















FOOD HYGIENE RATING

Self Assessment Checklist for Businesses

If you wish to improve your inspection result, use this Self Assessment Checklist to help you to identify areas where you may not be complying with food safety legislation. You must be able to answer “Yes” to all the questions. For any item you are unsure of or don’t know, then answer “No” and take action. Web search: FSA Food Hygiene Guide for Business.

You do not have to return this form to Environmental Health. It is provided to assist you with planning how to improve your compliance and the score you are likely to achieve at the next inspection.

| Food Hygiene Management Quick Checklist | | Yes / No | |
|---|--|-----------------|--|
| 1 | We have a food safety management system e.g. Safer Food Better Business SFBB to ensure the production of safe food. Internet search: FSA SFBB. | | |
| 2 | The food safety management system documents our safe methods to control the food safety hazards (bacterial, chemical or physical contamination) in our business: | | |
| |  Prevention of Cross - Contamination | | |
| |  Cleaning and Disinfection | | |
| |  Cooking Safely | | |
| |  Chilling | | |
|  | Management | Yes / No | |
| 3 | We carry out regular checks (monitor) to make sure that our controls are working | | |
| 4 | We record these checks in the “Safer Food Better Business” diary | | |
| 5 | We regularly <u>review</u> the safe methods of working | | |
|  | Hygiene Training | Yes / No | |
| 6 | Our staff have received food hygiene training and/or adequate instruction and supervision and we have certificates or records to prove this | | |
| 7 | Our staff understand our Food Safety Management System and follow the good food handling practices set out in its safe methods and procedures | | |
|  | Cleaning | Yes / No | |
| 8 | All rooms where food and drink is stored or prepared are clean | | |
| 9 | All food-contact surfaces are cleaned and disinfected/sanitised using a food-grade sanitiser | | |
| 10 | All hand-contact surfaces such as taps, bin lids, and fridge doors are sanitised daily | | |
| 11 | Fridges are cleaned out regularly | | |
| 12 | Fridge door seals are free of mould | | |
| 13 | Any reusable cloths are laundered or are cleaned and disinfected after use | | |
| 14 | Wash basins are used only for hand washing | | |

| | | | |
|---|--|-----------------|--|
| 15 | Wash basins are equipped with hot & cold, or warm, running water, soap and hygienic means of drying hands such as paper towels | | |
| 16 | We have a cleaning schedule that includes items that require only occasional cleaning such as behind equipment and extractor flues | | |
|  | Cross Contamination | Yes / No | |
| 17 | Our staff have been instructed and know how and when to wash their hands properly | | |
| 18 | Our staff wear clean work clothing and/or over clothing | | |
| 20 | Our staff know that if they have diarrhoea and/or vomiting they must not return to work until 48 hours after symptoms cease | | |
| 21 | We have an ample supply of clean cloths in the kitchen | | |
| 22 | We store raw and ready to eat (RTE) foods separately, keeping RTE foods covered | | |
| 23 | We use separate equipment and surfaces for preparing raw and RTE foods | | |
| 24 | Our premises is proofed against access by pests such as rodents and flies | | |
| 25 | We regularly check for signs of pests, and there is no evidence of pests in our premises | | |
| 26 | Our electric fly killer (if present) has the tubes changed each Spring | | |
| 27 | The design and construction of our premises meets legal requirements and the floors, walls and ceilings are in good repair | | |
|  | Chilling | Yes / No | |
| 28 | Our fridges keep food at less than 8°C (ideally between 0°C and 5°C) | | |
| 29 | All foods with a 'use by' date are kept refrigerated | | |
| 30 | All foods with 'keep refrigerated' on the label are refrigerated e.g. sauces | | |
| 31 | There are no foods stored beyond their 'use by' date | | |
| 32 | All prepared food is labeled with a use by/throw by system e.g. day dots | | |
| 33 | All fridge temperatures are checked at least once a day | | |
| 34 | Cooked foods for storage are chilled quickly, within 90 minutes of cooking | | |
| 35 | We have safe methods for defrosting | | |
|  | Cooking | Yes / No | |
| 36 | We have checks for ensuring all foods are thoroughly cooked | | |
| 37 | Cooked rice is not left at room temperature | | |
| 38 | Food being held hot is kept above 63°C | | |
|  | Management and Records: Opening Checks | Yes / No | |
| 39 | Fridges, chilled display equipment and freezers are keeping food at a safe temperature | | |
| 40 | All equipment e.g. oven is working properly | | |
| 41 | Staff are fit for work and wearing clean work clothes | | |
| 42 | Food preparation areas are clean and ready for work | | |
| 43 | Wash basins are clean and fully equipped | | |
|  | Management and Records: Closing Checks | Yes / No | |
| 44 | No food is left out | | |
| 45 | Food past its 'use by' date has been thrown away | | |
| 46 | Dirty cloths have been removed for cleaning and replaced with clean ones | | |
| 47 | Waste has been removed and new bags put into bins | | |

Food Hygiene Management Action Plan

| Any 'No' responses to the questions on the Food Hygiene Management Quick Checklist and the actions that we need to take to prepare for the next inspection | Who | Due Date | Date Complete |
|--|-----|----------|---------------|
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This checklist is based Safer Food Better Business pack, produced by the Food Standards Agency (FSA). There is also a pack called Cook Safe you may find useful. Food safety controls must always be relevant to your business and you may need to consider other safety procedures and instructions to staff that are not in the packs. If you do not have a pack please call **0845 606 0667** or email **foodstandards@ecgroup.uk.com** stating whether you require a pack for catering or retail SFBB. Internet searches: FSA SFBB, Cook Safe

Further information on can be found at: www.torridge.gov.uk/food