

CHECKLIST ONE

Does Your Business Comply With General Food Hygiene Legislation ?

To check whether your business is complying with the requirements of the Food Hygiene (England) Regulation 2006 go through the questions below, if you answer No or Don't know to any of the questions, you **need to** take action to change it to a Yes.

1. Are the food storage and kitchen areas well constructed and capable of being easily cleaned?
Yes No Don't Know
2. Do all food areas have enough lighting and ventilation ?
Yes No Don't Know
3. Are all the work surfaces and equipment in a good state of repair and capable of being easily cleaned?
Yes No Don't Know
4. Are there enough wash basins (with hot and cold water) which are within easy reach of the food preparation areas ? Do they have soap and towel.
Yes No Don't Know
5. Are there enough sinks available for washing both food and equipment ?
Yes No Don't Know
6. Have food handlers received basic food hygiene training?
Yes No Don't Know
7. Are you aware that there is a national industry guide relating to hygiene in a catering business.
Yes No

Industry guides are available from CIEH Publications on 0207 827 5882

CHECKLIST TWO

Where are the hazards ?

Storage

1. Are any of the food ingredients/prepared dishes, likely to become contaminated by pests, chemicals, dirty packaging etc.. ?
Yes No Don't Know
2. Are raw foods stored below cooked foods to avoid cross-contamination ? *
Yes No Don't Know
(See Checklist 3)
3. Do any of the food ingredients/prepared dishes, need to be kept under refrigeration ?
Yes No Don't Know
(See Checklist 4)

Preparation

1. Could the food be at risk from contamination by work surfaces, equipment or personnel ?
Yes No Don't Know
(See Checklist 3)
2. Could the food be at risk from contamination by pests, chemicals, etc.. ?
Yes No Don't Know
(See Checklist 3)

Cooking

1. Does the food reach an internal temperature of 70°C for at least 2 minutes ?
Yes No Don't Know
(See Checklist 4)

After Cooking

1. Is the cooked food at risk from cross-contamination following cooking ?
Yes No Don't Know
(See Checklist 3)

2. Is the food left to cool (at room temperature) after cooking ?

Yes No Don't Know
(See Checklist 4)

3. Is the food held hot/chilled after cooking ?

Yes No Don't Know
(See Checklist 4)

Reheating

1. Is the food reheated before it is served to the customer ?

Yes No Don't Know
(See Checklist 4)

2. Is food kept hot on a servery for more than 2 hours?

Yes No Don't Know

Cross-contamination is one of the main risks to food safety during the catering process. It can occur if cooked food comes into contact with raw food either directly or indirectly through contact with things such as work surfaces, hands, etc.. The cooked food may then become re-contaminated with food poisoning bacteria.

CHECKLIST THREE

Contamination and Cross Contamination

(Mark the boxes with a ✓ for Yes or a ✗ for No)

1. Are raw and cooked foods kept separately during all stages of the catering process ?
2. Is all outer packaging removed from the food before it enters the preparation area ?
3. Are separate items of equipment (e.g. slicing machines) used for raw and cooked food ?

If no, are they properly cleaned between the preparation of raw and cooked foods ?
4. Is cooked food covered with muslin while it is cooling to avoid cross-contaminations from dust, flies, etc.. ?
5. Are storage and preparation areas kept clean and free of pests ?
6. Are work surfaces and equipment such as tongs etc. kept clean ?
7. Are cleaning chemicals stored in a separate area from where food is handled ?
8. Is the personal hygiene of staff of a good standard ?
9. During display/service, is the food protected from contamination by foreign bodies (e.g. pests) and customers (e.g. sneezing) ?

If any of the above questions are answered with a ✗, this is an indication that contamination/cross-contamination may occur and therefore the procedure may need to be improved.

CHECKLIST FOUR

Time/Temperature Control

(Mark the boxes with a ✓ for Yes or a ✗ for No)

Storage

1. Are high risk chilled foods (e.g. soft cheeses, cooked meats) kept below 8°C ?
2. Are medium risk chilled foods (e.g. meat pies) kept below 8°C ?
3. Is good stock rotation carried out both in the dry goods and refrigerated storage areas ?

Cooking

1. Does the temperature of the food reach 70°C for at least 2 minutes during cooking.
2. Are joints of meat kept to a size below 3 kg ?
3. Are liquids in bulk (e.g. soups, gravies) kept to a volume of less than 25 litres ?
4. Are large pans of gravy, stews etc., stirred regularly during cooking ?

Cooling

1. Following cooking, are large volumes of gravy, soup etc., transferred to wide shallow containers for quicker cooling ?
2. Are foods cooled to below 8°C within 1½ hours ?
3. During display/service, is the food protected from contamination by foreign bodies (e.g. pests) and customers (e.g. sneezing) ?

If any of the above questions are answered with a ✗, this is an indication that contamination/cross-contamination may occur and therefore the procedure may need to be improved.



Food Safety Self Assessment Questionnaire

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