iHASCO

Food Hygiene Self Inspection Checklist

Adhere to food safety and hygiene best practices
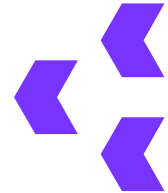and work towards compliance with legislation.

! REMEMBER

We are always here to help if you need us. We are just
a phone call or an email away.

If you and your staff work in food production, preparation or sale, it's crucial that you are all aware of your responsibilities and adhere to best food safety and hygiene practices. This checklist will help you to evaluate whether your organisation is effectively working towards compliance with legislation and it can be used as a preparation tool for inspections.

By law, food business operators must ensure that food handlers receive the appropriate supervision and training in food hygiene. This can be demonstrated by taking an Online Food Safety & Hygiene Training courses on a regular basis.

At the very minimum, your staff should renew their food hygiene certificate every 3 years. However, it is highly advised that your food hygiene certificate is renewed yearly so that staff can be refreshed on the key aspects of food safety & hygiene that they may not remember in full detail, such as proper food handling and storage procedures.
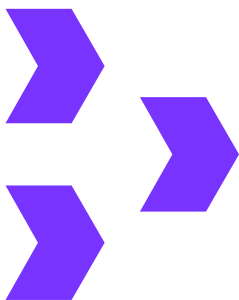
Print off the grid part of this document (Page 2-4) and complete it to find out the current status of your food safety practices. If concerns are raised in any of the fields, you should do all that is reasonably practicable to sort out the issue as soon as possible.

Disclaimer - *this checklist is not a definitive list and Health & Safety responsibilities/duties vary depending on the type and size of businesses. This checklist is to be used as guidance only. iHASCO assumes no responsibility for errors or omissions in the contents of this document.*

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Your Premises

Task	Status
Equipment and food rooms kept clean, tidy and well-maintained	
All food and hand contact surfaces cleaned and disinfected regularly	
Single-use cloths used (right cloth for the right job)	
Food pest prevention steps in place and followed	
Food properly protected from the risk of pest contamination	
Suitable fly screens are fitted (where necessary)	
Insectocutors properly maintained (if provided)	
Food preparation areas cleaned and disinfected regularly	
Suitable cleaning chemicals used	
Dishwasher in good working order and serviced regularly	
Separate complex equipment provided for ready-to-eat food and is it located in the clean area	
Good temperature, lighting and ventilation	

Comments:

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Your Practises and Procedures

Task	Status
Deliveries stored immediately	
Raw and ready to eat food separated in fridge/freezers and prepared separately	
Dried goods stored correctly	
Food is covered	
All food is labelled correctly e.g. expiry dates, date coded	
Fridges & freezers working correctly - temperature tested regularly and defrosted regularly	
Ready to eat foods have utensils kept separately & wrapping/packaging kept clean	
Colour coded equipment provided and used	
High-risk food prepared in small batches	
Vegetables/fruit/salads/ trimmed and washed thoroughly	
Frozen foods defrosted safely	
Cross-contamination procedures in places	
Staff aware of food allergy hazards	
Temperature probe disinfected between uses	
Schedules in place e.g. cleaning	
Food Safety Management system in place e.g. HACCP	

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Able to provide evidence of food safety procedures	
Records up to date and checked	
Staff have appropriate food safety training - training refreshed or completed for new starters	
Written records of training, cleaning, HACCP, changes, checks, inspections, and audits are in place	

Comments:

How your staff work

Task	Status
Personal hygiene practises in place - all staff aware of them and do them	
Staff clean as they go	
Handwashing practises followed and all basins provided with soap, drying equipment and hot water	
First aid kits in place and up to date	
PPE provided and used correctly	
Staff changing facilities & toilets clean and tidy	
Staff sickness recorded	

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Implementing a Successful HACCP System

HACCP (Hazard Analysis and Critical Control Point) was created for NASA as a way of ensuring that all food sent into space was 100% contaminant free. They created a new, systematic approach to food safety which we know today as Hazard Analysis and Critical Control Points, or simply HACCP. It was quickly expanded until it became the standard for the entire food industry.

Essentially, it is similar to a risk assessment. Having a HACCP system in place will prove to food hygiene inspectors that you are doing all that is reasonably in your control to ensure that your food is safe to eat.

There are three stages to implementing a HACCP based system of food safety management. The Preparatory Stage (where you lay the foundations needed to begin the two main stages), the Hazard Analysis stage and the Monitoring and Verification stage.
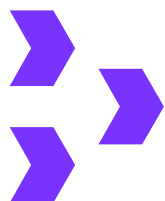
REMEMBER
HACCP is effective for controlling certain significant hazards but it isn't designed to deal with the more general, day-to-day matters of food safety and basic hygiene. It can only ever be effective if there are already certain essential food safety procedures – called prerequisites – in place to build upon.

The Preparatory Stage

Step 1 - Create a HACCP Team

The HACCP team is responsible for carrying out the 12 steps and should include people from all levels and areas of your organisation. They should have completed at least HACCP Level 2 training.

Step 2 - Describe your products and ingredients (make a list)

For each product you offer the list should include: product name, all ingredients, processing methods, preservation methods, packaging and storage requirements, shelf-life, allergen information, any legal requirements it complies with and the target consumer. If your organisation produces many food items, products can be grouped into categories – such as "raw meat" – and the categories can be described instead of the individual products.

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Step 3 - Identify and record who might be at risk (make a list)

Identify how a product might be used and who they might be consumed by, then consider if it will be unsafe to the consumer at any point and any safeguarding measures for those people considered 'at risk'.

Step 4 - Create a flowchart for the life-cycle of food products

Your HACCP team should decide the level of detail needed in the flowchart, but it should include at least how raw ingredients are brought in, where and how they are stored, any temperature controls used, how the food is handled and if any temperature critical food has ever been left at the wrong temperature.

Step 5 - Confirm your flowchart is correct

To test the flowchart is correct, you should physically follow the steps through the building and ensure everything happens as it should. Talk to people on various shifts and ensure that everything is up-to-date and correct.

The Hazard Analysis Stage

Step 6 - Analyse potential hazards (make a list)

Make a list of every reasonably predictable hazard at each stage. Then group them together and decide which pose the most risk and what safety controls might be necessary.

Step 7 - Determine where Critical Control Points (CCPs) are needed

Use a decision tree to decide if a hazard is a CCP or not (a type of flowchart that asks a series of yes or no questions, to determine if a particular hazard is or isn't a CCP).

Step 8 - Set Critical Limits

You need to set a firm maximum or minimum limit that relates to a specific control measure, if the limit is reached, the control measure must be actioned. Test methods for Critical Limits must provide real-time results so that corrective actions can be taken immediately.

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The Monitoring and Verification Stage

Step 9 - Monitor CCPs and Critical Limits

An effective monitoring system will help to avoid losing control of food safety. You should record the results & be able to detect when target levels are missed.

Step 10 - Establish corrective actions (write them down)

Everyone should know what to do when a critical limit has been reached. Any action taken to correct the procedures should be documented and clearly communicated.

Step 11 - Do an audit of the HACCP system

The HACCP system should be regularly (at least annually) audited to ensure that it is effective. The person who conducts the audit should be different to the person who is responsible for implementing control measures.

Step 12 - Keep records

Make sure there is a record for each part of the HACCP plan. Including, pest control reports, supplier lists, all prerequisite procedures, hazard analyses, CCPs, any training undertaken by staff, corrective actions taken, details of critical limits and cleaning schedules.

Food Safety & Hygiene Certification Courses

We have a range of high-quality food certification courses that will enable you to work towards compliance with legislation and provide each employee with certificates demonstrating their commitment to food safety practices.

Food Safety & Hygiene 1

Our Food Safety & Hygiene Level 1 training provides knowledge of basic food safety and hygiene for anyone who handles low-risk or wrapped foods. Our IOSH Approved course provides knowledge on the Food Hygiene Regulations 2006, cleanliness and how to avoid cross-contamination when working with food and how food can become contaminated. This course is broken down into 4 sections; Introduction to Food Safety, Personal Hygiene, Cleaning and Storage, Temperature & Time.

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Food Safety & Hygiene 2

This IOSH Approved Food Safety & Hygiene Level 2 course is required training for anyone who works in catering, manufacturing, or retail where food is prepared, cooked, and handled. In this course, users will learn about the 4 C's of food safety, understand the procedures and premises that need to be put in place to ensure good safety and hygiene practises and develop on Food Safety Level 1 to give them a more in-depth understanding of food safety and hygiene. This course is broken down into 5 sections: Introduction, Personal Hygiene, Cleaning, Storage, Temperature & Time and The Law.

Food Safety & Hygiene 3

This Food Safety Level 3 course is aimed at supervisors, managers or business owners working with food to help them understand their day-to-day responsibilities, including how to implement a food safety management system such as HACCP. Staff will learn more about staff training for food safety, the importance of good food hygiene management and how to implement it and develop on things learnt in Level 2 Food Safety and Hygiene and Level 2 HACCP training. This course is broken down into 5 sections; Introduction to Food Safety, Personal Hygiene, Cleaning, Storage, Temperature & Time and HACCP & Legal Requirements.

HACCP Level 2

We advise anyone who undertakes level 2 food safety training to also complete HACCP Level 2 training. HACCP is an internationally recognised system and it is vital to have a plan in place for the training of all food staff. This IOSH Approved HACCP training course will provide information on the legislation and benefits of HACCP, the three stages of implementing HACCP and how to put HACCP principles into practice. This course is broken down into 2 sections; What is HACCP? and The 12 Steps of HACCP.

Food Allergy Awareness

Our IOSH Approved Food Allergy Awareness course has been designed for anyone working with food, whether in production, processing, packaging, distribution, retail or catering and works perfectly alongside any of our other food safety courses. Employees will learn more about the 14 major Food Allergens and their labelling, how to work towards compliance with the Food Information Regulations and understand the laws surrounding food and how to avoid cross-contamination. This course is broken down into 3 sections; What allergens are, Laws Regarding Food and Cross Contamination & How to Avoid It.

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Get started with a free trial today...

You can try some or **ALL** of these course for free today! Get started with your no-obligation free trial now....

How iHASCO can help you

Here at iHASCO, we specialise in Health & Safety, HR & Business Compliance eLearning and have helped thousands of businesses with our Food Safety & Hygiene Courses. These courses are some of the most popular amongst the Health & Safety Compliance library and are particularly popular in the Manufacturing, Retail and Hospitality sectors.

All of the courses in our Food Safety bundle are either IOSH Approved or CPD Accredited.

Get in touch today:
iHASCO Health & Safety, HR & Business Compliance Training
https://www.ihasco.co.uk / hello@ihasco.co.uk / 01344 867088