**Business Checklist for the Food Hygiene Rating Scheme**

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| **Food Safety Management System** |
| Do you have a documented Food Safety Management System?For small businesses we recommend Safer Food Better Business pack. The pack is **FREE and is available by telephoning 0845 606 0667, alternatively you can download a copy from www.food.gov.uk**  | Y | N |
| Do you record your monitoring checks?(Safer Food, Better Businessdiary or your own temperature record sheets) | Y | N |
| **Food Handling Practices and Cleaning** |
| Do you have a wash hand basin that is easy for food handlers to get to?  | Y | N |
| Do wash hand basins have hot water, soap and do you have something hygienic to dry hands with? | Y | N |
| Do you and your staff follow good personal hygiene, including frequent hand washing? | Y | N |
| Do your staff tell you if they are suffering from sickness and / or diarrhoea? | Y | N |
| Do you and your staff use clean protective over-clothing? | Y | N |
| Do you have controls in place to prevent cross-contamination occurring during delivery, storage, preparation, cooking and service? | Y | N |
| Do you and your staff clean as you go? | Y | N |
| Are work surfaces and equipment kept clean and sanitised/disinfected? | Y | N |
| Are the hand contact surfaces, such as taps, door, drawer and fridge handles and light switches clean? | Y | N |
| Are floors, walls and ceilings kept clean? | Y | N |
| **Temperature Control** |
| Do you make sure food is thoroughly cooked? (e.g. by using a probe thermometer) | Y | N |
| Do you use sanitising wipes with your probe thermometer? | Y | N |
| Do you keep foods at the right temperature? (chilled foods kept below 8ºC hot food is cooked and/or reheated to a centre temperature above 75 ºC or stored above 63ºC). | Y | N |
| **Training - including Instruction and Supervision** |
| Do your staff understand your Food Safety Management System and follow good food handling practices? | Y | N |
| Have your staff received food hygiene training and/or adequate instruction and supervision? | Y | N |
| **Structure** |
| Do the design and construction of your premises meet legal requirements? | Y | N |
| Are floors, walls and ceilings in good repair? | Y | N |
| Are there adequate food preparation surfaces which are kept in good repair? | Y | N |
| Are your food rooms free from pests? (rats, mice, insects etc) | Y | N |
| Do you check for signs of pests in your premises? | Y | N |
| Do you use licensed waste disposal contractors for waste oil and refuse? | Y | N |