



Hospitality and Catering

# Kitchen documentation

## Lesson 5

Understand what different documentation is involved in the effective running of a kitchen and become proficient in completing it correctly.





# HACCP

You have a duty of care to ensure the food you handle is safe to eat.

A HACCP system is used to control any food safety risk.





# HACCP

A HACCP system is used to monitor every step in the products process from delivery of ingredients to food service. Then highlight where food safety may be compromised, identify what can be done to control the risk to the food and make it safe to eat.





# HACCP

A HACCP system usually works alongside a quality management system both together they cover:

- Delivery checks
- Storage conditions
- Temperature checks
- Pest control
- Cleaning and maintenance
- Personal hygiene requirements
- Cross contamination risks and segregation
- Foreign body control
- Allergen control
- Stock control and date coding
- Staff training
- Traceability





# Temperature charts

All refrigerators and freezers need regular temperature checks.

This ensures food is maintained at a safe temperature and avoids food poisoning.







# Temperature charts

Hot food counters and buffets are also checked.

Hot buffets should keep food above 63°C

Cold buffets should be served at below 8°C

Food should be cooked to above 70°C





# Benefits of temperature charts

- You can spot when equipment is faulty
- Staff become responsible for their actions
- Food is not wasted





# Consequences of not filling in temperature charts

- You fail to spot broken equipment
- You cook and serve food at the wrong temperature







# Consequences of not filling in temperature charts

- This can increase the risk of bacteria causing food poisoning
- You can waste food because it cannot be used





# Consequences of not complying with HACCP system

If a customer gets food poisoning and can prove it was from food eaten from your place of work, lack of evidence of following a HACCP system e.g. following correct food temperature controls can result in court proceedings and fines.





# Environmental health officers - EHO

Inspections will take place yearly or more if there are problems with food safety.

Officers will check the hygiene of a kitchen and any food safety documentation completed.





# EHO checks

They will want to see records of all HACCP checks and can request any as far back as 3 years.



# Reporting food safety problems

Always talk to your supervisor first about any problems with food temperatures and food safety issues.







# Reporting food safety problems

If you are concerned that your employer is doing nothing about risks, you can inform the local Environmental Health Officers.





# Traceability

The reason for recording HACCP checks is that you are able to trace back the journey of the food from the customer to the delivery.

This is used to prove due diligence in a court of law against any food safety allegations.





# Training logs

Training logs can be used to prove due diligence in a court of law proving that staff are appropriately trained to not cause any food safety or health and safety issues.





# Training logs

Recording every all equipment and job roles that a member of staff has been trained to use.

This matches with risk assessments and reduces accidents.





# Training logs

If there is an incident or accident the employer can prove that they were not to blame by showing training records.

If they are to blame, then fines can be issued and imprisonment for gross misconduct.







# Revision Activity 5

**What does HACCP stand for?**