

New Food Business Checklist

Food Safety	
<p>Do you have a documented Food Safety Management System?</p> <p>For small independent catering and retail businesses the Food Standards Agency have produced the Safer Food Better Business pack which can be downloaded from www.food.gov.uk The safe methods must be completed and the pack available on site for inspection at all times. If you do not have a documented food safety management system for our visit you may only receive a 1 rating.</p> <p>Food Standards Northern Ireland provides the equivalent to England's SFBB, it is called Safe Catering and has some excellent resources, especially monitoring template forms which you may wish to use.</p> <p>For larger businesses with more complex menus or processes that are known to be riskier such as sous vide, cook chill, vacuum packing, sushi, rare burgers, low acid foods or the addition of salt or other preservatives it is expected that a food safety management system based on HACCP principals will have been produced to support these processes. The Food Standards Agency has produced MyHACCP which is a free web tool that will guide you through the process of developing a food safety management system based on Hazard Analysis and Critical Control Point (HACCP) principles as required by EU Food Hygiene rules (Regulation (EC) No 852/2004 on the hygiene of foodstuffs).</p>	Y/N
<p>Have you and your staff received food hygiene training and/or adequate instruction and supervision?</p> <p>It is recommended all food handlers who handle high risk foods attend at least a Level 2 Food Safety course.</p>	Y/N
<p>Do you have controls in place to prevent cross-contamination occurring during delivery, storage, preparation, cooking and service?</p> <p>You need to comply with the E. coli guidance produced by the Food Standards Agency. The guidance can be found at: www.food.gov.uk/ and search for: E.coli O157: control of cross-contamination</p>	Y/N
<p>Do you have a separate wash hand basin with hot water, soap and hand drying facilities?</p>	Y/N
<p>Do you disinfect your touch points (fridge handles, cooker handles, light switches etc) and work surfaces?</p> <p>Disinfectants must comply with BS EN 1276 or 13697 or equivalent standards and you must follow manufactures instructions for contact times.</p>	Y/N
<p>Do you keep foods at the correct temperature and are you monitoring the temperatures?</p> <p>Chilled foods must be kept below 8°C. Cook food until steaming hot/no pink or probed to 75°C. Reheat food until steaming hot or probed to 75°C. Cool food quickly (within 60-90 mins). Food must be kept above 63°C when hot holding. Refer to Food Safety (Temperature Control) Regulations 1995.</p>	Y/N
<p>Is the structure (walls, floors and ceiling) in good condition and kept clean? The structural requirements for a food business can be found in Regulation (EC) No 852/2004 on the hygiene of foodstuffs in Annex 1 or Annex II. For caterers see annex II.</p>	Y/N
<p>Do you check 'use by' dates daily?</p>	Y/N
<p>Do you check for signs of pests in your premises?</p>	Y/N
<p>Do you use licensed waste disposal contractors for waste oil and refuse?</p>	Y/N
Food Standards	
<p>Have you checked your menu for allergens?</p> <p>You are now required to give allergen information to customers. More details on allergens can be found in the business section at www.food.gov.uk</p>	Y/N

<p>Do you make sure your menu or label descriptions are not misleading for customers? More details on labelling can be found: www.gov.uk/food-labelling-and-packaging and www.businesscompanion.info/</p>	Y/N
Health and Safety	
<p>Are you complying with health and safety laws? We do not carry out routine health and safety inspections but we spot for serious hazards, investigate complaints and accidents. More information on health and safety for businesses can be found at: www.hse.gov.uk/</p>	Y/N

Please note that this checklist is for small to medium independent catering and retail businesses. It is guidance only and does not cover all aspects of food safety and food standards. More information on starting a food business can be found on the Food Standards Agency website. The latter has also produced a check list that includes things to consider around permissions, planning consent, tax implications and registering as self-employed, you can find it at -

[Start-up checklist for new food businesses | Food Standards Agency](#)