

Food Safety

Date completed: _____ **Time:** _____

Personal hygiene safety points	How do you do this?
Staff should always wash their hands before preparing foods.	Are all staff trained to wash their hands before preparing food? Yes <input type="checkbox"/> No <input type="checkbox"/>
All staff should wear clean clothes when working with food.	Do your staff wear clean work clothes? Yes <input type="checkbox"/> No <input type="checkbox"/>
It is good practice to wear clean or disposable aprons over their work clothes, especially when working with raw meat / poultry or eggs.	Do your staff wear clean or disposable aprons? Yes <input type="checkbox"/> No <input type="checkbox"/>
It is good practice for staff to keep hair tied back and wear a hat or hairnet when preparing food.	Do staff keep hair tied back? Yes <input type="checkbox"/> No <input type="checkbox"/> Do staff wear hats or hairnets when preparing food? Yes <input type="checkbox"/> No <input type="checkbox"/>
Staff should not wear watches or jewellery when preparing food.	Do your staff take off watches and jewellery before preparing food? Yes <input type="checkbox"/> No <input type="checkbox"/>
Staffs should not smoke, drink, eat or chew gum while handling food. Staff should also avoid touching their face or nose, or coughing and sneezing.	Are staff trained not to do these things? Yes <input type="checkbox"/> No <input type="checkbox"/>
Staff should be 'fit for work' at all times. This means they must not be suffering from, or carrying, an illness or disease that could cause a problem with food safety.	Are staff checked as 'fit for work' on a daily basis? Yes <input type="checkbox"/> No <input type="checkbox"/>
Cuts and sores should be completely covered with a brightly coloured waterproof dressing	Are staff trained to do this? Yes <input type="checkbox"/> No <input type="checkbox"/>

Cloths safety points	How do you do this?
Use single-use cloths wherever possible, and throw them away after each task.	Are staff trained to do this? Yes <input type="checkbox"/> No <input type="checkbox"/>
Always use a new or freshly cleaned cloth to wipe work surfaces, equipment or utensils that will be used with ready-to-eat food.	Are staff trained to do this? Yes <input type="checkbox"/> No <input type="checkbox"/>
Take away re-usable cloths for thorough washing after using them with raw meat / poultry, eggs or raw vegetables – and surfaces that have touched these foods.	Are staff trained to do this? Yes <input type="checkbox"/> No <input type="checkbox"/>
If using re-usable cloths, make sure they are thoroughly washed, disinfected and dried between tasks. Ideally, wash cloths in a washing machine on a hot cycle.	How do you clean re-usable cloths? _____
Have a special place in the kitchen for dirty re-useable cloths.	Where do staff put dirty re-usable cloths? _____
Always keep a good supply of single-use / clean cloths in your kitchen.	Where do you keep new / clean cloths? _____
Different cloths for different jobs	Do you do this?
Holding hot items – use tea towel or chef's cloth.	Yes <input type="checkbox"/> No <input type="checkbox"/>
Washing up dishes – use a dish cloth.	Yes <input type="checkbox"/> No <input type="checkbox"/>
Use a single-use cloths or paper towels for the following jobs: Wiping surfaces Mopping up spills Wiping hands Wiping sides of dishes before serving Drying ingredients	Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/>

Separating foods safety points	How do you do this?
Keep foods that are defrosting in the fridge in a covered container below ready-to-eat foods, or in a separate area of the kitchen away from other foods	Where do you defrost foods? _____ _____
Store raw and ready-to-eat foods separately. If they are in the same fridge, store raw meat / poultry below ready-to-eat foods.	How do you make sure raw and ready-to-eat foods are stored separately? _____ _____
Raw meats / poultry and other foods should be prepared in different areas. If this is not possible, try to separate by preparing them at different times and clean thoroughly between tasks?	How do you separate raw meats / poultry and other foods during preparation?
When adding raw meat products make sure they do not touch or drip onto the food already cooking.	How do you keep raw meats separate from food already cooking?

Pest control safety points	How do you do this?
Check your premises regularly for signs of pest.	When do you check for pest? How do you do this? Frequency?
Keep external areas tidy and free from weeds and make sure bins have close-fitting lids and are easy to clean.	How often do you check external areas? How do you do this?

Maintenance safety points	How do you do this?
Repair structural damage as soon as it happens e.g. damp / chipped plaster, broken tiles, and hole in walls or windows.	Do you do this? Yes <input type="checkbox"/> No <input type="checkbox"/>
Check the extractor fans and filters regularly to make sure they are working properly and are free from grease and dirt.	Do you do this? Yes <input type="checkbox"/> No <input type="checkbox"/>
Replace chopping boards that are scratched, pitted or scored.	Do you do this? Yes <input type="checkbox"/> No <input type="checkbox"/>

Repair or replace any equipment or utensils that are damaged or have loose parts.	Do you do this? Yes <input type="checkbox"/> No <input type="checkbox"/>
Throw away any cracked or chipped dishes and other tableware.	Do you do this? Yes <input type="checkbox"/> No <input type="checkbox"/>
Make sure your cooking, hot holding and chilling equipment is well maintained and working properly.	Do you do this? Yes <input type="checkbox"/> No <input type="checkbox"/>
Temperature probes should be checked regularly to make sure their readings are accurate.	Do you do this? Yes <input type="checkbox"/> No <input type="checkbox"/>