HACCP Plan for a Café

Procedures based on HACCP principles for preparing and selling drinks and selling desserts from suppliers

Before you start

This document is a template for cafés in Ireland, not legal advice or an official approval. It is based on EU law as of 24 October 2026 (Regulation (EC) No 852/2004, Regulation (EC) No 178/2002, Regulation (EU) No 1169/2011) and on the Irish allergen regulations for non-prepacked food (S.I. No. 489 of 2014). Other Irish rules are not covered. Every café is different: the operator adapts the template to the actual menu, equipment and layout, adds their own details and is responsible for following it. If in doubt, contact your competent food safety authority.

Template for cafés in Ireland, not legal advice. Status 24 October 2026. **The template covers the EU framework; Irish rules are included only where verified** (written allergen information under S.I. No. 489 of 2014). Registration with the food authority, temperature limits, food handler training rules, record retention, VAT, licensing of alcohol and smoking rules **are not covered** – check them with your competent food safety authority and other local authorities before you use the template.

1. Business details

Food business operator (name / company, registration number) _____

Address of the premises _____

Person responsible for HACCP _____

Phone and e-mail _____

Opening hours _____

Date the plan was introduced _____

Products covered by the plan

Group	Examples	We offer
Hot coffee drinks	espresso, cappuccino, latte, filter coffee	☐
Other hot drinks	tea, hot chocolate, chai, matcha	☐
Cold drinks	iced coffee, lemonades, bottled drinks	☐
Alcoholic drinks	wine, bottled beer, spirits	☐
Cakes and pastries from suppliers	gateaux, traybakes, cheesecake	☐
Bakery and light bites	croissants, toasties, sandwiches	☐
Prepacked food	biscuits, chocolate, coffee to take home	☐

The plan assumes a café that does not cook meals itself. If you prepare hot food (toasties, soups, bakes), add a critical control point for cooking and hot holding – see CCP 3 in section 5.

2. HACCP team and responsibilities

Role	Name	Responsible for	Signature
HACCP team leader		introducing and verifying the plan, training, checking records	
Shift supervisor		daily temperature checks, checking deliveries, corrective actions	
Barista / floor staff		following procedures, personal hygiene, records	

3. Principles behind the plan

Regulation (EC) No 852/2004 requires every food business operator to put in place, implement and maintain procedures based on the seven HACCP principles (Article 5). Small businesses may use a proportionate, simplified approach that relies mainly on good hygiene practice.

1. Hazard analysis – what could harm a customer's health (biological, chemical and physical hazards, and allergens).
2. Critical control points (CCPs) – the steps where a hazard must be controlled.
3. Critical limits – measurable limits (temperature, time).
4. Monitoring – who checks, how and how often.
5. Corrective actions – what to do when a limit is exceeded.
6. Verification – regular checks that the system works.
7. Documentation and records – the plan, record sheets, training records.

Main legislation

- Regulation (EC) No 852/2004 on the hygiene of foodstuffs, in particular Article 5 (HACCP), Article 6(2) (notify each establishment to the competent authority for registration) and Annex II.
- Regulation (EC) No 178/2002 – general principles of food law, traceability (Article 18), withdrawal of unsafe food (Article 19).
- Regulation (EU) No 1169/2011 on food information to consumers, Article 9(1)(c), Article 44 and Annex II (allergens).
- Health (Provision of Food Allergen Information to Consumers in respect of Non-Prepacked Food) Regulations 2014 (S.I. No. 489 of 2014), Regulations 4 and 5, as amended by S.I. No. 656 of 2024.
- Other Irish hygiene, temperature and training rules: not covered in this template – check them with your competent authority.

4. Process flow

Step	Activity	Notes
1	Receiving deliveries	coffee, milk and plant-based drinks, desserts, bakery, drinks, packaging, cleaning products
2a	Dry storage	coffee, tea, sugar, syrups, cups – dry, out of direct sunlight, off the floor
2b	Chilled storage	opened milk, cream, desserts, sandwiches
2c	Frozen storage	ice, frozen bake-off pastries
3	Preparing drinks	grinding, extraction, steaming milk, filter coffee, tea
4	Preparing and serving desserts and bakery	portioning, baking off, serving from the chilled display
5	Serving the customer	eat in or takeaway
6	Washing up and cleaning	dishwasher or hand washing, cleaning the espresso machine and grinder
7	Waste	coffee grounds, packaging, food waste, oils

5. Hazard analysis and control points

Hazard types: **B** biological (micro-organisms), **C** chemical (cleaning products, allergens, contaminants), **P** physical (broken glass, foreign bodies).

Step	Hazard	Control measure	Point
Receiving	B: growth of micro-organisms in chilled goods; C, P: damaged packaging	reliable supplier with delivery docket, check temperature, date and packaging, reject faulty deliveries	CCP 1
Dry storage	B: mould, pests; P: dirt	closed packaging, FIFO rotation, date checks, pest control	CP
Chilled storage	B: growth of micro-organisms at too high a temperature	chilling temperature set in the plan, checked twice a day, opened packs labelled with the date	CCP 2
Preparing drinks	B: contamination from the steam wand and jug; C: cleaning product residue	wipe and purge the steam wand after every use, clean jug, rinse after cleaning	CP
Preparing drinks	C: allergens (milk, plant-based drinks, nut syrups)	separate jugs for plant-based drinks, allergen information on the menu	CP
Desserts and bakery	B: contamination during portioning; C: allergens	clean utensils, tongs, portioning on a clean surface, supplier's allergen list	CP
Serving hot food (only if you serve it)	B: survival and growth of micro-organisms	thorough heating, served at the temperature set in the plan, not kept beyond the serving time	CCP 3
Service	P: fragments of damaged glass	discard damaged crockery and glassware, check before serving	CP
Washing up	B: inadequate washing; C: detergent residue	dishwasher programme as per manufacturer, correct dosing, check the result	CP
Ice	B: contamination of the ice machine or scoop	ice made only from potable water, scoop kept outside the ice, ice machine cleaned as per the cleaning schedule	CP

CCP = critical control point, monitored and recorded. CP = control point managed by good hygiene practice and checked on the daily checklists.

Critical control points – limits, monitoring and corrective actions

CCP	Critical limit	Monitoring	Corrective action	Record
CCP 1 Receiving chilled goods	temperature stated by the manufacturer on the pack; own limit: ..... °C; packaging intact; date valid	every delivery, probe or infrared thermometer	refuse or return the delivery, record the reason	Sheet B – deliveries
CCP 2 Chilled storage	fridge: ..... °C; dessert display: ..... °C; freezer: ..... °C (limits set by the operator in the plan, based on the manufacturers' data)	twice a day (opening, mid-shift), thermometer in the unit	find the cause, move the goods, assess their safety and discard if in doubt; call the service engineer	Sheet A – temperatures
CCP 3 Serving hot food (optional)	food temperature when served: at least ..... °C; serving time: .....; after that the food is not kept or reheated	spot checks with a probe thermometer every day	reheat or discard, adjust the procedure	Sheet A – notes

Irish temperature limits are not covered in this template. The operator sets critical limits in the HACCP plan based on the manufacturer's data and a risk assessment; the cold chain must not be interrupted (Regulation (EC) No 852/2004, Annex II, Chapter IX). Store milk and plant-based drinks as the manufacturer instructs; use an opened pack within the time stated on the label and mark it with the date of opening.

6. Good hygiene practice (prerequisites)

Personal hygiene

- Food handlers must be supervised and instructed and/or trained in food hygiene (Regulation (EC) No 852/2004, Annex II, Chapter XII). Irish rules on training levels and medical fitness are not covered – check them with your competent authority.
- Clean work clothes, hair tied back, no rings or watches when handling food.
- Wash hands with warm water and soap before work, after using the toilet, and after handling waste, money and raw goods.
- Staff with diarrhoea, fever, infected wounds or an infectious illness do not work and tell their supervisor.
- No eating or smoking in food areas; personal belongings only in the designated place.

Suppliers and traceability

- We buy only from suppliers who issue a document (delivery docket, invoice) and are registered food businesses.
- Documents are kept so that the origin of the goods can be traced (Article 18 of Regulation (EC) No 178/2002).
- For desserts and bakery from suppliers we ask for the ingredients and the allergen list.

Water, ice and equipment

- Only potable water is used for drinks and ice (Regulation (EC) No 852/2004, Annex II, Chapter VII).
- The espresso machine water filter is changed as per the manufacturer and water hardness; each change is recorded.
- Equipment and utensils are made of food-contact materials; damaged items are taken out of use.

Pests and waste

- We check for pests as a preventive measure; if pests are found we call a pest control company and record the visit.
- Waste goes into lidded bins, is taken out at least once a day, and the bins are washed.
- Coffee grounds must not build up in the work area; they go out with the food waste.

Allergens

Written particulars of any allergen must be given at the point of presentation, sale or supply, before the sale, in a conspicuous place and at least in English (S.I. No. 489 of 2014, Regulations 4 and 5). Procedure and template in **Allergens in a Café**.

7. Verification and review

- The team leader checks and signs the record sheets once a week.
- Once a month the thermometers are checked (iced water 0 °C, deviation no more than ±1 °C).
- The plan is reviewed at least once a year and whenever the menu, equipment or layout changes.
- The operator sets in the plan how long records are kept (Irish rules not covered); we recommend at least 1 year.

Review date	What changed	By	Signature

8. Staff training

Every new member of staff is trained in hygiene, this plan, the cleaning schedule and allergen handling before starting work. Refresher training at least once a year. Record on sheet E of **HACCP Record Sheets**.

9. Annexes

- HACCP record sheets: A temperatures, B deliveries, C cleaning, D corrective actions, E training, F pests.
- Café cleaning and sanitation schedule.
- Café house rules.
- Allergens in a Café – overview and labelling template.

Plan approved by (name, position) **Date** **Signature**

Sources: 852/2004 · 178/2002 · 1169/2011 · S.I. No. 489/2014. Status 24 Oct 2026.

Sources – full text of the legislation on Europaius

- 852/2004
- 178/2002
- 1169/2011