

Food Safety Risk Assessment

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People Responsible:
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Arrow Valley Hog Roast part of Mug and Muffin LTD



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Collection from Suppliers

| Hazard | Controls | Critical Controls | Monitoring Procedures | / Corrective Actions |
|-------------------------------|---|-------------------|--|--|
| Microbiological Contamination | <p>Keep raw and ready to eat products separate</p> <p>Use only reputable suppliers who can demonstrate legal compliance</p> <p>Do not purchase food which has actually or potentially been contaminated.</p> | | Visual inspection on return to business. | If ready to eat, ambient products have been compromised and exposed to bacterial contamination from raw products, dispose of affected foods. |
| Chemical Contamination. | <p>Ensure food is stored away from chemicals.</p> <p>Use only reputable suppliers who can demonstrate legal compliance.</p> <p>Do not purchase food which has actually or potentially been contaminated.</p> | | Visual inspection on return to business | If food appears contaminated or has a chemical odour, or if the product appears damaged then isolate and dispose of safety. |
| Physical Contamination. | <p>Ensure that packaging is in good condition and that tins are not dented or blown.</p> <p>Use only reputable suppliers who can demonstrate legal compliance</p> <p>Do not purchase food which has actually or potentially been contaminated</p> | | Visual inspection of feed / packaging. | If there is damage that is likely to affect produces after transport, then dispose of them. |
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Delivery from Suppliers

| Hazard | Controls | Critical Controls | Monitoring Procedures | / Corrective Actions |
|--|--|---|---|--|
| Physical and Chemical Contamination. | Use only reputable suppliers who can demonstrate, legal compliance | | Visual checks on food and packaging condition prior to taking into stock. | If damage affects products, then isolate. notify and return to supplier. If food appears contaminated or has a chemical odour then isolate, notify and return to supplier |
| Microbiological Contamination and Grown | Use only reputable suppliers who can demonstrate legal compliance | High risk chilled food must be delivered at 8°C or less | Check temperatures of supplies received at the point of deliver/ and record in daily diary. | If high risk chilled food temperature has risen above 8°C then reject the delivery |
| | Check best before' and for use by' dates | | Always check dates when purchasing food | Do not accept food beyond its use by' or best before' date |
| <p>Notes Check vacuum bags are not split Allergen-containing foods must be kept separate from other foods.</p> | | | | |

Storage

| Hazard | Controls | Critical Controls | Monitoring Procedures | / Corrective Actions |
|--|--|--|--|--|
| Microbiological Contamination and Growth | High risk foods to be kept at or below 8°C Check and record fridge temperatures 3 times daily in Daily Recording Diary. | Fridge temperature to be maintained at 8°C or less | Check daily recording diary on a daily basis to ensure checks are carried out and equipment is functioning correctly.. | If high risk chilled food temperature has risen above 8°C for one period of less than 4 hours then it can be returned to a storage temperature of 8°C or less until it is sold, used immediately or disposed of. If the products have been above 8°C for more than one period of 4 hours, then they must be disposed of. If you use the 4-hour rule this must be documented in your daily diary and food can only have one period of up to 4 hours above 8°C . |
| Microbiological Contamination and Growth | Keep raw and ready to eat foods apart. Foods should be covered, and raw food stored below ready to eat products. | | Visual checks on fridges daily | If ready lo eat foods comes into contact with raw foods it will potentially be contaminated and should be disposed ot safety. |
| Microbiological Contamination and Growth | Check 'Best before' or 'use by' date. | Do not use food beyond its use by date | Visual checks and stock rotation | Dispose of any food beyond its 'best before' or use by date. |
| Physical Contamination | Ensure that packaging is in a good condition and food is protected against contamination. | | Visual inspection of feed / packaging. | If there is damage that is likely to affect products, then dispose of them. |
| Chemical Contamination | Ensure food safe cleaning products are used following manufacturer's instructions. | | Spot checks on cleaning practices by staff. | If food comes Into contact with chemicals then dispose of safely If cleaning products are not food safe ensure they are changed for a more suitable product. |

Notes: Allergen-containing foods must be kept separate from other foods. Where possible, store raw and ready-to-eat foods separately. If it is not possible, keep higher risk foods, e.g. raw meat, below ready-to-eat and cooked foods. Keep dry goods in sealed, labelled containers. Have an effective stock rotation system, e.g. First In First Out (FIFO)

Storage

| Hazard | Controls | Critical Controls | Monitoring Procedures | / Corrective Actions |
|--|--|-------------------|---|--|
| Microbiological Contamination and Growth | Keep raw and ready to eat products separate. | | Visual inspection. | If ready to eat. ambient products have been compromised and exposed to bacterial contamination from raw products, dispose of affected foods. |
| Chemical Contamination | Ensure food is stored away from chemicals. | | Visual inspection of dry store area. | If food appears contaminated or has a chemical odour, or if the product appears damaged then isolate and dispose of safely. |
| Physical Contamination | Ensure that packaging is in good condition and that tins are not dented or blown. Pest control procedure and programme. | | Visual inspection of feed / packaging Pest control records and visual inspection of premises and products. | If there is damage that is likely to affect products then dispose of them. If food appears to be contaminated or damaged by pests then isolate and dispose of safely. Contact pest control contractor. |
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Defrosting

| Hazard | Controls | Critical Controls | Monitoring Procedures | / Corrective Actions |
|---|---|-------------------|--|--|
| Physical and Chemical Contamination. | Ensure foods are protected against contamination at all times and stored away from chemicals. | | Visual checks on products being defrosted, | Dispose of any foods that have actually or potentially been contaminated. |
| Microbiological Contamination and Growth. | <p>Defrost products in the fridge ensuring any raw products are stored below ready to eat ones.</p> <p>If you cannot defrost food in the fridge you should note the reason why In your daily diary and then choose one of the following safe methods:</p> <ul style="list-style-type: none"> - Running under cold water (but this should not be used for defrosting raw- meat unless the meat is in a sealed packaged container) - At room temperature, protected against contamination minimising the time the product(s) are at an ambient temperature and place In fridge as soon as possible - In the microwave using the correct defrost' setting | | <p>Check fridge to ensure products are correctly stored.</p> <p>Visual checks to ensure products are not left at an ambient.</p> | Re-arrange items in the fridge if required and dispose of any ready-to-eat foods that have actually or potentially been contaminated |

Notes
 Double bag frozen meat as it comes out of the freezer before going into the fridge

Transport

| Hazard | Controls | Critical Controls | Monitoring Procedures | / Corrective Actions |
|--|---|-------------------|--|--|
| Microbiological Contamination and Growth | Use separate cool boxes/containers for raw and ready to eat food. | | Visual checks to ensure that foods are kept separate during the transport and kept at safe temperature. | Dispose of any potentially or actually contaminated products.. |
| Physical Contamination. | Ensure products are protected against physical contamination during transport by covering products. | | Visual checks to ensure food products are suitably covered and protected against physical contamination. | Dispose of any potentially or actually contaminated products. |
| Chemical Contamination. | Keep chemicals away from food during transport. | | Visual checks to ensure food products are not stored with chemicals during transportation. | If there is any sign of chemical contamination dispose of food safely and review processes and storage of chemicals. |
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Preparation

| Hazard | Controls | Critical Controls | Monitoring Procedures | / Corrective Actions |
|---|---|-------------------|---|--|
| Microbiological Contamination and Growth | Wash raw fruit and vegetables. | | Visual checks to ensure raw fruit and vegetables are washed in correct place. | Dispose of any potentially or actually contaminated products. Review or retrain as necessary. |
| Physical Contamination. | Ensure preparation area and equipment are maintained in a sound condition | | Daily visual checks of condition of preparation area and equipment. | Repair any deterioration to preparation areas and replace damaged equipment. Dispose of any potentially or actually contaminated products. |
| Chemical Contamination. | Keep chemicals away from food. Cover and put away food when cleaning. | | Spot checks to ensure staff are following correct procedure | If there is any sign of chemical contamination dispose of food safely and review processes and storage of chemicals. |
| <p>Notes Prepare in ovens after everything is cleaned down Double bag waste. Clean down total area after prep</p> | | | | |
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Cooking

| Hazard | Controls | Critical Controls | Monitoring Procedures | / Corrective Actions |
|--|---|---|--|--|
| Survival of bacteria for foods other than whole muscles of lamb, beef, pork and venison. | Ensure food is thoroughly cooked. | Food should be cooked to a minimum of 75°C for 30 seconds core temperature (or an equivalent time/temperature combination). | Spot check food temperature with probe and record in a daily diary. Whole pig – check temperature 2-3 times whilst cooking (over the course of several hours) to make sure meat is on track for serving time. | Continue to cook product until the core temperature detailed is achieved |
| Survival of bacteria for whole muscles of lamb, beef, pork and venison. | The product must be heat sealed - for example Hash frying the whole outer surface of the muscle in a hot pan or on a hot griddle. | Ensure whole outer surface is sufficiently neat treated. | Ensure heat treatment is undertaken adequately. | If whole outer surface is not sealed, do not served and continue to seal or cook. |
| Fish - survival of Parasites. | Ensure food is thoroughly cooked | Food should be cooked to a minimum of 60°C for 60 seconds core temperature. | Spot check food temperature and record in a daily diary. | Continue to cook product until a minimum core temperature of 60°C for 60 seconds is achieved |
| Physical Contamination | Ensure all equipment is in good order. | | Check maintenance records for equipment daily. | Repair or replace damaged/deteriorated equipment. Dispose of any potentially or actually contamination products. |
| Chemical Contamination | Ensure food safe cleaning products are used following manufacturer's instructions. | | Spot checks on cleaning practices by staff. | If food comes into contact with chemicals then dispose of safely. If cleaning products are not food safe ensure they are changed for a more suitable product. |

Notes - Cook till core temperature is 85 degrees C

Hot Holding

| Hazard | Controls | Critical Controls | Monitoring Procedures | / Corrective Actions |
|--|--|--|---|--|
| Microbiological Contamination and Growth | Check temperature of food with thermometer on a regular basis. | Hot food must be kept at a core temperature of 63°C. | Monitor food temperature records in recording diary daily. | <p>If the temperature of food that is not held has dropped below 63°C for one period of less than 2 hours, then it can be returned to a temperature above 63°C until sold, used immediately, or disposed of.</p> <p>If the temperature of the food hot held has dropped below for more than 2 hours or an unknown period of time it must be disposed of.</p> <p>If you use the 2 hour rule this must be documented in your daily diary and food can only have one period of up to 2 hours below 63°C</p> |
| Physical Contamination. | Ensure equipment and premises are in good order. | | Check maintenance records for equipment and premises daily. Visual checks of equipment and premises on a daily basis. | Repair or replace damaged/deteriorated equipment or repair damaged areas of premises as required. Dispose of any food which has been potentially or actually contaminated. |
| Chemical Contamination. | Ensure food safe cleaning products are used. | | Spot checks on cleaning practices by staff. | <p>If cleaning products are not food safe ensure they are changed for a more suitable product.</p> <p>Dispose of any food which have potentially or actually been contaminated and pose a risk to food safety'.</p> |
| Microbiological, chemical and physical contamination from customers. | Protect food against potential contamination from customers e.g. ensure food is covered/ bagged or use of sneeze guards for open feeds | | Constant monitoring of food on display. | Dispose of any potentially or actually contaminated products. |
| Notes | | | | |
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Serving

| Hazard | Controls | Critical Controls | Monitoring Procedures | / Corrective Actions |
|--------------------------------|--|-------------------|--|---|
| Microbiological Contamination. | Use clean utensils for handling food. | | Visual checks. | If food is potentially or actually contaminated it must be disposed of. |
| Microbiological Contamination. | Ensure all food handlers are aware of their personal hygiene requirements. | | Continual visual awareness of all food handlers. Staff to have clean hands (wash hands regularly) and wear gloves if appropriate. Tying hair back and/or covering it with a hat. Short fingernails, no false fingernails and no nail varnish. No coughing or sneezing over food and preparation, cooking and serving areas. | Dispose of any potentially or actually contaminated products Review or retrain as necessary. |
| Physical Contamination. | Ensure equipment, serving packaging and utensils are maintained in a sound condition. Keeping hair, body and hands clean. | | Daily visual checks of condition of equipment, serving packaging and utensils. | Dispose of any damaged or contaminated serving packaging and utensils. |
| Chemical Contamination. | Keep chemicals away from serving packaging. | | Spot checks to ensure staff are following correct procedure. | If there is any sign of chemical contamination dispose of packaging and review processes and storage of chemicals.. |

Notes - Keep chopping boards & utensils clean at all times Serve while wearing coats & aprons. Wash hands frequently. Provide and use utensils to serve wherever possible to avoid direct touching of food. Take extra care when handling and serving ready-to-eat foods, as bacteria and allergens will not be killed by cooking or reheating.

Once a whole pig has reached serving temperature, turn off gas burners and use oven gloves and plenty of cloths to lift lid and raise up hog tray to serving position using the support bars. The burners can be then tuned back on to a low flame to keep the pig warm.

Slips, trips and falls

| Who is at risk? | Cause of risk | How to control risk | Date of additional controls |
|---------------------------------------|--|--|-----------------------------|
| Staff Public. Contractors. . | Stairs and steps | Ensure clear markings for steps. Make sure steps are maintained in a good condition | |
| | Poor or insufficient cleaning of floors. | Cleaning up spillages immediately. Consider using slip-resistant flooring. Regularly review your cleaning schedule Use footwear with good grip. | |
| | Trailing cables | Cover and secure trailing cables/wires. Do not site cables across walkways or paths. | |
| | Items left on floors. | Make sure used packaging is broken down and stored in the bay/closed off area, away from passers by. | |
| | Equipment or supplies not stored properly. | Ensure equipment and supplies are not left on floor in busy footfall areas. | |
| | Marquee/gazebo guy ropes. | Check gazebos are safely secured to the ground. Ensure that guy ropes and stakes are clearly identified using fluorescent rope. Check ropes and the condition every day, prior to operation. | |
| | Poor lighting. | Provide good lighting everywhere including storage areas. | |
| | Equipment faults. | Ensure equipment faults leading to leaks are reported promptly. | |

Burns and Scalds

| Who is at risk? | Cause of risk | How to control risk | Date of additional controls |
|----------------------|------------------------------------|---|-----------------------------|
| Staff. Customers. | Contact with hot surfaces. | <p>Provide adequate protective clothing and gloves. Hog roast machine must be attended at all times - adults, children and animals must be kept away from the equipment during the cooking process at all times.</p> <p>Hog roast machine – is only to be used in a well ventilated space and at least 1 metre away from combustible materials.</p> | |
| | Contact with steam and hot fluids. | <p>Train staff in risk of oils and in the procedure for emptying and cleaning fryers.</p> <p>Train staff in the operation of all equipment producing heat or steam.</p> | |
| | Hand e.g. hot drinks to customers. | <p>Provide drinks that are not boiling hot Use insulated cups with sip lids.</p> | |
| | Spillage of hot liquids | <p>Make sure the workspace is sufficiently unobstructed Display signs wherever there are hot liquids.</p> | |
| | Inappropriate equipment | <p>Ensure suitable utensils are available. Make sure the site checklist with all required equipment is available prior to leaving for site.</p> | |

Chemical Burns or Irritation

| Who is at risk? | Cause of risk | How to control risk | Date of additional controls |
|-----------------|------------------|---|-----------------------------|
| Staff. | Cleaning fluids. | <p>Provide correct personal protective clothing & equipment (PPE).</p> <p>Rinse gloves after use and store in a clean dry place.</p> <p>Wear masks when using caustic cleaning fluids.</p> <p>Train staff in safe use and storage of cleaning chemicals and protective equipment.</p> <p>Source safer alternative cleaning chemicals.</p> | |

Cuts

| Who is at risk? | Cause of risk | How to control risk | Date of additional controls |
|-----------------|--|---|-----------------------------|
| Staff. | Poorly or incorrectly guarded equipment. | <p>Provide training on how to safely use equipment.</p> <p>Ensure guards are in correct position and not damaged or removed.</p> <p>Remove and isolate dangerous equipment.</p> | |
| | Knives. | <p>Ensure staff are trained on how to safely handle knives.</p> <p>Ensure knives are well maintained and sharpened.</p> <p>Make sure knives are suitably stored when not in use.</p> <p>Ensure no open toe shoes are worn by staff.</p> | |

Manual Handling

| Who is at risk? | Cause of risk | How to control risk | Date of additional controls |
|-----------------|---------------------|--|-----------------------------|
| Staff | Incorrect posture. | Provide training in correct lifting. | |
| | Heavy items. | Correct sizing and weighting of loads. Consider substituting with a lighter option. Train staff in team working for moving heavy items. Provide handling aids such as sack trucks. | |
| | Oversized items. | Provide appropriate lifting equipment for heavy items. Consider substituting with a smaller option. Train staff in learn working for moving awkward items. Provide handling aids such as sack trucks. | |
| | Cramped conditions. | Ensure adequate space is available to safely access stock. | |

Fire

| Who is at risk? | Cause of risk | How to control risk | Date of additional controls |
|--|---|--|-----------------------------|
| Staff. Public. Contractors. Property. | Electrical installation. | Have all electrical equipment PAT tested. Have your installation certified by a competent person Diarise our electrical testing programme. | |
| | Equipment being too close to flammable materials. | Keep appliances 300mm from flammable vertical surfaces. Complete visual checks. Hog roast machine – is only to be used in a well ventilated space and at least 1 metre away from combustible materials. | |
| | Fryers being over fitted. | Check that fryers are not over-filled every time they are used. Provide the correct fire lighting equipment and training is in use. Complete an annual check on firefighting equipment and staff training. | |
| | Equipment not being cleaned or serviced adequately | Ensure filters and duds are cleaned regularly. Keep equipment cleaning and maintenance records and diarise regular maintenance. | |
| | Gas leaks. | Obtain a gas safety record and check by a suitably qualified Gas Safe engineer at least annually. Provide staff training on what to do in case of a leak. | |
| | Incorrect, out of date firefighting equipment. | Ensure the correct equipment is available and clearly marked. Ensure firefighting equipment is serviced regularly. | |
| | Incorrect, out of date firefighting equipment. Lack of sufficient firefighting equipment training. | Ensure at least one person with adequate training is always on site. Keep training records up to date and assess needs. | |
| | Use of non-fire-retardant materials. | Ensure materials including linings are fire retardant. If the item came with a certificate, keep a copy of it. | |

Electrocution

| Who is at risk? | Cause of risk | How to control risk | Date of additional controls |
|-------------------|--|---|-----------------------------|
| Staff. Public. | Poor plug wiring | Visual checks of plug condition by nominated staff. Keep equipment maintenance records | |
| | Incorrect use of generators. | Suitably trained person only to handle generators. | |
| | Water. | Keep electrical sockets and equipment away from areas where they are at risk of coming into contact with water. Install residual current devices (RCDs). Train staff on the location of the fuse box and how to safely cut off electricity. | |
| | Handling plugs or cables with wet hands. | Staff training Provide warning notices to remind staff.. | |
| | Faulty equipment. | Regular visual checks of equipment by nominated staff. Regular PAT test on appliances at intervals dependent on equipment. Train staff to check equipment before use and to report any defects immediately. Remove and isolate faulty appliances from area immediately. Diarise review dates based on an electricians advice on how often equipment should be inspected and tested. | |

Waste Management and Pest Control

| Who is at risk? | Cause of risk | How to control risk | Date of additional controls |
|-------------------|--|--|-----------------------------|
| Staff. Public. | Gradual gathering and build up of waste | Not allowing waste to accumulate by removing it regularly from food areas. Having appropriate bins inside and outside | |
| | Accumulation of food, packaging, disposable plates/cutlery | Have bins with tight-fitting lids to prevent pests. Lining bins with appropriate liners. Keeping outside bins closed when not in use. Regularly emptying bins. Removing waste from events and disposing of it legally and properly. | |
| | Rodents – Mice and rats. | <p>Keep the premises, vehicle, equipment and trailer clean and tidy, especially where food is transported, prepared, cooked and served.</p> <p>Checking regularly for gaps or holes that could allow pests into the premises, vehicle or trailer. All should be pest-proof.</p> <p>Keeping windows and doors closed and locked when not in use.</p> <p>Ensuring external areas are kept clear of vegetation, rubbish and anything that could encourage or harbour pests.</p> | |
| | Insects – Flies, ants and cockroaches. | <p>Looking for evidence of pests or pest damage when checking deliveries, e.g. larvae, insects or gnawed packaging. Do not accept deliveries if there are any signs.</p> <p>Store food correctly, e.g. not on the floor, and keeping it covered or well-sealed.</p> | |

Use of LPG

| Who is at risk? | Cause of risk | How to control risk | Date of additional controls |
|-------------------|--|--|-----------------------------|
| Staff. Public. | Improper use or connection of gas cylinders. | <p>Use correct equipment that is designed for use with LPG Installations and equipment.</p> <p>Diarise a review date based on a qualified engineer's advice on how often equipment should be inspected and tested.</p> | |
| | Not having gas safety shut off valves. | <p>Property label the emergency shut off valve, providing signage to help staff locate it.</p> <p>Train staff in its use.</p> | |
| | An excessive number of cylinders. | <p>Bring only the required amount of cylinders to run the equipment and the same in reserve.</p> | |
| | Inappropriate storage of cylinders. | <p>Store cylinders away from heat sources.</p> <p>Secure cylinders in an upright position.</p> <p>Store cylinders in such a way to minimise risk of tampering.</p> | |

Use of Towing Trailers

| Who is at risk? | Cause of risk | How to control risk | Date of additional controls |
|-------------------|--|--|-----------------------------|
| Staff. Public. | Incorrect loading of trailers. | Distribute load properly. Do not exceed manufacturer's max gross laden weight <GLW) Take trailer to weigh bridge with typical load and check it doesn't exceed the max GLW. Ensure towing vehicle and trailer loading weight information is available to staff. | |
| | Incorrect towing vehicle / trailer weight ratio. | Ensure staff are trained in correct loading, Check nose weight. If the unit is unstable, stop and redistribute the load. | |
| | Travelling at too high a speed. | Do not exceed speed limit. Add speed limiting device to vehicles – 60mph. | |
| | Reversing on site. | Train drivers in reversing with a trailer. Regularly check all drivers licences and retain copies. Provide banksman to assist with reversing the trailer. | |