| Food Safety  Risk Management  Plan | Business name: | Date: | Annual Review Date: | Signed: |
| --- | --- | --- | --- | --- |
| **IDENTIFY HAZARDS** | **PLAN - ASSESS THE RISK**  *Identify all risks and hazards in your workplace. If you have more than one place use HEADINGS to separate the areas i.e. kItchen/markets; office/workshop* | **MANAGE THE RISK**  *For each managed risk how will you eliminate, minimize or isolate them? How will you manage each one?* | **DO - ELIMINATE, MINIMIZE or**  **ISOLATE**  *What have you done?* | **CHECK & ACT - STEPS TO MONITOR**  *What will you do to manage each risk? And how will you monitor these?* |
| **COVID RISK** | * Surface transmission * COVID transmission * COVID close contact | * Clean/disinfect surfaces before and after use * Clean personal protective equipment to be worn * Hand sanitisers and masks provided * Use of face coverings and hair covering when appropriate * Inform appropriate personnel * Sick Staff to be sent home - (What is your procedure) | M/I   * Follow set cleaning plan/schedule * Supply hand sanitisers/face masks * Use appropriate cleaning PPE * Use appropriate food preparation clothing * Empty rubbish bins daily, recycle and waste removed | * Cleaning schedule (Where) * Job descriptions (Where) * 3 Monthly stock check of sanitiser, face mask… * PPE & equipment cleaning after use * Discard disposable PPE * Sick Staff procedure (What) |
| **INJURY FROM Long Periods of standing, sitting and others** | * muscle strain * neck pain * back pain * hand/arm pain * knee strain | * Every hour stretch and walk around * Stress ball exercises to prevent carpal tunnel * Use and stand on rubber mats * Wear suitable footwear and clothing * Regular movement opportunities | M/I | * Stress ball available at all times * Foam Anti-fatigue mats * Proper sitting positions (posters) * Set times for breaks (Roster) * Set or Rotating Staff Roster * Movement/Exercise Poster/ideas |
| **HAZARDS IN THE KITCHEN/**  **FOOD VAN** | * Fire prevention: Smoke detectors * Injury from products falling from shelves; movable bench/tables & equipment * Slips and falls from uneven or damaged flooring, foot surfaces, steps and slippery surfaces, sliding doors * Cuts from sharp objects, glass * Burns/injuries from hot surfaces, heat equipment and lack of training. * Back injury from improper lifting * Skin irritation from chemicals, plants, gas * Poor ventilation | * Remove clutter, sharp, broken items. Discard, recycled and remove rubbish * Hazard checks inside/outside before starting each working day * Annual Smoke detector checks and battery change * Secure all moving and heavy furniture where needed * 20kg+ lifting with 2-4 persons * Product or stock in workspace to kept to a minimum and in an organized, labeled, dry container/space * Wash and dry hands thoroughly, apply moisturizer when needed * Each work day wear appropriate PPE * Use appropriate equipment according to manual ie electrical appliances, heat guns * All entries into the building/space to have signage displayed | M/I   * Daily Hazard Checks   (Pre-Start Checks)   * Stored chemical in locked cupboard * Cooking equipment cleaned and stored in relevant space to avoid clutter * Windows ajar & use of stove ventilation system | * Appropriate safety signage is clearly visible * Install and regularly check smoke detectors by Responsible person on duty (who) * Slippery surfaces dried and matted * Hazard Checklist (Pre-start check documented) * Cleaning Schedule (who and what) * Monthly Product Stock list * Hand washing system and signage displayed * Monthly First Aid checklist * Poisonous Plant removed poster/picture available (if required) * Chemical Safety Data Sheets (SDS) filed and available. * Electrical equipment pre-start check. * Recycle and waste disposed weekly * Food scraps disposed daily * Hygiene of workspace whether kitchen, food Van or market stalls using safe food-grade cleaners * Entry and exits clearly identified (signage) |
| **HAZARDS DURING FOOD PREPARATION**  **SERVING**  **COOKING** | * Food contamination during preparation, cooking or cooling, transporting, through dirty clothing and utensils, human fluids, expired foods, raw * Unwanted pests | * Cover sores, cuts with appropriate first aid items * Wear gloves and masks (if needed), hair in netting when handling food * Washing hands with soap procedure signage displayed * Clean cooking surfaces at all times * Hot water for dish washing utensils or dispose of disposal cooking and food holding containers * PPE to be worn over clean personal clothing such apron * Adequate bins for storing frozen foods to transport * Proven bait or methods to eradicate pests such as ants, mice, flies… | M/I   * Food Safety Practices such as monitor the temperature, probe thermometer to check food. Follow the 2-hour/4-hour Rule, Food is kept between 5 - 60 ˚C * Designated areas for cold and hot foods ie Food Markets * Clean clothing each day * Label food-grade containers with date, name * Remove expired foods and dispose scrap appropriately * Food served is pre-wrapped, bagged or in container before serving to customer * Serving cabinet is clean, NO SELF- SERVICE * Closing clean up procedure and End of day routine * Adhere to Food Market rules and conditions | * Attend Basic Food Safety Course * Food Qualifications visible * On the Day Person Responsible allocated (who) * Documentation is kept for 4 years (where) * Daily debriefs - areas of improvement documentation, including any food or customer related complaints * End of the Day checklist * Opening and Closing procedure checklist * Food Safety Information Chart displayed * Fridge temperature system (Checklist to record) and safety display poster * Washing Hand System displayed above hand basin * Hand Sanitiser & Mask available on and off site * PPE stocked and available * Basic First Aid kits stocked and easily accessible * Sick Staff procedures ie. Return to work after 24 hours * First Aid Training every 2 years - choking, allergen, CPR (who) * Annual Pest control by authorized service * Waterproof labels on food-grade containers * Purchase food from approved food suppliers - Provider list * Food labels have ingredients such as gluten free, diary free |
| **EMERGENCY EVACUATION**  **PLAN** | * Electrical fire * State Emergency and Evacuation * Earthquake * Flooding * Fire * Accident: vehicle crash | * Emergency Evacuation Plan * Designation Emergency Evacuation Point * Fire Extinguisher on wall (Where) * Call 111 for emergency services | M/I   * Adhere to Food Market Emergency and Evacuation plans * Familiarize self with Evacuation plans where your food is delivered * Own Kitchen/Business conducts Emergency and Evacuation drills | * Business and venue Emergency Evacuation Plan * Emergency contact persons and details * First Aid training (who) * Fire extinguisher on site (where) * Registered & warranted vehicle * Termly Evacuation drills (who) |
| **A CONFINED SPACE**  **ie Markets, Food Vans** | * Lack of ventilation from oxygen-deficient atmospheres, close proximity stalls * Headaches and fatigue from heat, closed space, dehydration * Toxification from fumes, chemicals and gases * Overly crowded by staff and supplies | * Ventilation from opening side walls ie tent, gazebo * Remove clutter * An organized workspace * Use of clear containers for visibility * Limit staff or workers * Designated roles for the day * Responsible Person on the day | M/I   * Gazebo with removable sides * Labeled clear containers * Water supply * Area designated for cooking, serving and customer service | * Staff roster and roles * Labeled containers * Seated areas * Labeled spaces and exits * Stable tables * Designated areas |