

Food hygiene inspection: a checklist to get ready

A list to check before an inspection. It is not an official list - inspectors may ask about other things.

YOUR FOOD SAFETY PLAN

- ☐ Written food safety plan, based on HACCP principles
- ☐ The plan describes what your kitchen actually does now
- ☐ The plan is kept where staff can find it
- ☐ The plan says what to do when a check goes wrong
- ☐ A cooking target for each kind of food is written in it

Note: Any pack or your own HACCP plan will do. The FSA's Safer Food, Better Business covers England and Wales, CookSafe covers Scotland and Safe Catering covers Northern Ireland.

TEMPERATURES AND RECORDS

- ☐ Fridge and freezer readings written down daily, when taken
- ☐ Chilled food at 8°C or below; fridges set at 5°C or below
- ☐ Hot food held at 63°C or above (above 63°C in Scotland)
- ☐ Cooked food cooled as quickly as possible; rice within one hour
- ☐ Cooking, cooling, reheating and hot holding checks written down
- ☐ Probe checked in iced and boiling water, result written down
- ☐ Missed checks and out-of-range readings: what you did is written down

CLEANING, HAND BASINS AND PESTS

- ☐ Written cleaning schedule: what, how, which product, how often
- ☐ Cleaning signed off, with who did it and when
- ☐ Sanitiser meets BS EN 1276 or 13697; staff know its contact time
- ☐ Hand basins clear, with hot water, soap and hygienic drying
- ☐ No signs of pests; regular pest checks written down
- ☐ Pest contractor reports kept and action points done, if you use one

STAFF, TRAINING AND ILLNESS

- ☐ Staff tell you about vomiting, diarrhoea or infected wounds before work
- ☐ Sent-home staff noted; none back within 48 hours of symptoms stopping
- ☐ Staff in clean work clothes, cuts covered
- ☐ A training record for each person, with certificates kept with it
- ☐ Staff on shift can explain handwashing, the fridge limit and illness rules

ALLERGENS

- ☐ Allergen information right for everything on sale, including specials
- ☐ Staff know where the allergen information is kept
- ☐ Allergen information rechecked when a supplier swaps a product
- ☐ All staff, front of house too, trained on allergens
- ☐ Food you pre-pack for direct sale is labelled, if you make it

DELIVERIES AND STOCK

- ☐ Deliveries checked before you sign: temperature, packs and dates
- ☐ Rejected deliveries written down, with what you did
- ☐ Supplier list kept: you can say who supplied every food
- ☐ Raw food stored below or apart from ready-to-eat food
- ☐ Food labelled and dated; older stock first; nothing past its use-by

THE DAY OF THE VISIT

- ☐ Ready every day: visits are usually unannounced
- ☐ Records easy to find, on paper or on screen
- ☐ Staff know officers can enter at reasonable hours; obstruction is an offence
- ☐ Wales and Northern Ireland: rating at each customer entrance, by law
- ☐ Know your options after: right to reply, appeal, re-rating visit (revisit in Scotland)

Note: England, Wales and Northern Ireland give a rating from 0 to 5. Scotland uses Pass or Improvement Required (the Food Hygiene Information Scheme).

