

## Checklist for food hygiene rating

This checklist gives a brief overview of some of the areas considered during a routine inspection. If you answer 'no' to any question, you need to show you are taking action to correct this failing. It would be sensible to write down what you're not doing and what action you will be taking to correct this, who will be doing it and when you expect it to be finished. Remember that your score will be based on what is seen at the time of inspection so it is important you maintain good standards at all times.

Please be aware that this list is not exhaustive and other issues may be considered during the inspection.

Food safety management system	Y	N
A documented food safety management system is in place and implemented e.g. Safer Food Better Business (SFBB). <a href="https://www.middevon.gov.uk/business/food-safety-and-hygiene/safer-food-better-business/">https://www.middevon.gov.uk/business/food-safety-and-hygiene/safer-food-better-business/</a>		
Regular monitoring checks are carried out to make sure our controls are working.		
We record these checks e.g. in the SFBB diary or on record sheets.		
Training	Y	N
Staff / food handlers have received food hygiene training and / or adequate instruction and supervision and we have certificates or records to prove this. <a href="https://www.middevon.gov.uk/business/food-safety-and-hygiene/food-hygiene-training-courses/">https://www.middevon.gov.uk/business/food-safety-and-hygiene/food-hygiene-training-courses/</a>		
Staff / food handlers understand our Food Safety Management System / SFBB and follow the good food handling practices that we have set out.		
Temperature control	Y	N
Do staff / food handlers know the correct safe temperatures to keep food? E.g. chilled foods at or below 8°C, cook food to at least 75°C for 30 seconds, hold hot food at or above 63°C.		
The temperature of cold food storage is checked at least once a day. (Chilled food should be kept at or below 8°C but fridges and chilled display equipment should be set at 5°C or below).		
Checks are made to ensure all foods are thoroughly cooked (visual and / or temperature checks).		
Cooked food, that is to be stored cold, is chilled quickly (within 90 minutes) using good hygiene practices.		
Food being held hot is kept at or above 63°C.		
All prepared food is labelled with a use by / throw by system e.g. day dots.		
Sanitising wipes are used to clean the probe thermometer.		
The probe thermometer is regularly calibrated (i.e. using iced water and boiling water to check it is working correctly).		
Cleaning and hand washing	Y	N
The floors, walls and ceilings in rooms where food is stored and / or handled are clean.		
A cleaning schedule is in place.		
Suitable cleaning products are used following the manufacturer's instructions. The disinfectant / sanitiser complies with BSEN 1276 or BSEN 13697.		
Suitable cloths are used e.g. 'blue paper roll', single use cloths, re-useable cloths are laundered to at least 82°C or 'hot' wash.		
Food preparation surfaces, hand contact surfaces (taps, bin lids, and fridge doors) and equipment are cleaned and disinfected regularly.		
A separate basin for hand washing is provided and is equipped with hot and cold (or warm) running water, soap and hygienic means of drying hands, i.e. paper towels.		
Staff / food handlers have been instructed and know when and how to wash their hands properly.		
Staff / food handlers wear clean work clothing and/or over clothing.		
Staff / food handlers know that if they have diarrhoea and / or vomiting they must not return to work until 48 hours after symptoms cease.		
Cross contamination	Y	N
Raw and ready to eat foods are stored separately.		
Separate, identifiable equipment and designated surfaces are used for preparing raw and ready to eat foods.		
Structure and pests	Y	N
The design & construction of our premises meets legal requirements and the floors, walls and ceilings are in good repair and easy to clean.		
There are sufficient sinks, with hot and cold running water, to wash food and clean / disinfect equipment.		
The premises is pest-proofed to prevent access by pests such as rodents and flies.		
Regular checks are carried out for signs of pests - there is no evidence of pest activity.		