

# Food Safety Checklist

## Bake-off

High Risk Foods are cooked to at least 75 degrees C?	
Hot foods are displayed above 63 degrees C?	
Is the food and equipment being preheated?	
Is food put in equipment straight after cooking / re-heating	
Is food held hot only once?	
Is food being cooled as quickly as possible before being placed in the fridge?	

## Chilled and Frozen Food

When receiving delivery of chilled or frozen goods, food is restored to its critical temperature ASAP and always within two hours of receipt	
Food requiring temperature control should be kept cool below 8°C on delivery and in fridges	
Frozen food is kept at -18°C	
A daily record of the temperature of both the chilled cabinet or freezer and the food stored in it should be kept	
Temperature of chillers and fridges is not uniform – ideally temperatures should be taken at the hottest spot to ensure correct temperature throughout appliance	
Check ‘use by’ dates of chilled goods daily and remove any out of date goods immediately	

## Personal Hygiene

Are hands being washed and regularly?	
Are clean overclothing and hats being worn?	
Is there hot water, soap, paper towels and pedal bin at every wash basin?	
Are delivery drivers and visitors complying with standards?	
Is food being handled as little as possible?	

## Safe Cleaning and Maintenance

Do all surfaces look clean?	
Are food contact surfaces sanitised daily?	
Are cleaning chemicals stored and used properly?	
Is cleaning equipment clean and in good condition?	
Is all lighting and ventilation working and being used properly?	
Are bins and surrounding areas kept clean?	
Are cleaning schedule and methods being complied with?	

## Safe Pest Control

Are there any signs of mice, flies or other pests	
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### Cross contamination

Is food covered?	
Are separate chopping boards, knives and other equipment used for raw and cooked foods?	
Is the probe thermometer being disinfected?	
Are surfaces used for cooked / ready to eat foods sanitised before use?	
Are cleaning cloths only used once before being sterilised?	
Are cooked / ready to eat foods stored above raw foods or in separate fridges?	

### Other contamination

Is all open food covered properly in fridges and dry store?	
Is all food checked for intact packaging and use-by dates on delivery and storage?	
Are any pets or pet equipment in food room?	