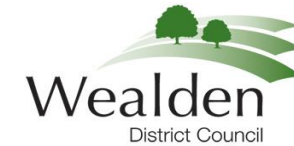


Food Safety Procedures for Small Catering Businesses

Name of Business:

Address:



This checklist system is your way of complying with the legal requirement to have written food safety procedures. You will need to amend it so it fully reflects how you run your business. Tick all the statements that apply to you. Delete/cross out those that don't. Write down any extra information you feel is appropriate. (Please don't send the original of this document back to us. Keep it for your own use.)

Safe Buying of Food	Please tick	Additional information
We buy food from reputable local shops/supermarkets/the internet/cash and carry We always check that the wrapping isn't damaged, and the food is within its date code. We transport the food in insulated bags/cool boxes The journey home is less than 1 hour		
Safe Storage of Chilled Food All chilled foods are put in the fridge straight away after delivery and preparation. We check the fridge temperature daily to make sure is stored below 8°C.		
Safe Frozen Food All our frozen foods are kept frozen solid (ideally -18°C or colder). All our frozen food is kept wrapped. Prepared foods which are frozen are labelled with date of freezing and are used within..... of freezing.		
Preventing Contamination All food is kept covered as much as possible. We keep raw and ready to eat foods apart and use different utensils to handle them. We prepare raw foods in different areas/ on different chopping boards. Raw foods are kept below ready to eat foods when in the fridge. We keep our own food separate from the businesses food.		

Food and food equipment is not stored on the floor.		
Safe Cooking or reheating		
<p>We always check all our foods to make sure they are cooked/reheated thoroughly (above 75°C)</p> <p>We cut in to foods like sausages to make sure they are cooked in the middle.</p> <p>We follow the manufacturers' information on the wrapping when we use frozen foods.</p> <p>We always make sure the food we serve is within its date code.</p>		
Safe Hot Holding		
We only keep cooked foods hot for short periods (Less than 2 hours)		
Safe Personal Hygiene		
<p>We always wash our hands thoroughly before handling food.</p> <p>We always have a good supply of hot water, soap, and clean towels for hand washing</p> <p>We wear clean overalls/aprons when cooking food.</p> <p>We handle the food as little as possible.</p>		
Safe cleaning and maintenance		
<p>We make sure all preparation surfaces are clean and disinfected before we use them.</p> <p>We use disposable paper towels to wipe down surfaces after disinfecting them (Strongly recommended)</p> <p>We change re-usable cloths regularly throughout service and wash them on a hot washing cycle</p> <p>All equipment is thoroughly cleaned and is checked to make sure it is safe to use.</p> <p>We keep our cleaning equipment clean and away from food.</p> <p>We keep cleaning chemicals out of harms way so it won't contaminate food.</p> <p>We keep food preparation surfaces clear of unnecessary clutter.</p> <p>We keep our kitchen, cupboards and work tops in good repair.</p> <p>We use 2 stage clean & disinfection process using a hot soapy water rinse followed by antibacterial spray, wiped off with paper towel.</p> <p>Our antibacterial spray is rated to BS EN 1276 or 13697</p>		

Safe Pest Control		
<p>We check our premises for any signs of pests like rats or mice. We keep food protected from any flies that may get in. If we ever find any problems we would call a contractor to deal with them We keep our pets out of the kitchen.</p>		
Allergens		
<p>We identify what allergens are in the foods we prepare and serve/sell. We advise customers to ask about allergens by displaying a notice or other means. We prepare foods for an allergenic customer separately to prevent contamination. All foods which require labelling have allergen identification displayed on them. We have undertaken food allergy and intolerance training</p>		
Records		
<p>We carry out opening and closing checks below We record our fridge and hot food temperature checks in our diary. We keep a record of any problems that arise, e.g. of opening/closing checks/temperature control, in our diary Food handlers are trained to Level 2 in food hygiene and copies of certificates kept Food handlers have read and understood the safe methods described in this checklist and a record kept</p>		

Signed

Date

Opening Checks:

Fridges, chilled display equipment and freezers are working properly.

Other equipment (e.g. oven) is working properly.

Staff are fit for work and wearing clean work clothes.

Food preparation areas are clean and disinfected (work surfaces, equipment, utensils, etc.).

All areas are free from evidence of pest activity.

There are plenty of handwashing and cleaning materials (soap, paper towels, sanitiser, etc.).

Hot running water is available at all sinks and hand wash basins.

Probe thermometer is working and probe wipes/disinfection method are available.

Allergen information is accurate for all items on sale.

Closing Checks:

All food is covered, labelled and put in the fridge/freezer (where appropriate).

Food on its Use By date has been thrown away.

Dirty cleaning equipment has been cleaned or thrown away.

Waste has been removed and new bags put into the bins.

Food preparation areas are clean and disinfected (work surfaces, equipment, utensils etc.).

All washing up has been finished.

Floors are swept and clean.

(cross out or delete any that do not apply)

