

Quick Food Safety Checklist

This checklist is designed for both food providers and event organisers to help in identifying the minimum standards expected for good hygiene practices and compliance with the requirements of food safety legislation. N.B. Low risk catering operations where pre-packaged, ambient stable products (e.g. chocolates, biscuits, cakes, breads etc.) are being sold, will not need to comply with these standards to the same level as high risk catering operations (e.g. preparation and cooking of raw meat, fish, dairy products, open foods).

If anyone answers 'no' to any of these questions, then there is a potential problem which will increase risks of something going wrong. Most of these are common sense practices, which traders should be following as legal requirements or recommended good practice.

Food Safety Management

Is there a documented system on the food safety controls to ensure the food you prepare is safe to eat e.g. Safer Food Better Business pack?

Yes No

Has this been adequately completed covering all the safe methods, monitoring, training records, cleaning schedule etc.?

Yes No

Is this available for inspection at the event?

Yes No

Food Handlers

Have food handlers received adequate food safety training i.e. Level 2 Award in Food Safety?

Yes No

Have food handlers been trained and/or instructed in the following areas:

Personal Hygiene – e.g. washing their hands before preparing food, after handling raw food, sneezing, handling money, and after visiting the toilet?

Yes No

Fitness to Work: e.g. sickness reporting and no handling of food if suffering from diarrhoea or vomiting unless symptom free for 48 hours or more?

Yes No

Protective Clothing: wearing clean overalls/aprons/hats for particular tasks?

Yes No

Covering any cuts, sores, skin conditions with waterproof dressings?

Yes No

Food Preparation and Service Areas

Is there a suitable surface underfoot in the preparation, washing and cooking areas, which will minimise risk of contamination?

Yes No

Are all worktops and tables sealed or covered with an impervious, washable material?

Yes No

Is there enough worktop space for the preparation of food?

Yes No

Are there adequate hand washing facilities available i.e. wash hand basin with hot & cold water, soap, paper towels?

Yes No

Is there a sink with hot and cold water available for the washing of food and equipment?

Yes No

If there is no mains drainage, is there a hygienic provision for the disposal of waste water, e.g. waste pipe from sink to waste water carrier?

Yes No

Are the fresh water containers clean and have caps?

Yes No

Have you got adequate natural/lighting, particularly for food preparation and service at night?

Yes No

Handling and Storage:

If you use raw and ready to eat foods, are they adequately separated during preparation, handling and storage?

Yes No

Are separate utensils used for raw and cooked food, e.g. tongs, knives etc.?

Yes No

If you answered "no" to the previous questions, are they adequately washed and heat disinfected between contact with raw and cooked or ready-to-eat foods?

Yes No

Are there separate chopping boards for raw and cooked food?

Yes No

Are high-risk foods (e.g. perishables, raw meat, dairy products) stored under refrigeration at 8°C or below OR discarded after 4 hours if kept at ambient?

Yes No

Cooking Practices

Is all meat and poultry cooked until it is piping hot (above 75°C and all the juices run clear)?

Yes No

Is all food reheated to above 75°C and not reheated more than once?

Yes No

Is food cooked and served straight away?

Yes No

If "no", is it held at 63°C or above OR discarded after 2 hours if kept at ambient?

Yes No

Once cooked, is food protected from contact with raw food and foreign bodies i.e. on grill or barbeque, on display etc.?

Yes No

Cleaning

Is the stall/vehicle clean, free of visible dirt and grease?

Yes

No

Is cleaning done on a “clean as you go” basis?

Yes

No

Is there an ample supply of clean cloths and a “food-safe” disinfectant /sanitiser to clean food contact surfaces?

Yes

No

Are the cleaning chemicals stored away from food?

Yes

No

Food waste

Are suitable bins available to store rubbish?

Yes

No

Do you know where the refuse disposal areas are located on the site?

Yes

No

Remember that food poisoning is preventable, and we can all help avoid it by following good hygiene practices.