass (Internal/external) (D)							Temperature Probes (A)						
							Bain Maries/Soup (D)						
Epos Units	M	T	W	T	F	S	Dish Washer (D) (check filter after each meal time)						
Tills (D)							Sinks (D)						
Base (D)							Fridges (D) (deep clean weekly)						
Cake Shelving/Baskets (D)							Freezers (D) (deep clean every term)						
							Stock Rooms (D)(deep clean every term)						
Dining Area	M	T	W	T	F	S	Floors (D)						
Tables/Chairs (D)							Toilet (D) (deep clean weekly if required)						
Tray/Basket Points(D)													
Floor (D)							Under Equipment (weekly)						
							Bins (internal) (D)						
Hot Gantry/Chute	M	T	W	T	F	S							
Under Storage Area (D)							Monthly	M	T	W	T	F	S
Tops (D)							Service Area Walls						
Pasta unit (if applicable) (D)							Kitchen Walls						
Gastronomes (A)													
Utensils (A)													

Individual sections above should be initialled by staff members who completed tasks and **not** a manager/supervisor

Dish wash temperature check >80°C

Temperature	Initial
-------------	---------

FOOD IN STORAGE CHECKS

Refrigerators & Freezers	M	T	W	T	F	S
Food wrapped & adequately stored						
Food labelled (UBD)						
Stock rotated & within date						
General fridge/freezer cleanliness						
Raw & cooked food separated						
Fridge/freezer contents labelled						
Free of spillages						
Dry Food Storage	M	T	W	T	F	S
Food stored to avoid contamination						
Food wrapped & adequately stored						
Food labelled (UBD)						
Stock rotated and within date						
General storage area cleanliness						
No signs of infestation						
Food stored off the floor						

Manager's Weekly Paperwork Checks

Task	Checked
All production planning ready for next week	Initial
Check packaging & consumable stocks	Initial
All delivery invoices entered onto Star Anise Management Program (SAMP)	Initial
All data is entered onto SAMP	Initial
Completion of free/staff meals & hospitality	Initial
Full records of Security Plus banking collections completed	Initial
All till reports voids & petty cash reports submitted	Initial
All paperwork submitted to Finance Department	Initial
All POS, marketing & menus ready for next week's trade	Initial
Check & enter all rotas/staff hours worked and absence recorded correctly onto SAMP	Initial

Unit Maintenance

Issue	Date	Reported to	Action Taken or Requested

PROBE CALIBRATION	Hot	Cold	PROBE CALIBRATION	Hot	Cold
P 1	Temp/Initial	Temp/Initial	P 3	Temp/Initial	Temp/Initial
P 2	Temp/Initial	Temp/Initial	P 4	Temp/Initial	Temp/Initial

This weekly calibration Cold check – use a small container half filled with ice. Cover the ice with water. Insert the probe onto the ice/water and allow the temperature to stabilise. The reading should be -1°C to +1°C.

Boiling water check – bring some water to the boil. Taking care insert the probe into the boiling water. The reading should be 99°C to 101°C.

APPENDIX 3

EXTERNAL BUFFET DISCLAIMER

DISCLAIMER NOTICE re: removal of food from a function

The Constellation Trust..... does not accept liability or responsibility for the condition and safety of any food remaining fromfunction on the after its removal from the above mentioned unit. Full responsibility for ensuring food is kept protected from contamination and at a safe temperature rests with the customer.

Signed: Customer

Date *Print Name*

Signed: Catering Manager

Date *Print Name*

APPENDIX 4

Bi-Annual Checklist

This checklist is to monitor standards and to control risks as detailed in this Manual. It should be completed bi-monthly by the Head of catering

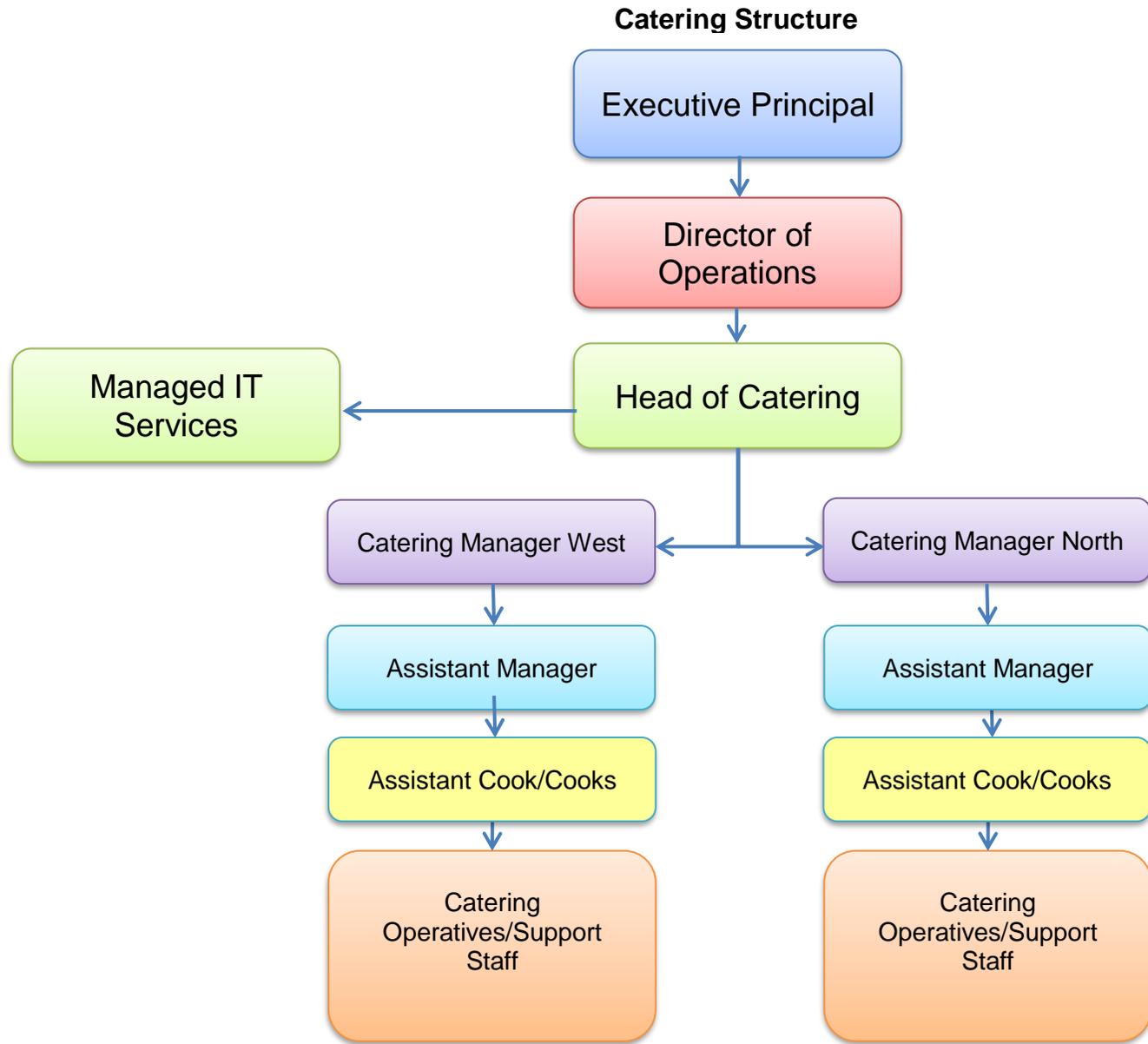
Boxes should be ticked if satisfactory. If not, remedial action(s) must be noted

		Tick	Details/Remedial Action Required
1.	All Q.A records up-to-date?		
2.	All training records up-to-date?		
3.	All food from nominated approved suppliers?		
4.	High standards of cleanliness throughout unit?		
5.	The Constellation Trust HACCP Plan/FSM is adhered to?		
6.	Any complaints dealt with as per company procedure?		
7.	Unit pest free?		
8.	Observe kitchen staff – are they handling food correctly? Satisfactory personal hygiene standards of staff		
9.	All food covered, dated, stored as per policy?		
10.	Is there any scheduled cleaning or maintenance issues?		

Head of Catering **Signature:**

Date:

APPENDIX 5



FOOD SAFETY POLICY DECLARATION

NAME:

POSITION:

Employee Declaration:

I have read and understand the guidelines on Hazard Analysis Critical Control Point/FSM and agree to follow and abide by all the instructions set out in the Constellation Trust Food Safety Policy. I understand that a breach of this policy could be treated as a disciplinary offence.

..... (Signature)

..... (Date)

Please note a copy of this form will be retained by the Executive Principal.

Date issued:

Date revised:

Review date:

Version Number: 2