

# Inspection checklist for a food premises



This checklist covers the three main areas in which an EHO will assess your business. Tick the relevant box as you walk through your business and assess your compliance. If you answer 'no' to any question, you must correct it as soon as possible and document the action(s) taken to correct the non-compliance.

Food safety and hygiene procedures			
	Yes	No	Action(s) taken
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 staff fit to work, wearing clean, suitable protective clothing and following personal hygiene rules, particularly hand washing?			
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 frozen foods defrosted safely?			
Are controls in place to prevent contamination by chemicals/foreign bodies e.g. glass, packaging materials, bolts, rust, cleaning chemicals?			
Are controls being followed to ensure staff wash hands after handling raw food and before touching surfaces, such as the cash register?			

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Structural requirements			
	Yes	No	Action(s) taken
Are food rooms and equipment in good condition and well maintained?			
Are premises pest proofed and free from any signs of pests?			
Where necessary are external doors/windows fitted with suitable fly screens?			
Is food properly protected from risk of contamination by pests?			
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?			
Are wash hand basins used for hand washing only and is effective handwashing by staff regularly observed?			
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?			

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Confidence in management			
	Yes	No	Action(s) taken
Is a HACCP based food safety management system in place?			
Can documented evidence be provided of food safety procedures (e.g. pest control procedures, risk assessments etc.)?			
Are all checks properly taken and recorded?			
Have all staff been trained to the appropriate level?			
Are deliveries checked to assess the suitability/ quality/accuracy of delivered ingredients?			
Are record sheets up-to-date, checked and verified?			
Are equipment time/temperature combinations regularly cross-checked?			
Are opening and closing procedures/checks in place and are they consistently completed?			
Are staff aware of the 14 allergens and can they confidently provide allergen information to customers?			
Is a suitable cleaning schedule in place?			

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Name:	
Position:	
Signed:	
Date:	

Frequency of checks (tick applicable):			
Weekly	<input type="checkbox"/>	Fortnightly	<input type="checkbox"/>
		Monthly	<input type="checkbox"/>