

OFFICER INSPECTION REPORT

FOOD SAFETY AWARDS CRITERIA

Circle appropriate choice

Tick boxes for Gold Award applicants

1. CLEANLINESS

- A. Structure, equipment and utensils clean. Effective cleaning programme i.e. written cleaning schedule.
- B. Some cleaning required. Poor cleaning programme with no documented cleaning schedules.
- C. Cleanliness unsatisfactory. Build-up of dirt or food debris. Ineffectual / no cleaning programme.

2. STRUCTURE

- A. Structure is in good repair. Appropriate materials used and kitchen facilitates easy cleaning. Satisfactory levels of lighting and ventilation.
- B. Minor structural defects requiring attention.
- C. Structure inadequate or in poor repair or inappropriate materials used. Difficult to clean.

Additional for Gold Award:-

Written maintenance manual / schedule detailing periodic checks to be carried out on the structure /finishes.

Tick Box

3. FACILITIES

- A. Readily accessible separate wash hand basin, separate to food and/or equipment washing sink(s), adequate preparation surfaces.
- B. Inaccessible hand washing facilities, inadequate preparation surfaces, and insufficient equipment washing sink(s).
- C. No wash hand basin, lack of preparation surfaces and no separate equipment washing sink(s).

4. FOOD STORAGE AND DISPLAY

- A. Provision of facilities and equipment for satisfactory storage and display of food i.e. Freezers, refrigerators, dry goods storeroom / cupboard etc.

Including acceptable method of stock rotation e.g. Dating or colour coding of food stored in a refrigerator/freezer.

- B. Inadequate provision of facilities and equipment, informal approach to stock rotation.
C. Lack of facilities and equipment, no stock control.

5. TEMPERATURE CONTROL

- A. Best practice temperatures adhered to at relevant stages from receipt of food onto the premises, to service to the customer. Documented temperature recording system and use of digital air/probe thermometer.

- B. Informal temperature monitoring, no documentation, no digital air/probe thermometer available.

- C. Foods at incorrect temperatures – risk to customers.

6. HAZARD ANALYSIS

- A. Able to demonstrate a firm understanding of the hazards associated with the business and on carrying out all the necessary controls. Evidence to demonstrate that the system has been implemented, monitored and periodically reviewed.

Additional for Gold Award:-

Must be a documented system in place to demonstrate that a structured approach is taken to identify hazards and to control risks.

Tick Box

- B. Controls but no systematic hazard analysis, some documentation and monitoring.
C. No hazard analysis.

7. CONTAMINATION

- A. Must be able to demonstrate precautions taken to ensure food is not exposed to a risk of contamination e.g. Covering of foods, separation of raw and cooked foods, use of tongs and colour coded chopping boards.
- B. Some precautions but some risk of contamination exists.
- C. No precautions – risk to customers.

8. PERSONAL HYGIENE

- A. Good personal hygiene standards and practices i.e. hair net, clean over clothing etc. Awareness of the procedure for dealing with illness affecting food handlers e.g. Exclusion of staff showing symptoms of food poisoning.
- B. Some minor improvements necessary. No personal hygiene standards and practices or facilities.
- C. Personal hygiene standards and practices unacceptable or inadequate facilities.

Additional for Gold Award:-

Must have a written procedure for dealing with exclusion of staff.

Tick Box

9. TRAINING

- A. All food handlers and supervisors trained to at least Chartered Institute of Environmental Health (CIEH) Basic Food Hygiene level or equivalent. A record must be kept of training completed by every member of staff.
- B. Only a proportion of food handlers appropriately trained. Inadequate training programme.
- C. Few or no staff appropriately trained. No training programme.

Additional for Gold Award:-

- A. Managers of food handlers and supervisors should be trained to CIEH Intermediate Food Hygiene level or equivalent.
- B. In businesses with over five employees there should be a documented training programme and records (induction and ongoing) available.

Tick Box

10. WASTE STORAGE

- A. Suitable containers provided for waste storage in the food room. Adequate and clean internal/external waste storage area. Adequate provision made for the removal of waste from the premises.
- B. Some improvements needed to the storage/disposal facilities.
- C. Inadequate storage/disposal facilities, refuse accessible to pests.

11. PEST CONTROL

- A. No evidence of pests. Suitable monitoring. Suitable structure and proofing. Insect proof screens where necessary. Electric fly killers where necessary.
- B. No evidence of pests. Inadequate monitoring or poor structure and proofing. Lack of insect proof screens.
- C. Evidence of pests. Unsatisfactory structure and proofing. Food accessible for pests.

12. STAFF FACILITIES

- A. Adequate number of sanitary conveniences with wash hand basin(s). Wash hand basin(s) should have soap and single use hand drying facilities e.g. Disposable paper towels, locker and/or changing room provided for staff.
- B. Insufficient or poorly maintained facilities. Lack of wash hand basin in facilities. No lockers and/or changing room for staff.
- C. No sanitary facilities for staff. No lockers and/or changing room for staff.

Additional for Gold award:-

All of the above, but in addition staff facilities must be separate from customer sanitary facilities.

Tick Box

13. CUSTOMER SANITARY FACILITIES (where required)

- A. Suitable and sufficient number of facilities complying with BS:6465 (Sanitary Installations) 1994. Good condition with appropriate water supplies, soap and single use hand drying facilities and ancillary equipment e.g. Sanitary towel disposal units.
- B. Insufficient number of facilities and/or poor condition, lacking water supplies, soap and single use hand drying facilities and ancillary equipment.
- C. No facilities available.