



Use this handy checklist to complete a self-inspection before the food safety officer comes. Make sure that you can put a tick next to each of the following to achieve a 5-star food hygiene rating.

Your premises

- Do you have appropriate ventilation?
- Do you regularly check the premises for pests?
- Do you have appropriate cleaning equipment?
- Do you have correct waste disposal?
- Do you have correct facilities for washing hands?
- Do you have a means for drying hands?
- Do you have a food preparation sink?
- Do your fridges and freezers have thermometers?
- Do you maintain equipment regularly?
- Do you regularly clean behind equipment?

Food Safety practices

- Do you have adequate refrigeration for storing high risk products?
- Do you have a clean, tidy, safe and easily-cleanable workspace that doesn't provide access to pests or places for bacteria to multiply?
- Do you have separate preparation areas for raw and ready to eat foods?
- Have you got colour coded chopping boards and signs?
- If transporting, do you have a means for temperature control and segregation?
- Do you use a probe thermometer?



Food Safety Management Systems

- Do you have a completed, signed and dated food safety management system?
- Do you have evidence of food segregation, for example raw and cooked foods?
- Have you completed allergen information tables?
- Do you have a food safety system in place?
- Do you have a cleaning schedule?
- Do you follow the correct handwashing procedures?

Staff

- Do you have evidence to show you and any staff have up to date food hygiene training?
- Do you have the correct protective clothing?
- Is the personal hygiene of you and your staff at a high standard?
- Do staff wear their hair tied back and in a hat or hair net?
- Do workers change into protective clothing before starting work?
- Do you keep staff sickness records?

Health and Safety

- Do you have proof that you've registered your business with the environmental health department?
- Do you have a first aid kit?
- Do you have fire protective equipment, including extinguishes and fire blankets?