**Commence CIC Hot Meal Pop-Up Safety Risk Assessment (HACCP)**

**Date:** 23/02/2025  
**Location:** -  
**Assessment Conducted By:** Maryam Seyad

**1. Introduction**

This HACCP plan identifies and mitigates potential hazards associated with Commence CIC’s hot meal pop-ups to ensure food safety and compliance with health regulations.

**2. Hazard Identification & Risk Analysis**

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| --- | --- | --- | --- |
| **Process Step** | **Potential Hazard** | **Risk Level (Low/Med/High)** | **Control Measures** |
| Food Procurement | Contaminated ingredients | Low | Source from certified suppliers, inspect deliveries |
| Storage | Incorrect temperature | Low | Maintain cold storage below 5°C, hot storage above 63°C |
| Food Preparation | Cross-contamination | Low | Use separate utensils for raw and cooked food, enforce handwashing |
| Cooking | Undercooked food | Low | Use thermometers, ensure proper internal temperatures |
| Holding & Serving | Bacterial growth | Low | Keep food at safe temperatures, minimse holding times |
| Cleaning & Sanitation | Poor hygiene | Low | Regular cleaning schedules, proper waste disposal |

**3. Critical Control Points (CCPs) & Monitoring**

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| --- | --- | --- | --- |
| CCP | Control Measure | Monitoring Method | Corrective Action |
| Storage | Maintain proper temperatures | Regular checks with thermometers | Adjust temperature settings or discard unsafe food |
| Cooking | Cook to safe temperatures | Use food thermometers | Re-cook or discard undercooked food |
| Holding | Keep food hot/cold as required | Temperature logs every 30 min | Reheat or discard food not within safe limits |

**4. Corrective Actions**

* If food is stored, cooked, or served at unsafe temperatures, it must be discarded immediately.
* Any staff showing symptoms of illness must be removed from food handling duties.
* Cross-contaminated food or improperly handled ingredients must be disposed of.

**5. Training & Record Keeping**

* Staff must be trained in food safety and hygiene practices.
* Regular HACCP training sessions should be conducted.
* Maintain logs for temperature monitoring, cleaning schedules, and incident reports.

**6. Review & Verification**

* Conduct routine audits and inspections.
* Update HACCP procedures based on feedback and incidents.
* Ensure compliance with local food safety regulations.

**Approved By:** Maryam Seyad  
**Date of Next Review:** 23/02/2025