SITE survey. APP

SITE SURVEY REPORT

HACCP Plan

Prepared for	Riverside Bistro Ltd
Date	18 Sep 2026
Site	Riverside Bistro, Hexham
Prepared by	N. Charlton

FORM

HACCP Plan

1. Details

Project	Riverside Bistro, Hexham: HACCP plan (completed example)
Business	Riverside Bistro Ltd
Kitchen or premises	Riverside Bistro
Address	5 Tyne Green Road, Hexham NE46 3RY
Date	18 Sep 2026
Prepared by	N. Charlton, owner and head chef
Others involved	P. Robson, sous chef. S. Iqbal, front of house manager
Type of business	Restaurant or cafe
What food and which processes does this plan cover?	Lunch and dinner menu cooked to order: meat, fish, vegetables and desserts. Covers delivery, storage, preparation, cooking, cooling, hot holding and service. No takeaway or outside catering.

> Regulation (EC) No 852/2004 on the hygiene of foodstuffs, Article 5 (retained in UK law), requires food business operators to put in place, implement and maintain a permanent procedure based on the Hazard Analysis and Critical Control Point (HACCP) principles: identify the hazards to avoid, remove or reduce; identify the critical control points; set limits for them; monitor them; establish checks to verify the system works; correct problems when they occur; and keep records.

> Small caterers and retailers can use the Food Standards Agency's Safer food, better business packs to meet this. This form suits a business that wants its own plan, step by step.

2. Steps, hazards and controls

> GOV.UK lists three main types of hazard: microbiological (harmful bacteria), chemical (including cleaning chemicals, allergens and other contamination) and physical (objects getting into food).

Process steps 1: Purchase and delivery

Step	Purchase and delivery
Type of hazard	Microbiological
What could go wrong?	Chilled or frozen food delivered too warm, so bacteria can grow.
How is it controlled?	Approved suppliers only. Every chilled and frozen delivery checked on arrival.

Is this a critical control point?	Yes
Critical limit	Chilled food 8 °C or below. Frozen food hard frozen
How is it checked, how often and by whom?	Probe between packs on every delivery, by the chef receiving it
What happens if the limit is not met?	Reject the item and tell the supplier
Where is it recorded?	Food temperature log, deliveries

Process steps 2: Chilled storage

Step	Chilled storage
Type of hazard	Microbiological
What could go wrong?	Bacteria grow if fridges run warm. Raw meat drips onto ready-to-eat food.
How is it controlled?	Raw meat on the bottom shelf, covered and dated. Fridges not overloaded.
Is this a critical control point?	Yes
Critical limit	8 °C or below by law. Target 0 to 5 °C
How is it checked, how often and by whom?	Every fridge checked at opening and closing by the chef on duty
What happens if the limit is not met?	Move food to another fridge, probe the food and agree with the manager what is kept. Call the engineer
Where is it recorded?	Food temperature log, fridges and freezers

Process steps 3: Preparation

Step	Preparation
Type of hazard	Chemical, including allergens
What could go wrong?	Allergens transferred from one dish to another, or a dish served to someone with an allergy.
How is it controlled?	Allergen matrix for every dish. Separate boards and utensils, cleaned between uses. Orders with allergies flagged on the ticket.
Is this a critical control point?	No

Process steps 4: Cooking

Step	Cooking
Type of hazard	Microbiological
What could go wrong?	Food not cooked through, so harmful bacteria survive.

How is it controlled?	Cook to a core temperature checked with a clean probe.
Is this a critical control point?	Yes
Critical limit	Core 75 °C, or 70 °C held for 2 minutes
How is it checked, how often and by whom?	Probe the thickest part of each batch of meat, by the chef cooking
What happens if the limit is not met?	Keep cooking and probe again
Where is it recorded?	Food temperature log, cooking

Process steps 5: Cooling

Step	Cooling
Type of hazard	Microbiological
What could go wrong?	Cooked food left warm too long, so bacteria grow.
How is it controlled?	Cool in shallow trays or small portions, then into the fridge as soon as it is cool. Times recorded.
Is this a critical control point?	No

Process steps 6: Hot holding

Step	Hot holding
Type of hazard	Microbiological
What could go wrong?	Soup and sauces held too cool during service.
How is it controlled?	Bain-marie and soup kettle switched on before food goes in.
Is this a critical control point?	Yes
Critical limit	63 °C or above
How is it checked, how often and by whom?	Probe every hour during service, by the chef on the pass
What happens if the limit is not met?	Out under 2 hours and not reheated before: reheat once until steaming hot. Otherwise throw it away. Tell the manager
Where is it recorded?	Food temperature log, hot holding

Process steps 7: Cold display or service

Step	Cold display or service
Type of hazard	Physical

What could go wrong?	Glass or packaging in food from broken items on the pass.
How is it controlled?	No glass on the pass. Breakages cleared and nearby food thrown away.
Is this a critical control point?	No
Entries	7
Critical control points	4

3. What the plan relies on

Cleaning schedule	In place
Pest control	In place
Staff training in food hygiene	Needs work
Personal hygiene and fitness to work rules	In place
Allergen information and control of cross-contamination	In place
Approved suppliers and delivery checks	In place
Maintenance of equipment and premises	Needs work
Probe thermometer checks	In place

> Food businesses must tell customers if food contains any of the 14 allergens named in food law: celery, cereals containing gluten, crustaceans, eggs, fish, lupin, milk, molluscs, mustard, peanuts, sesame, soybeans, sulphur dioxide and sulphites (above 10 mg per kg or per litre), and tree nuts.

What needs work, who will do it and by when?	Two new kitchen porters to complete food hygiene training, N. Charlton by 31 October. Door seal on the dessert fridge split, engineer booked, P. Robson by 9 October.

4. Checks, review and sign-off

How is the plan checked?	Manager reviews the records, Probe thermometers checked for accuracy, Internal audit or walk round, Complaints and incidents reviewed
How often?	Records weekly, probes monthly, walk round every quarter
Last verification done on, and by whom	Records reviewed 25 September 2026 by N. Charlton. Probes checked in iced and boiling water 1 September 2026 by P. Robson
Next review due	18 Mar 2027

> Review the plan whenever the menu, a recipe, a supplier, the equipment or the way you work changes, and after anything goes wrong.

Past reviews 1: 2026-03-12

Date	12 Mar 2026
Why reviewed	Spring menu change
What changed	Added the fish dishes and the dessert fridge to chilled storage
Reviewed by	N. Charlton

Past reviews 2: 2026-09-18

Date	18 Sep 2026
Why reviewed	Annual review and new soup kettle
What changed	Hot holding checks moved from every 2 hours to every hour
Reviewed by	N. Charlton and P. Robson
Prepared by	N. Charlton, owner and head chef
Preparer signature	
Approved by the owner or manager	N. Charlton, owner
Owner or manager signature	