

Health and Safety Checklist for Restaurants

Checklist

| Area of Concern | Satisfactory? Yes/No | Action needed |
|--|-------------------------|---------------|
| Hygiene of Food Rooms & Equipment | | |
| Are food rooms and equipment in good condition and well maintained? | | |
| Are food rooms clean and tidy and do staff clean as they go including difficult areas? | | |
| Is equipment easy to clean and kept in a good working condition? | | |
| Are all food and hand contact surfaces e.g. work surfaces, slicers, fridge handles, probe thermometers, in good condition and cleaned/disinfected regularly? | | |
| Are suitable BS EN approved cleaning chemicals available and stored correctly and proper cleaning methods used? | | |
| Are separate cleaning cloths used in clean areas? If they are re-used, are they properly cleaned, and boil washed after? | | |
| Food Storage | | |
| Is ready-to-eat food stored above/separate from raw food in the fridges and freezers? | | |
| Are deliveries appropriately stored immediately? | | |
| Is food in fridges/freezers covered? | | |
| Are high risk foods date coded, codes checked daily and stock rotated? | | |
| Are dried goods stored correctly e.g. in a suitable room, away from the food in secure containers? | | |
| Is outer packaging removed from ready- food before being placed into a clean area? | | |
| Are the freezers in proper working order? | | |

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| Food Storage | | |
| Are fridges and freezers defrosted regularly? | | |
| Food Handling Practices | | |
| Are ready-to-eat foods prepared in separate clean areas? | | |
| Are separate utensils and equipment used for ready-to-eat foods unless disinfected in a dishwasher? Is the dishwasher in good working order and regularly serviced? | | |
| Is wrapping and packaging used for ready-to-eat food kept in the clean area? | | |
| Do separate staff handle ready-to-eat food and are controls being followed to ensure staff change clothing and wash hands before handling food items? | | |
| Is separate equipment provided for ready-to-eat food and is it located in the clean area? | | |
| Are staff handling food as little as possible? E.g. with the use of spoons and tongs? | | |
| If colour coded equipment is provided (e.g. utensils, chopping boards), is it correctly used? | | |
| Are high risk foods prepared in small batches and placed in the fridge immediately after handling/preparation? | | |
| Are vegetables/fruit/salads/ trimmed and washed thoroughly before use unless labelled as 'ready-to-eat'? | | |
| Are ready-to-eat foods kept separate on display and screened from customers? | | |
| Are adequate clean utensils available for self-service? | | |

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| Food Handling Practices | | |
| Are frozen foods defrosted safely? | | |
| Are controls in place to prevent contamination by chemicals/foreign bodies e.g. glass, packaging materials, bolts, rust, chemicals? | | |
| Are staff aware of food allergy hazards and how to mitigate them? | | |
| Are controls being followed to ensure staff wash hands after handling raw food and before touching surfaces? | | |
| Are designated food probes used for raw and cooked foods and are they cleaned properly? | | |
| Personal Hygiene | | |
| Are staff wearing clean, suitable protective clothing and following personal hygiene rules regarding sanitation and hand washing? | | |
| Are wash hand basins clean with hot water, soap and hygienic hand drying facilities? | | |
| Are wash hand basins used for hand washing only and is effective handwashing by staff regularly observed? | | |
| Are staff toilets and changing facilities clean and tidy? | | |
| Pest Control | | |
| Are premises pest proofed and free from any signs of pests? | | |
| Where necessary are external doors/windows fitted with suitable fly screens? | | |
| Are insecticides (if provided) properly maintained? | | |
| Waste Control | | |
| Is waste in food rooms stored correctly? | | |
| Is food waste stored correctly outside and is the refuge area kept clean? | | |



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| Waste Control | | |
| Is unfit food clearly labelled and stored separately from other foods? | | |
| Checks and Record Keeping | | |
| Are all checks properly taken and recorded daily? | | |
| Has appropriate corrective action been taken where necessary? | | |
| Are record sheets up to date, checked and verified? | | |
| Are equipment time/temperature combinations regularly cross-checked? | | |
| Review (Monthly) | | |
| Any new suppliers and approved list updated? | | |
| Any new menu items updated? | | |
| Are staff toilets and changing facilities clean and tidy? | | |
| Pest Control | | |
| Are premises pest proofed and free from any signs of pests with regular inspections? | | |
| Where necessary are external doors/windows fitted with suitable fly screens? | | |
| Any new food handling methods or equipment updated? | | |

Signed:

Name:..... Position:..... Signature:.....
 Date:.....