HACCP - MAINDEE COMMUNITY PANTRY

DATE CREATED
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Stage	Hazard	Monitor	Control	Notes
ALL	Staff pass on infection	Staff will be 'fit for work' at all times. They must not be suffering from, or carrying, an illness or disease that could cause a problem with food safety.	Anyone not 'fit for work' will not be allowed to help at the Community Fridge or be in places where food will be handled. Any unwrapped food items that the unfit person may have come into contact with must be discarded (Staff with an infection will not handle food till 48 hours after infection is resolved or cleared by a Doctor).	
ALL	Staff not aware of food safety	Co-ordinator to meet with all volunteers and conduct training	Community Fridge staff and volunteers will ensure compliance with food safety procedures, and record any issues as outlined in Food Standards Agency Guidelines (Safer Food, Better Business) https://www.food.gov.uk/business-industry/sfbb	Please see guidance set out in volunteer training docs
Collection	Food collected at unsafe temperature	Check temperature of new suppliers' fridges and freezers unless a national chain	Check the suppliers' fridge temperature is 5oC or less, and their freezer temperature is -18oC or less, by inpsecting records and taking temperature using infrared probe. For national chains, such as Co-op rely on their internal audit process.	Infrared termometers allow you to determine the temp of a food without breaking the surface. for checking chillled items during collection and deposit into the fridge.
Collection	Food reaches unsafe temperature during transport	Transport in clean coolboxes with frozen cool packs, and transport in less than 2 hours	Place food into coolboxes with frozen coolpacks. Ensure that transport time is less than 2 hours. If transport is more than 2 hours, probe food to ensure it is below 8oC if chilled or 12oC if frozen. Similarly if you are not using cool packs, keep journeys under 30 min and probe as above.	Infrared termometers allow you to determine the temp of a food without breaking the surface. for checking chillled items during collection and deposit into the fridge.
Collection	Fridge users have allergic reaction	Notify the donors (particularly stores) of the end use of the products and request that unsealed foods that contain allergens are not packed with other foods	Ensure that users read the disclaimer which indicates that cross contamination is a risk	
Collection	Fridge users have allergic reaction	Check labelling	Cooked food from registered food businesses must be labelled with ingredients and allergens. Or users with severe allergies advised to avoid.	We strongly advise that you do not claim that any food not in sealed packaging with its original labels is free of cross contamination from allergens. For example, fruit may have been placed by the store in the same tray or bag as rolls.
ALL	Staff pass on infection	Hand hygiene	Staff must ensure hands are cleaned properly and regularly. Wash hands regularly and after contact with any potential contaminant item, surface, or body part. Staff to avoid touching hair, nose, mouth, eyes, etc. If any doubt ask staff to wash hands again.	Hand wash sinks are in close proxiity of the Community Fridge and user area for this purpose.

ALL	Food is contaminated with chemicals at the fridge	Ensure staff are properly trained	Only food safe chemicals are used for cleaning. No hazardous chemicals near food or in the fridge area.	Mild detergent and hot water to be used for cleaning, and antibactiral spary (only Gompels anti-bac spary to be used)
Delivery	Unable to trace products in event of a recall	Ensure food donations are recorded and labelled	All food going into the fridge is recorded and labelled. Records are kept.	Signed up for allergy alerts and product recalls: https://www.food.gov.uk/news-alerts/search/alerts
Delivery	Safety of food is compromised by inadequate packaging.	Check packaging	All food delivered must be properly packaged. If packaging is inadequate then food must be discarded.	
Storage	Pests contaminate the food.	Weekly check the fridge area for signs of pests	Report signs of pests to venue management to be treated immediately. Guidelines can be found in the Food Standards Agency Guidelines above and the CFN Incident Policy.	Please see our Better Food Safer Business guidelines
Storage	Foods contaminated by other food in fridge	Ensure the food placed in the fridges are organised using the shelving system	Organise the fridge so that ready to eat foods are at the top, salad fruit and veg in the middle and any meat or eggs are at the bottom. Ensure that all items are clearly visible.	Avoid claims of no cross contamination from allergens unless foods are in sealed packaging with original labelling. Ensure all users read the disclaimer
Storage	Fridge users eat food which is beyond its use by date	All food is checked before putting in the fridge and regularly during the day	Food stored in the fridges and freezer will be clearly labelled and checked daily to adhere to 'use by' dates. Any food due to expire on the day will be disposed of before closing.	
Storage	Cleaning and maintenance	Check that daily and weekly cleaning schedule is complete. Record using the diary.	Clean the fridge at least once each day it is open for donation and collection. Transfer food to another fridge or a coolbox while the fridges and freezers are being cleaned. Use correct cloths to clean (blue), sanitise (green) and dry (blue roll) the area. Any chilled or frozen food left out at room temperature must be discarded.	
Storage	Cleaning and maintenance	Check that equipment is in good working order	Record daily temperatures of equipment, report any cases of vandalism or misuse. File a copy of each day's logging in form and file. Temperatures are to be recorded using a digital temperature probe that is calibrated on a six monthly basis or an infrared thermometer.	Logging forms are available within our better food safer business management file.
Storage	Cleaning and maintenance	Ensure cleaning materials are looked after and returned	Use cloths only once, disposable cloths to be used. Sweep and remove any visible dirt from around the fridges. Clean the fridge handles. Clean all processing surfaces, tables and dry store.	
Storage	Temperature Control	Check that contents of freezer do not exceed the load lines	Products should be displayed below load lines, in a way that allows air to circulate. If the freezer is not packed properly food could defrost and become unfit for consumption. Discard food if this happens.	