

NORTH WILTSHIRE DISTRICT COUNCIL
FOOD SAFETY INSPECTION SHEET (A – B) (RATED PREMISES)

Date: Officer:

Name and Address of Premises:

Post Code: Tel No:

Nature of Business:

Type of Foods (eg low/high risk, open, packaged):

Name of Person(s) Interviewed:

Position in Company:

FOOD SAFETY CHECKLIST

STAFF

- Number of Foodhandlers:

Employees	Full-Time	Part-Time
Male		
Female		

- Number Trained:

- Details of Training/Instruction/Supervision (Documented?):

- Personal Hygiene: (Standards, Workwear, Jewellery, Hand-Washing):

- Changing Facilities:

- Sickness Arrangements (Reporting Procedure):

STRUCTURE AND EQUIPMENT

- Structure Suitability: (Permits Cleaning/Disinfection, Appropriate):

- Structure Maintenance (clean, good repair & condition, hygiene)

- Size/Design/Layout (production flow, avoidance cross-contamination – diagram):

- Equipment Suitability/Maintenance (condition, cleaning/disinfection, appropriate):

- Lighting (adequate):

- Ventilation (Suitable & Sufficient, Airflow, access for cleaning):

- Drainage (effectiveness, maintenance, grease traps):

- Water Supply (adequate, potable):

- Washing/Disinfection Facilities Hand

Equipment

Food

- Temperature Control (details): - Refrigeration

 Hot Holding
 Workroom
- Sanitary Accommodation (adequacy, ventilation, WHB, hand-drying):
- Waste Disposal:
- Transport:

PROCEDURES

- Cleaning/Disinfection (schedule?/chemicals)
- Contamination (foreign body/cross-contamination):
- Pest Control:
- Monitoring:
- Records:
- Stock Control/Date Coding:
- Traceability/Product Withdrawal:
- Sampling:

HAZARD ANALYSIS

Documented System: Yes/No Hazard Identification: Yes/No CCP's Identified: Yes/No

Step: Purchase/Receipt

Hazards Identified	Controls	Implementation of Procedures	Assessment

Step: Storage

Hazards Identified	Controls	Implementation of Procedures	Assessment

Step: Preparation

Hazards Identified	Controls	Implementation of Procedures	Assessment

Step: Cooking

Hazards Identified	Controls	Implementation of Procedures	Assessment

Step: Cooling

Hazards Identified	Controls	Implementation of Procedures	Assessment

Step: Display/Sale/Hot/Cold

Hazards Identified	Controls	Implementation of Procedures	Assessment

Step: Distribution/Delivery

Hazards Identified	Controls	Implementation of Procedures	Assessment

Comments/Action/Recommendations

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Hazard Ratings

Potential Hazard	5	10	30	40		
Method of Processing	0	20				
Consumers at Risk	0	5	10	15		
Vulnerable Groups (option to add)	0	22				
Compliance (handling procedures, temps)	0	5	10	15	20	25
Compliance (structural)	0	5	10	15	20	25
Confidence (in management)	0	5	10	20	30	
Significance of Risk	0	20				

Change of Category	Authorised	Date

Total Risk Score	This Visit	Last Visit	Date of Visit	Officer
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Type of Food and Method of Handling

Score	Guidance on the Scoring System
40	<ul style="list-style-type: none"> Manufacturers of high-risk food that are not subject to product-specific food hygiene Regulations. Wholesalers and packers who re-wrap or re-pack high-risk foods. In this context, high-risk foods may be regarded as foods that support the growth of micro-organisms, and/or are intended for consumption without further treatment that could destroy pathogenic micro-organisms or their toxins.
30	<ul style="list-style-type: none"> Preparation, cooking or handling of open high-risk foods by caterers and retailers, except caterers that prepare less than 20 meals a day (see below).
10	<ul style="list-style-type: none"> Handling of pre-packed high-risk foods; Caterers that prepare high-risk foods; Other wholesalers and distributors not included in the categories above; Manufacture or packing of foods other than high-risk; Premises involved in the filleting, salting or cold smoking of fish for retail sale to final consumer.
5	<ul style="list-style-type: none"> Retail handling of foods other than high-risk, such as fruit, vegetables, canned and other ambient shelf stable products. Any other businesses not included in the categories above.
Comments	

Method of Processing

Score	Guidance on the Scoring System
20	<ul style="list-style-type: none"> Thermal processing or aseptic packing of low-acid foods; Vacuum and sous-vide packing (except raw/unprocessed meat and dried foods); Manufacture of cook/chill food, ie cooked and prepared meals or foods which may be eaten cold or after reheating (NB: Catering premises should not be included in this category unless they are engaged in the specific operation referred to commercially as the preparation of cook-chill meals. The simple reheating of cook-chill meals is excluded from the scope of this paragraph); Small-scale production of cooked meat products that is not subject to product-specific food hygiene Regulations et certain retailers including butchers.
0	<ul style="list-style-type: none"> Any other case not included above.
Comments	

Consumers at Risk

Score	Guidance on the Scoring System
15	<ul style="list-style-type: none"> Manufacturers of food that is distributed nationally or internationally.
10	<ul style="list-style-type: none"> Businesses serving a substantial number of customers including a significant proportion from outside the local area, eg superstore, hypermarket, airport caterer, motorway service area caterer; Manufacturers not included in the category above.
5	<ul style="list-style-type: none"> Businesses, most of whose customers are likely to be living, staying or working in the local area, eg high street or corner shop, high street supermarket, or high street restaurant.
0	<ul style="list-style-type: none"> Businesses supplying less than 20 consumers each day.
Comments	

Vulnerable Groups

Score	Guidance on the Scoring System
22	<ul style="list-style-type: none"> Production and/or service of high-risk foods in premises where there are more than 20 people in a vulnerable group at risk;
0	<ul style="list-style-type: none"> Any other case not included above.
Comments	

Level of (Current) Compliance – Food Hygiene and Safety

Score	Guidance on the Scoring System
25	<ul style="list-style-type: none"> Almost total non-compliance with statutory obligations.
20	<ul style="list-style-type: none"> General failure to satisfy statutory obligations - standards generally low.
10	<ul style="list-style-type: none"> Some major non-compliance with statutory obligations and industry codes of recommended practice. The premises are in the top 50 per cent of premises and standards are being maintained or improved.
5	<ul style="list-style-type: none"> High standard of compliance with statutory obligations and industry codes of recommended practice, minor contraventions of food hygiene regulations. Some minor non-compliance with statutory obligations and industry codes of recommended practice.
0	<ul style="list-style-type: none"> High standard of compliance with statutory obligations and industry codes of recommended practice; conforms to accepted good practices in the trade.
Comments	

Level of (Current) Compliance – Structural

Score	Guidance on the Scoring System
25	<ul style="list-style-type: none"> Almost total non-compliance with statutory obligations.
20	<ul style="list-style-type: none"> General failure to satisfy statutory obligations - standards generally low.
10	<ul style="list-style-type: none"> Some major non-compliance with statutory obligations and industry codes of recommended practice. The premises are in the top 50 per cent of premises and standards are being maintained or improved.
5	<ul style="list-style-type: none"> High standard of compliance with statutory obligations and industry codes of recommended practice, minor contraventions of food hygiene regulations. Some minor non-compliance with statutory obligations and industry codes of recommended practice.
0	<ul style="list-style-type: none"> High standard of compliance with statutory obligations and industry codes of recommended practice; conforms to accepted good practices in the trade.
Comments	

Confidence in Management/Control Systems

Score	Guidance on the Scoring System
30	<ul style="list-style-type: none"> Poor track record of compliance. Little or no technical knowledge. Little or no appreciation of hazards or quality control. No food safety management system.
20	<ul style="list-style-type: none"> Varying record of compliance. Poor appreciation of hazards and control measures. No food safety management system.
10	<ul style="list-style-type: none"> Satisfactory record of compliance. Access to and use of technical advice either in-house or from trade associations. May have satisfactory documented food safety management system.
5	<ul style="list-style-type: none"> Reasonable record of compliance. Technical advice available in-house or access to and use of technical advice from trade associations. Have satisfactory documented procedures and systems. Able to demonstrate effective control of hazards. Will have satisfactory documented food safety management system. Audit by Food Authority confirms general compliance with documented system.
0	<ul style="list-style-type: none"> Good record of compliance. Access to technical advice within organisation. Will have satisfactory documented HACCP based food safety management system which may be subject to external audit process. Audit by Food Authority confirms compliance with documented management system with few/minor non-conformities not identified in the system as critical control points.
Comments	

Other Significant Risks

Score	Guidance on the Scoring System
20	<ul style="list-style-type: none"> Significant risk of food being contaminated with <i>Cl. botulinum</i>, and the organism surviving any processing and multiplying; or Significant risk of ready-to-eat food bring contaminated with micro-organisms or their toxins that are pathogenic to humans.
0	<ul style="list-style-type: none"> Any other case not included above.

Total Score	
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