

Village/church halls & clubs

Self assessment questionnaire

1. Name and address of organisation or club:.....

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Tel no:..... Fax no:

Email:.....

2. Name of proprietor(s)/chairman:.....

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3. Contact telephone number for proprietor(s)/chairman:.....

About your food business

4. How many customers do you serve on average per day?

less than 20 21-50 more than 50

5. Please tick the type of foods you store/handle/prepare and/or deliver:

drinks (<i>inc. alcohol</i>)/bar only	<input type="checkbox"/>	cakes	<input type="checkbox"/>
rolls/sandwiches	<input type="checkbox"/>	chilled food (<i>i.e. cheese, salad</i>)	<input type="checkbox"/>
crisps/nuts	<input type="checkbox"/>	confectionary	<input type="checkbox"/>
hot food (<i>i.e. burgers, lasagne, etc.</i>)	<input type="checkbox"/>	frozen foods	<input type="checkbox"/>

other foods (*please state*):.....

6. Do you have a documented food safety management system? yes no

If yes, is it a company/in house/safer food better business/other system? (*delete as appropriate*)

If other, please state:

7. Do you?

Employ your own staff to cater for the public/guests yes no

Provide catering facilities for outside organisations yes no

If yes, please provide details (contact name, address, tel.no) of outside organisations that use the facilities e.g. lunch clubs, nursery/toddler groups, Scouts, etc. and indicate how often they use facilities e.g. once a day, twice a week, etc.

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Infection control

8. Please detail what action would be taken if you/the food handler is/has been ill (e.g. had symptoms of sickness, diarrhoea, nausea, etc.):

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Food hygiene supervision, instruction and training

9. Has the person/people who prepares food received formal food hygiene training (e.g. to foundation food hygiene level, etc.)?

yes no N/A

If no, please confirm what food hygiene instructions have been given to that person.

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Purchase of food

10. Please indicate what arrangements are made for the collection/delivery of food items (e.g. purchase from local supermarkets) and what controls you have introduced (e.g. use of a cold box, checking 'use by' dates, etc.):

N/A

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Storage

11. Please indicate how you prevent contamination of food whilst it is stored in your cupboards, refrigerators and/or freezers (e.g. are all raw foods stored away from cooked/ready to eat foods? Are foods stored in containers/covered, etc.?)

N/A

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12. If appropriate, do you carry out any temperature checks of your refrigerators and/or freezers?

yes no N/A

If yes, at what temperatures do you aim to keep the units and how often do you check the temperatures?

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13. How do you ensure adequate stock rotation?

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Preparation

14. Please give details of how food is prepared:

cooked fresh on site ready meals cooked/reheated on site
provided by outside caterers N/A

15. What systems have you introduced to prevent contamination of food (e.g. cleaning systems, personal hygiene issues, use of different chopping boards, etc.)?

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16. What cleaning chemicals do you use in the kitchen?

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Cooking

17. How do you ensure that cooked food has been properly cooked and will be safe to eat?

N/A probe other (please specify).....

18. If you use a food probe thermometer, what minimum core temperature do you check for?

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