

SCORES ON THE DOORS

Hygiene check questionnaire



This questionnaire is intended to help you identify areas of food hygiene where you may not be complying with the current legislation. Addressing these points will also help you to prepare for the Scores on the Doors scheme.

You should be able to answer “Yes” to all the questions.

If you answer “No” to any questions or are unsure about the answer and you need further advice, please refer to contact details below.

Registration	
Have you registered your food business with Maidstone Borough Council? If No – contact us using the details below	<input type="checkbox"/> Yes <input type="checkbox"/> No
Food Safety Management System*	
Do you have a documented Food Safety Management System* ? (such as “ Safer Food, Better Business ”)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you considered what food safety problems (hazards) could occur within your business? e.g. bacterial, chemical or physical contamination.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you put safe methods of working and good hygiene practices (controls) in place to stop the hazards you have identified from causing food poisoning or food contamination?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are you making regular checks (monitoring) to make sure your controls are working?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you keep monitoring records? (such as “ Safer Food, Better Business ” diary or temperature record sheets) and regularly review the safe methods of working	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p>* A documented system is required to demonstrate how you handle and produce food safely. 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"> • by contacting the Food Standards Agency at www.food.gov.uk or by telephoning them on 0845 606 0667. • by phoning Maidstone Borough Council Food Safety Team on 01622 602202 or emailing foodsafety@maidstone.gov.uk when arrangements will be made for you to collect one from the Council offices. <p>Refills for the SFBB diary sheets are also available from the above sources.</p>	

Food Handling Practices and Cleaning	
Do you have a wash hand basin that is easy for food handlers to get to?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do wash hand basins have hot and cold water, soap and do you have something hygienic to dry hands with?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you and your staff follow good personal hygiene, including frequent hand washing?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do your staff tell you if they are suffering from sickness and / or diarrhoea?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you and your staff use clean protective over-clothing?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you have a jewellery policy?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you have controls in place to prevent cross-contamination occurring during delivery, storage, preparation, cooking and service?	<input type="checkbox"/> Yes <input type="checkbox"/> No
You should have separate chopping boards for raw and cooked foods, separate cloths for cleaning work surfaces used for raw or cooked foods, use an anti-bacterial cleaner.	
Do you and your staff clean as you go?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are work surfaces and equipment kept clean and sanitised / disinfected?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you regularly clean hand contact surfaces, such as taps, door, drawer and fridge handles and light switches?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are floors, walls and ceilings kept clean?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Temperature Control	
Do you make sure food is thoroughly cooked? (e.g. by using a probe thermometer)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you use sanitising wipes with your probe thermometer?	<input type="checkbox"/> Yes <input type="checkbox"/> No
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 and held above 63°C until served.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Training - including Instruction and Supervision	
Do your staff understand your Food Safety Management System and follow good food handling practices?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have your staff received food hygiene training and/or adequate instruction and supervision?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Structure	
Do the design and construction of your premises meet legal requirements?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are floors, walls and ceilings in good repair?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are there adequate food preparation surfaces which are kept in good repair?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are your food rooms free from pests? (rats, mice, insects etc)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you regularly check for signs of pests in your premises?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you use licensed waste disposal contractors for waste oil and refuse?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Notes/Questions to ask when inspected	

Local Authority Contact Details

Environmental Health
Maidstone Borough Council
Maidstone House
King Street
MAIDSTONE
ME15 6JQ

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Email foodsafety@maidstone.gov.uk