

## Food Safety Procedures for Bed & Breakfast

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.)

<b>Buying ingredients</b>	<b>Please tick</b>	<b>Additional information</b>
We buy food from reputable local shops/supermarkets/the internet/cash and carry We always check that the wrapping isn't damaged and is within its date code We transport the food in insulated bags and protect the foods from damage The journey home is less than 1 hour		
<b>Safe Storage of Chilled Foods</b>		
All chilled foods are put in the fridge straight away after delivery and preparation Any high risk ingredients are kept in the fridge and used with in their "Use by" date We check the fridge temperature daily to make sure is stored below 8°C All ingredients are kept covered as much as possible. Food and food equipment is not stored on the floor.		
<b>Safe Storage of Frozen Foods</b>		
All our frozen foods are kept frozen solid (ideally -18°C or colder) All our frozen food is kept wrapped		
<b>Preventing Contamination</b>		
All food is kept covered as much as possible We keep ingredients in dry cupboards free from pests. We keep raw and ready to eat foods apart and use different utensils to handle them We prepare raw foods on different areas/chopping boards Raw foods are kept below ready to eat foods when in the fridge		

<p>We keep our own food separate from the businesses food  We keep pets out of the kitchen  Food and food equipment is not stored on the floor  We always make sure the food we serve is within its date code</p>		
<p><b>Safe Personal Hygiene</b></p>		
<p>I always wash my hands thoroughly before handling food and after handling eggs.  I always have a good supply of hot water, soap, and clean towels for hand washing  I wear clean overalls/aprons when cooking food and tie my hair back (If appropriate).  I handle the food as little as possible.</p>		
<p><b>Safe cleaning and maintenance</b></p>		
<p>I make sure all preparation surfaces are clean and disinfected before I use them.  I use disposable paper towels to wipe down surfaces after disinfecting them (Strongly recommended)  All equipment is thoroughly cleaned and is checked to make sure it is safe to use.  I keep my cleaning equipment clean and away from food.  I keep cleaning chemicals out of harms way so it won't contaminate food.  I keep food preparation surfaces clear of unnecessary clutter.  I keep our kitchen, cupboards and work tops in good repair.</p>		
<p><b>Safe Pest Control</b></p>		
<p>I check my premises for any signs of pests like rats or mice.  I keep food protected from any flies that may get in.  I keep pets out of the kitchen.  If we ever find any problems I would call a contractor to deal with them</p>		
<p><b>Safe Cooking</b></p>		
<p>We always check all our foods to make sure they are cooked thoroughly  We follow the manufacturers information on the wrapping when we use frozen foods</p>		
<p><b>Safe Hot Holding</b></p>		
<p>We only keep cooked foods hot for short periods (Less than 2 hours)</p>		
<p><b>Records</b>  We carry out opening and closing checks below</p>		

<p>We record our fridge temperature checks in our diary.          We keep a record of any problems that arise, e.g. of opening/closing checks/temperature control, in a diary          We keep a record of what allergens are in the foods sold.          Those handling foods are trained to Level 2 in food hygiene and a copies of certificates kept</p>		
<p><b>Allergens</b></p>		
<p>We identify what allergens are in the foods we prepare, cook and sell.          We advise customers to ask about allergens by displaying a notice at point of sale or on website.          All foods which require labelling have allergen identification displayed.          We have undertaken food allergy and intolerance training          Allergenic ingredients or allergen free ingredients are stored separately in lidded containers.</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 through or delete any of those that do not apply)