SC5 – Hygiene Inspection Checklist

Simple checks of the premises which should be carried out by the Proprietor or Manager regularly*

	Satisfactory Yes	No	Details of Action Taken
Hygiene of Food Rooms & Equipment			
Are food rooms and equipment in good condition and well maintained?			
Are food rooms clean and tidy and do staff clean as they go including difficult areas?			
Is equipment easy to clean and kept in a clean condition?			
Are all food and hand contact surfaces e.g. work surfaces, slicers, fridge handles, probe thermometers, in good condition and cleaned/ disinfected regularly?			
Are suitable BS EN approved cleaning chemicals available and stored correctly and are proper cleaning methods used?			
Are separate cleaning cloths used in clean areas? If they are re-used are they laundered in a boil wash?			
Food Storage			
Are deliveries appropriately stored immediately?			
Is ready-to-eat food stored above/separate from raw food in the fridges and freezers?			
Is food in fridges/freezers covered?			
Are high risk foods date coded, codes checked daily and stock rotated?			
Are dried goods stored correctly e.g. in a suitable room, off the floor, in covered containers?			
Is outer packaging removed from ready-to-eat food before being placed into a *clean area?			
Are freezers working properly?			
Are fridges and freezers defrosted regularly?			
Food Handling Practices			
Are ready-to-eat foods prepared in separate clean areas?			
Are separate utensils and equipment used for ready-to-eat foods unless disinfected in a dishwasher? Is the dishwasher in good working order and regularly serviced?			
Is wrapping and packaging used for ready-to-eat food kept in the clean area?			
Do separate staff handle ready-to-eat food or are controls being followed to ensure staff change clothing and wash hands before handling ready-to-eat food.			
Is separate **complex equipment provided for ready-to-eat food and is it located in the clean area?			
Are staff handling food as little as possible? eg Using tongs			
If colour coded equipment is provided (e.g. utensils, chopping boards), is it correctly used?			
Are high risk foods prepared in small batches and placed in the fridge immediately after handling/preparation?			
Is food cooled as quickly as possible away from raw food and other sources of contamination?			
Are vegetables/fruit/salads/ trimmed and washed thoroughly before use unless labelled as 'ready-to-eat'?			
Are ready-to-eat foods kept separate on display and screened from customers?			
Are adequate clean utensils available for self service?			
Are frozen foods defrosted safely?			
Are controls in place to prevent contamination by chemicals/foreign bodies e.g. glass, packaging materials, bolts, rust, cleaning chemicals?			

	Satisfactory Yes	No	Details of Action Taken
Food Handling Practices continued			
Are staff aware of food allergy hazards?			
Are controls being followed to ensure staff wash hands after handing raw food and before touching surfaces, such as the cash register?			
Is a separate probe thermometer used for ready-to-eat foods and properly cleaned/disinfected before use?			
Personal Hygiene			
Are staff fit to work, wearing clean, suitable protective clothing and following personal hygiene rules particularly hand washing?			
Are wash hand basins clean with hot water, soap and hygienic hand drying facilities?			
Are wash hand basins used for hand washing only and is effective handwashing by staff regularly observed?			
Are staff toilets and changing facilities clean and tidy?			
Pest Control			
Are premises pest proofed and free from any signs of pests?			
Where necessary are external doors/ windows fitted with suitable flyscreens?			
Are insectocutors (if provided) properly maintained?			
Is food properly protected from risk of contamination by pests?			
Waste Control			
Is waste in food rooms stored correctly?			
Is food waste stored correctly outside and is the refuse area kept clean?			
Is unfit food clearly labelled and stored separately from other foods?			
Checks and Record Keeping			
Are all checks properly taken and recorded?			
Has appropriate corrective action been taken where necessary?			
Are record sheets up-to-date, checked and verified?			
Are equipment time/temperature combinations (page 44) regularly cross-checked?			
Review (4 weekly)			
Any new suppliers and approved list updated?			
Any new menu items and steps in Safe Catering updated?			
Any new food handling methods or equipment and steps in Safe Catering updated?			

*A **'clean area'** is a room or an area within the food premises where only ready-to-eat foods are handled. No raw foods can be handled here. The clean area might be fixed in the same location on a permanent basis or may be set up on a temporary basis following a thorough cleaning and disinfection process of the entire area. A temporary clean area should include clean storage facilities for storing equipment and packaging when the temporary clean area is not in use.

****Complex equipment** is the term given to those items of equipment that can be very difficult to clean. This may be because it is hard to access all parts of the equipment or because it is made up of a number of small parts and surfaces which may not be smooth or easy to clean. For these reasons complex equipment provided for use on ready-to-eat food should not be used for raw food.

Name:..... **Position:**..... **Signed:**.....
Date:.....

*Tick frequency checks carried out by proprietor or manager

Weekly ☐ **Fortnightly** ☐ **Monthly** ☐