



Health and Safety Checklist for Restaurants

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?		
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?		

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Food Handling Practices		
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?		
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?		
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?		
Where necessary are external doors/ windows fitted with suitable fly screens?		
Are insecticides (if provided) properly maintained?		
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?		

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Pest Control		
Any new food handling methods or equipment updated?		
Waste Control		
Is waste in food rooms stored correctly?		
Is food waste stored correctly outside and is the refuge area kept clean?		
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?		

Signed:

Name:

Position:

Signature:

Date: