

Food Safety Procedures for Low Risk Food Businesses

Environmental Health - a shared service for:

Name of Business:

Address:



Safe Buying of Food	Please Tick	Additional Information
We buy food from reputable local shops/supermarkets We always check that the wrapping isn't damaged and is within its date code. We buy food from the local Cash and Carry We transport the food in insulated bags The journey home is less than 1 hour		
Safe Storage of Chilled Food		
All chilled foods are put in the fridge straight away after delivery and preparation We check the fridge temperature daily to make sure is stored below 8°C		
Safe Frozen Food		
All our frozen foods are kept frozen solid (ideally -18°C or colder) All our frozen food is kept wrapped		
Preventing Contamination		
All food is kept covered as much as possible We keep raw and ready to eat foods apart and use different utensils to handle them We prepare raw foods on different areas/chopping boards Raw foods are kept below ready to eat foods when in the fridge We keep our own food separate from the businesses food We keep pets out of the kitchen Food and food equipment is not stored on the floor		

Safe Cooking		
<p>We always check all our foods to make sure they are cooked thoroughly We follow the manufacturers information on the wrapping when we use frozen foods We always make sure the food we serve is within its date code We only keep cooked foods hot for short periods (Less than 2 hours)</p>		
Safe Personal Hygiene		
<p>We always wash our hands thoroughly before handling food We always have a good supply of hot water, soap, and clean towels for hand Washing We wear clean overalls/aprons when cooking food We handle the food as little as possible</p>		
Safe Cleaning and Maintenance		
<p>We make sure all preparation surfaces are clean and disinfected before we use them We use disposable paper towels to wipe down surfaces after disinfecting them (Strongly recommended) Our re-usable cloths are changed regularly throughout service and are washed on a hot washing cycle before re-use All equipment is thoroughly cleaned and is checked to make sure it is safe to use We keep our cleaning equipment clean and away from food We keep cleaning chemicals out of harms way so it won't contaminate food We keep food preparation surfaces clear of unnecessary clutter We keep our kitchen, cupboards and work tops in good repair</p>		
Safe Pest Control		
<p>We check our premises for any signs of pests like rats or mice We keep food protected from any flies that get in If we ever find any problems we would call a contractor to deal with them</p>		
Records		
<p>We keep a record of any problems that arise, e.g. with temperature control, in our daily diary</p>		

Signed

Date