

Hygiene Checklist

Simple checks of the premises should be carried out by the manager or supervisor regularly*

	Satisfactory		Details of action taken
	Yes	No	
Hygiene of rooms and 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 clean condition?			
Are all food and hand contact surfaces e.g work surfaces, delivery areas, slicers, blocks, fridge handles, food probes in good condition and cleaned/disinfected regularly?			
Are suitable cleaning chemicals available and stored correctly and are proper cleaning methods used?			
Are cleaning cloths and equipment suitable for use and regularly cleaned and disinfected and used properly?			
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/cold rooms/freezers covered?			
Are high risk foods date coded, codes checked daily and stock rotated?			
Are dried goods stored correctly e.g. in suitable room, off the floor, in covered containers?			
Are fridges/freezers working properly?			
Are fridges/freezers defrosted regularly?			
Food Handling Practices			
Are raw and ready-to-eat foods prepared in separate or are the work surfaces cleaned and disinfected between uses?			
Is separate complex equipment (e.g. vacuum packing machines, slicers, mincers) used for raw and ready-to-eat foods?			
If colour coded equipment (e.g. chopping boards) is provided, is it used properly?			
Are frozen foods defrosted safely?			

Are controls in place to prevent contamination by chemicals/foreign bodies e.g. cleaning chemicals, glass, packaging materials, bolts, rust?			
Are staff aware of food allergy hazards?			
Are probe thermometers correctly used and cleaned/disinfected before and after 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 warm water, soap and hygienic hand drying facilities?			
Are wash hand basins used for hand washing only and used regularly by staff?			
Are staff handling food as little as possible?			
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 fly screens?			
Are insectocutors (if provided) properly maintained?			
Is food properly protected from risk of contamination with pests?			
Waste Control			
Is waste in food rooms stored correctly?			
Is food waste stored correctly and is the refuse area kept clean?			
Is unfit food clearly labelled and stored separately?			
Checks and Record Keeping			
Are all checks properly taken and recorded?			
Has appropriate corrective action been taken where necessary?			
Are records up-to-date, checked and verified?			

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

*Tick **frequency checks** carried out by manager or supervisor: **Weekly** **Fortnightly** **Monthly**