

New Business Hygiene Checklist: Caterers

Work through the checklist and tick the points that apply to your business when you are sure you meet the requirement. This will help you comply with the law and you are more likely to obtain a good food hygiene rating at your new business inspection.

Hygiene and Practices	
Cross-contamination	<input type="checkbox"/> Are all food preparation areas cleaned and disinfected before use? <input type="checkbox"/> Are hazardous raw foods (meat, dirty vegetables etc.) stored away from or underneath ready-to-eat/cooked foods? <input type="checkbox"/> Are raw foods kept separate and away from ready-to-eat foods during preparation, cooking & service? <input type="checkbox"/> Are separate staff, equipment, utensils and cloths available for raw and ready-to-eat foods and areas? <input type="checkbox"/> Are equipment, utensils and cloths for raw and ready-to-eat foods separate? (Colour coded recommended)?
Allergens	<input type="checkbox"/> Do you have systems in place to prevent allergen cross-contamination during storage, preparation, cooking and service?
Stock control and shelf life	<input type="checkbox"/> Have you got a system in place whereby you can identify how old food is? i.e. date labelling <input type="checkbox"/> Is food thrown away once it has gone past its use by date?
Temperature control	<input type="checkbox"/> Are foods stored at a correct temperature? Chilled food should be kept below 8°C (ideally below 5°C); frozen foods ideally below -18°C and hot food must be kept above 63°C. <input type="checkbox"/> Do you regularly check that food is maintained at a correct temperature i.e. with a thermometer, probe etc.? <input type="checkbox"/> Is food cooked to an internal temperature of 75°C (or equivalent) or do you have another system to check the food is cooked all the way through? <input type="checkbox"/> Is food cooled as quickly as possible i.e. within 90 minutes?
Hand washing	<input type="checkbox"/> Are your staff trained to regularly wash their hands? <input type="checkbox"/> Do you have an adequate supply of hand washing materials i.e. soap and towels (or a hand dryer), available at the wash hand basin?
Pest control	<input type="checkbox"/> Do you have a pest contract in place with a reputable contractor or are you doing your own checks? <input type="checkbox"/> Do you regularly check for signs of pests i.e. bodies, droppings, smear marks, gnawed food, damaged packaging? <input type="checkbox"/> Is food stored off the floor, away from the walls & in sealed containers (recommended)?
Structure and Cleaning	
Hot water	<input type="checkbox"/> Has your premises got a hot water supply? <input type="checkbox"/> Is the boiler/hot water always turned on before the business trades? Hot water must always be available when the business is trading.
Cleaning and disinfection	<input type="checkbox"/> Do you have adequate supplies of cleaning materials: including detergent, antibacterial spray (or sanitiser) and cloths (disposable recommended)? <input type="checkbox"/> Does your antibacterial spray/sanitiser conform to BS EN 1276 or BS EN 13697 (check the label)
Hand washing facilities	<input type="checkbox"/> Is there an easily accessible sink in the kitchen for washing hands (this must be separate from equipment, food and toilet hand washing facilities) <input type="checkbox"/> Is the wash hand basin kept clear at all times for washing hands? <input type="checkbox"/> Is a supply of hot, cold or mixed running water at the sink?
Equipment and food washing facilities	<input type="checkbox"/> Are there enough sinks for washing food and equipment? These can be separated by time but there must be a system of cleaning and disinfection in between uses. The wash hand basin must not be used.

Food Storage	<input type="checkbox"/> Is there adequate space and facilities for chilled and frozen food storage? <input type="checkbox"/> Is there adequate clean, dry and pest free dry goods storage?
Food Preparation areas	<input type="checkbox"/> Is there sufficient space for food preparation and for raw and ready-to-eat foods to be kept separate at all times during preparation? As a minimum the areas can be shared but separated by time & cleaning and disinfection <input type="checkbox"/> Are walls/surfaces in good condition, easy to keep clean & non-porous? <input type="checkbox"/> Is the ceiling in good condition i.e. it doesn't shed contaminating particles? <input type="checkbox"/> Are the floors in good condition and easy to clean? <input type="checkbox"/> Is there adequate room/facilities for foods to be cooled safely?
Pest control	<input type="checkbox"/> Are all holes and pest access points filled? Holes smaller than a pen should be filled with cement or wire wool and expanding foam. <input type="checkbox"/> Are gaps under/between external/internal doors sealed? I.e. brush strip. <input type="checkbox"/> Do you have pest screens on windows and doors and an electric fly killer?
Ventilation	<input type="checkbox"/> Is the kitchen well ventilated (natural or mechanical ventilation)? <input type="checkbox"/> Have planning requirements been considered for any external extraction?
Staff Accommodation	<input type="checkbox"/> Are changing facilities available for staff use? <input type="checkbox"/> Are toilet hand washing facilities available for staff use? <input type="checkbox"/> Has sufficient mechanical/natural ventilation been provided for the toilet?
Transport	<input type="checkbox"/> If food is transported, do you have adequate equipment and facilities for this (temperature controlled if necessary)? <input type="checkbox"/> If food is going to be served to other floors is there a need for a lift or hoist?
Waste	<input type="checkbox"/> Do you have a suitable external area and facilities for waste storage? (Be aware of noise and odour nuisance) <input type="checkbox"/> Have you arranged collection for 1) Waste oil, 2) General waste, 3) Raw meat products? You should keep hold of your 'Waste Transfer Notes' to show you have fulfilled your 'duty of care'.
Confidence in Management	
New business Registration	<input type="checkbox"/> Have you registered your business with Charnwood Borough Council 28 days before you start trading?
Traceability	<input type="checkbox"/> Do you have a system in place whereby you can identify all of your suppliers i.e. do you have a list or keep all of your receipts? <input type="checkbox"/> Have you checked that your suppliers are reputable and are registered and inspected by their local authority? Ask for a copy of their previous inspection letter or check their hygiene rating. <input type="checkbox"/> If there was a problem with food, could you identify who supplied the food?
Food Safety Management system i.e. HACCP Safer Food Better Business etc.	<input type="checkbox"/> Do you have a documented food safety management system in place? You must write down what you do to ensure safe food, free guidance is available at: http://www.food.gov.uk/business-industry/caterers/sfbb/ <input type="checkbox"/> Do you record any checks you do to ensure your food is safe i.e. monitoring and recording cold/hot/keeping food warm temperatures?
Allergens	<input type="checkbox"/> Is there a policy in place on how the business manages allergens? <input type="checkbox"/> Is there a procedure in place in the event of an incident? <input type="checkbox"/> If you are planning on providing allergen free food, have you considered how this will be undertaken in a safe manner i.e. avoiding cross-contamination, separate equipment, cleaning and disinfection etc.
Training	<input type="checkbox"/> Have food handling staff (those preparing open high risk foods) been adequately trained? The Foundation Food Safety in Catering course (previously called level 2) is recommended, see: http://www.cieh-coursefinder.com/ or for details of the courses this authority runs see: https://www.chnwood.gov.uk/pages/ciehfoundationcertificateinfoodh <input type="checkbox"/> Have staff had training relating to your Food Safety Management System? <input type="checkbox"/> Have your staff received allergen awareness training? For further information see: https://allergytraining.food.gov.uk/