

SCORES ON THE DOORS

Hygiene check questionnaire

Registration	
Have you registered your food business with Telford & Wrekin Council? If no, contact us using the details below or download an application form from the website www.telford.gov.uk .	Yes <input type="checkbox"/> No <input type="checkbox"/>
Food Safety Management System*	
Do you have a documented Food Safety Management System* (such as “Safer Food, Better Business”)?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Have you considered what food safety problems (hazards) could occur within your business, e.g. bacterial, chemical or physical contamination?	Yes <input type="checkbox"/> No <input type="checkbox"/>
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?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Are you making regular checks (monitoring) to make sure your controls are working?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Do you keep monitoring records (such as “Safer Food, Better Business” diary or temperature records sheets) and regularly review the safe methods of working?	Yes <input type="checkbox"/> No <input type="checkbox"/>
* 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: <ul style="list-style-type: none"> • Telephoning Telford & Wrekin Council on 01952 381818 • e-mailing scoresonthedoors@telford.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	
Do you have a wash hand basin that is easy for food handlers to use?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Do wash hand basins have hot water, soap and do you have something hygienic to dry hands with?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Do you and your staff follow good personal hygiene, including frequent hand washing?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Do your staff tell you if they are suffering from sickness and/or diarrhoea?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Do you and your staff use clean protective over-clothing?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Do you have controls in place to prevent cross-contamination occurring during delivery, storage, preparation, cooking and service?	Yes <input type="checkbox"/> No <input type="checkbox"/>
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.	Yes <input type="checkbox"/> No <input type="checkbox"/>
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 floors, walls and ceilings kept clean?	Yes <input type="checkbox"/> No <input type="checkbox"/>

Temperature Control	
Do you make sure food is thoroughly cooked (e.g. 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 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 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 (rats, mice, insects, etc)?	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"/>
Do you use licensed waste disposal contractors for waste oil and refuse?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Notes / Questions to ask when inspected	

Local Authority Contact Details:
 Environmental Health
 Telford & Wrekin Council
 Darby House,
 PO Box 214
 Telford
 TF3 4LE

Telephone No: (01952) 381818
Fax: (01952) 381806
Email: scoresonthedoors@telford.gov.uk
Website: www.telford.gov.uk/scoresonthedoors

**This checklist does not imply full compliance as not all areas inspected by the Inspecting Officer are covered.
This is a guide only.**