

Basingstoke and Deane Borough Council – Your checklist for ensuring food safety

Here are some tips to help you safely produce food. This checklist will help you to ensure you are meeting legal requirements and following good hygiene practice. Take an honest look at your business and complete the questions below. **For any item you are unsure of or don't know, then answer "no" and take action.**

Further information on these requirements can be found on the Food Standards Agency website at:

<https://www.food.gov.uk/business-guidance>

If you are preparing open high risk food and ready to eat food together in the same kitchen **you must comply with the guidance on E Coli and Control of Cross Contamination:**

<https://www.food.gov.uk/business-guidance/e-coli-cross-contamination-guidance>. This will apply to most restaurants, caterers and takeaway businesses.

	Yes	No
Food safety management system		
Do you have a documented food safety management system in place and implemented, such as Safer Food Better Business https://www.food.gov.uk/business-guidance/safer-food-better-business or your own HACCP based system?		
Are you carrying out regular monitoring checks are carried out to make sure your food safety controls are working, these can include refrigeration temperature checks, hot food probing, cooling logs		
Are you recording these checks in the SFBB diary or on record sheets? Monitoring sheets are available to download from https://www.basingstoke.gov.uk/food-safety-info		
Training		
Have you and your staff received food hygiene training and adequate instruction and do have certificates or records to prove this?		
Do staff understand your Food Safety Management System and follow the good food handling practices that you have set out? Don't forget you can use "Safer Food Better Business" to train your staff		
Allergies		
Are you complying with the allergen control guidance set out in https://www.food.gov.uk/business-guidance/allergen-guidance-for-food-businesses ?		
Have you considered these questions? 1. Do you or your customers find it 'easy to ask' for allergen or dietary information? Consider asking your staff to check when taking orders or reservations. 2. Do you have a process in place to ensure you can provide a safe meal for someone with an allergy or intolerance to a food? For example: <ul style="list-style-type: none"> • do you provide allergen information in an accessible and upfront manner? • do you have accurate recipes for each dish that you serve, so there is a clear list of the ingredients you use in your meals? • do you label takeaway meals clearly, so your customer knows which dish is which and what is suitable for those with allergy? 3. Do you keep an accurate record of all the allergens in your meals? Do you have reminders in place to update it when you make changes? 4. Do you know what your critical control points are within the kitchen and in the storage of ingredients to prevent allergen cross-contamination? 5. With this assessment in mind, what can be done to remove or reduce risk of allergen cross-contamination? If nothing can be done, be honest and communicate this risk to your customers. 6. Have you and your team received suitable allergen training to manage allergens appropriately within the business? Is everyone working at the business clear on what this process is?		

Temperature control and stock rotation		
Do you and your staff know the correct safe temperatures to keep food? Chilled foods must be kept at or below 8°C, food should be cooked food to at least 75°C for two minutes, and if you are hot holding food it should be kept above 63°C		
Are you checking the temperature of cold food storage at least once a day? The food temperature should be at 8°C or below and/or air temperature of equipment less than 5°C.		
Are you checking to ensure that all foods are thoroughly cooked? (visual and/or temperature checks)		
Are you ensuring that cooked food that is to be stored cold, is chilled quickly (ideally within 90 minutes) using good hygiene practices?		
Are you ensuring that food being held hot is kept above 63°C?		
Have you considered the durability of your food? Do you know when it be should be used buy or its best before date?		
Are you using sanitising wipes are used to clean the probe thermometer?		
Are you ensuring that your probe thermometer is regularly calibrated? This can be done using iced water and steam to check it is working correctly.		
Premises, cleaning and personal hygiene		
Are the floors, walls and ceilings in rooms where food is stored and/or handled are clean and in good condition to allow them to be effectively cleaned? Walls, floors, work surfaces, cupboards and ceilings should be non-absorbent to allow effective disinfection.		
Is a cleaning schedule is in place?		
Are you using suitable disinfectants and sanitisers? Sanitisers for food contact surfaces must comply with BS EN 1276 or BS EN 13697, check on the bottle.		
Are you ensuring that the correct contact time is being used for the sanitiser product you are using?		
Are you properly controlling the cloths and wipes you are using? Suitable materials include 'blue roll' and single use colour coded cloths. Re-useable cloths must be laundered to at least 82°C or 'hot' wash		
Are you ensuring that food preparation surfaces, hand contact surfaces (taps, bin lids, and fridge doors) and equipment are cleaned and disinfected regularly?		
Do you have a dedicated basin for hand washing hands is provided that is equipped with hot and cold (or warm) running water, soap and hygienic means of drying hands such as paper towels?		
Have staff have been instructed and know when and how to wash their hands properly?		
Are you and your staff wear clean work clothing and/or over clothing?		
Do you and your staff know that if they have diarrhoea and/or vomiting they must not return to work until 48 hours after symptoms cease		
Cross contamination		
If you are preparing open high risk food and ready to eat food together in the same kitchen you must comply with the guidance on E Coli and Control of Cross Contamination: https://www.food.gov.uk/business-guidance/e-coli-cross-contamination-guidance . This will apply to most restaurants, caterers and takeaway businesses		
Are you ensuring that raw and ready to eat foods are stored and prepared separately?		
Are you using separate, identifiable equipment and designated surfaces for preparing raw and ready to eat foods?		
Premises and pests		
Is the design and construction of your premises meeting legal requirements? Are the floors, walls and ceilings are in good repair and easy to clean?		
Are there sufficient sinks, with hot and cold running water, to wash food and clean/disinfect equipment? Is your dishwasher operating at the correct temperature to sanitise equipment and utensils?		
Are your premises is proofed against access by pests such as rodents and flies?		
Are you carrying out regular checks are carried out for signs of pests - there is no evidence of pest activity?		

If you answered 'no' to any question, you need to address these areas and it is sensible to write down who you are going to do it. This checklist gives an overview of the main areas considered during a routine inspection, and addressing them will help you achieve a good food hygiene rating.