| Food Safety Risk ManagementPlan | 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
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| **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)
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| **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
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| **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)
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| **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
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