

<p style="text-align: center;">Food safety checklist</p> <ul style="list-style-type: none"> • This checklist covers the key things you will be inspected on - your rating will be based on what is seen on the day of inspection. • If you answer ‘don’t know’ or ‘no’ to a question, you must put it right. Write down what has to be done and who will do it. • Remember, you must maintain high standards at all times! • Need help? Contact: foodandsafetyteam@norwich.gov.uk 	Yes/ No/ Don't know	Action to be taken
HOW YOU MANAGE AND RECORD WHAT YOU DO TO MAKE SURE FOOD IS SAFE TO EAT		
Food Safety Management System e.g. Safer Food Better Business		
A documented FSMS is used. www.norwich.gov.uk/SFBB		
Regular checks are carried out to make sure our controls are working and we record these checks e.g. in the diary		
Allergens identified and communicated to consumers		
Training		
Staff have received suitable food hygiene training www.norwich.gov.uk/foodsafetytraining		
Staff understand our FSMS and follow good food handling practices		
Staff know when and how to wash their hands properly		
Staff wear clean work clothing and/or over clothing		
Staff know that if they have diarrhoea and/or vomiting they must not return to work until 48 hours after symptoms cease		
HOW HYGIENICALLY FOOD IS HANDLED		
Temperature control		
The temperature of cold food storage below 8°C		
Checks are made to ensure all foods are thoroughly cooked		
Cooked food, that is to be stored cold, is chilled quickly		
Food being held hot is kept above 63°C		
All prepared food is labelled with a use by date		
Cleaning and hand washing		
A cleaning schedule is in place and complied with		
Suitable cleaning products and suitable cloths are used		
Food preparation surfaces, hand contact surfaces (e.g. fridge door) and equipment are cleaned and disinfected regularly		
A separate basin for hand washing hands is provided and is equipped with hot and cold water, soap and paper towels		
Cross contamination		
Raw and ready to eat foods are stored separately		
Separate, identifiable equipment and surfaces are used for preparing raw and ready to eat foods		
CLEANLINESS AND CONDITION OF YOUR PREMISES		
Structure and pests		
The floors, walls and ceilings are clean and in good repair		
There are sufficient sinks, with hot and cold running water, to wash food and clean/disinfect equipment		
The premises are proofed against pests e.g. rodents and flies		
Regular checks for signs of pests show no evidence of activity		