

SCORES ON THE DOORS

PRE INSPECTION CHECKS

This guide is designed to help you prepare for your next Food Hygiene Inspection. You may be inspected at any time and following the inspection, you will be given a Star Rating, which will not be changed until your next inspection. It is important to maintain high standards all the time, as compliance with food law will ensure a better Star Rating.

Registration	
<p>Have you registered your food business with North Lincolnshire Council?</p> <p>If no, contact us using the details below or download an application form from the website www.northlincs.gov.uk</p>	<p>Yes <input style="width: 40px; height: 20px;" type="checkbox"/> No <input style="width: 40px; height: 20px;" type="checkbox"/></p>
Food Safety Management System *	
<p>Do you have a documented Food Safety Management System * (such as “Safer Food, Better Business”)?</p>	<p>Yes <input style="width: 40px; height: 20px;" type="checkbox"/> No <input style="width: 40px; height: 20px;" type="checkbox"/></p>
<p>Have you considered what food safety problems (hazards) could occur within your business, e.g. bacterial, chemical or physical contamination?</p>	<p>Yes <input style="width: 40px; height: 20px;" type="checkbox"/> No <input style="width: 40px; height: 20px;" type="checkbox"/></p>
<p>Have you put safe methods of working and good hygiene practises (controls) in place to stop the hazards you have identified from causing food poisoning or food contamination?</p>	<p>Yes <input style="width: 40px; height: 20px;" type="checkbox"/> No <input style="width: 40px; height: 20px;" type="checkbox"/></p>
<p>Are you making regular checks (monitoring) to make sure your controls are working?</p>	<p>Yes <input style="width: 40px; height: 20px;" type="checkbox"/> No <input style="width: 40px; height: 20px;" type="checkbox"/></p>
<p>Do you keep monitoring records (such as “Safer Food, Better Business” diary or temperature records sheets) and regularly review the safe methods of working?</p>	<p>Yes <input style="width: 40px; height: 20px;" type="checkbox"/> No <input style="width: 40px; height: 20px;" type="checkbox"/></p>
<p>* A documented system is required to demonstrate how you produce safe food. Safer Food Better Business (SFBB) is one example of such a system. Free SFBB packs are available by:</p> <ul style="list-style-type: none"> Telephoning North Lincolnshire Council on 01724 297561 e-mailing food.safety@northlincs.gov.uk by contacting the Food Standards Agency at www.food.gov.uk or by telephoning them on 0845 606 0667 	
Food Handling Practices and Cleaning	
<p>Do you have a separate wash hand basin that is easy for food handlers to use?</p>	<p>Yes <input style="width: 40px; height: 20px;" type="checkbox"/> No <input style="width: 40px; height: 20px;" type="checkbox"/></p>
<p>Do wash hand basins have hot water, anti bacterial soap and something hygienic to dry hands with?</p>	<p>Yes <input style="width: 40px; height: 20px;" type="checkbox"/> No <input style="width: 40px; height: 20px;" type="checkbox"/></p>
<p>Do you and your staff follow good personal hygiene, including frequent hand washing?</p>	<p>Yes <input style="width: 40px; height: 20px;" type="checkbox"/> No <input style="width: 40px; height: 20px;" type="checkbox"/></p>
<p>Do your staff contact you if they are suffering from sickness and/or diarrhoea?</p>	<p>Yes <input style="width: 40px; height: 20px;" type="checkbox"/> No <input style="width: 40px; height: 20px;" type="checkbox"/></p>
<p>Do you and your staff use clean protective over-clothing such as Chefs Whites or aprons?</p>	<p>Yes <input style="width: 40px; height: 20px;" type="checkbox"/> No <input style="width: 40px; height: 20px;" type="checkbox"/></p>
<p>Do you have controls in place to prevent cross- contamination occurring during delivery, storage, preparation, cooking and service?</p>	<p>Yes <input style="width: 40px; height: 20px;" type="checkbox"/> No <input style="width: 40px; height: 20px;" type="checkbox"/></p>
<p>Do you have separate chopping boards for raw and cooked foods, separate cloths for cleaning work surfaces used for raw and cooked foods, use an anti-bacterial cleaner?</p>	<p>Yes <input style="width: 40px; height: 20px;" type="checkbox"/> No <input style="width: 40px; height: 20px;" type="checkbox"/></p>

Do you and your staff clean as you go?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Are work surfaces and equipment kept clean and sanitised / disinfected?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Do you regularly clean hand contact surfaces such as taps, door, drawer, fridge handles and light switches?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Are the floor, walls and ceilings kept clean?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

Temperature Control

Do you make sure food is thoroughly cooked i.e. by using a probe thermometer?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Do you use sanitising wipes with your probe thermometer (before and after each use)?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Do you keep foods at the right temperature i.e. chilled foods kept below 8°C? Hot food is cooked and/or reheated to a centre temperature above 75°C or stored above 63°C?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

Training – Including Instruction and Supervision

Do your staff understand your Food Safety Management System, such as SFBB, and follow good food handling practices?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Have your staff received food hygiene training and/or adequate instruction and supervision?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

Structure

Do the design and construction of your premises meet legal requirements?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Are the floors, walls and ceilings in good repair?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Are there adequate food preparation surfaces which are kept in good repair?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Are your food rooms free from pests (mice, rats, insects)?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Do you regularly check for signs of pests in your premises?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

Waste

Do you use licensed waste disposal contractors* for waste oil and refuse?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
* The Council offers a Commercial Waste service which can be contacted on 01724 297848				

Notes / Questions to ask when inspected

Use this space to make any notes or questions you may have for the Inspecting Officer when they arrive

North Lincolnshire Contact Details: Neighbourhood & Environmental Services Communities & Environment Food & Safety Team Church Square House PO Box 42 Scunthorpe, DN15 6XQ	Telephone Number: 01724 297561 Fax: 01724 297898 Email: food.safety@northlincs.gov.uk Website: www.northlincs.gov.uk/NorthLincs/Environment/food/foodsafety/
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**THIS CHECKLIST DOES NOT IMPLY FULL COMPLIANCE AS NOT ALL AREAS INSPECTED BY THE INSPECTING OFFICER ARE COVERED.
THIS IS A GUIDE ONLY**