

Food Safety Procedures for small Retail 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	Tick	Additional information
We buy food from reputable local suppliers The suppliers deliver direct to us The journey home is less than 1 hour We transport the food in insulated bags/cool boxes with ice packs We always check that the wrapping isn't damaged and the food is within its date code.		
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. We record refrigerator temperatures. Deliveries are made in insulated coolbags/boxes with ice packs		
Safe Frozen Food		
All our frozen foods are kept frozen solid (ideally -18°C or colder). All our frozen food is kept wrapped.		
Preventing Contamination		
All unwrapped food is kept covered as much as possible. Unwrapped food is protected against contamination when it is on display for sale. Unwrapped foods are handled hygienically, with equipment such as tongs cleaned/changed regularly We keep raw foods like meat/chicken separate from ready to eat foods. Food and food equipment is not stored on the floor.		

Safe Personal Hygiene		
<p>We always wash our hands thoroughly before handling food. We always have a good supply of hot water, soap, and paper towels for hand washing and drying. We handle the food as little as possible. We wear aprons/overalls to ensure our clothes don't contaminate the food.</p>		
Safe Cooking/Reheating of foods (i.e. Bake off goods)		
<p>We always check all our foods to make sure they are cooked/reheated thoroughly (above 75°C) We cut in to foods like sausages to make sure they are cooked in the middle. We follow the manufacturers' information on the wrapping when we use frozen foods. We keep a record in a diary to show we have checked the temperature.</p>		
Safe cleaning and maintenance		
<p>We always clean our premises thoroughly everyday we use them. We clean surfaces with hot soapy water before we disinfect them. We use disposable paper towels to wipe down surfaces after disinfecting them We change re-usable cloths regularly throughout service and wash them on a hot washing cycle We keep our cleaning equipment clean and away from food. We keep cleaning chemicals out of harms way so it won't contaminate food.</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 signs of pest infestation we call a contractor to deal with them We keep our pets out of the food rooms.</p>		
Allergens		
<p>We identify what allergens are in foods we prepare and cook ourselves. We advise customers to ask about allergens All foods which require labelling have ingredient and allergen identification displayed. We take appropriate measures to prevent allergen contamination. We have undertaken food allergy and intolerance training</p>		

Records		
<p>We record our fridge temperature checks in our diary/calendar. We keep a record of any problems that arise, e.g. with temperature control, in our diary and what we did to resolve them. We keep a record of what allergens are in foods we prepare, cook ourselves and review it regularly. We train staff on this checklist and keep a record of it.</p>		

Signed

Date

Opening Checks:

Fridges, chilled display equipment and freezers are 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.

Closing Checks:

Stock date checks carried out
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)

