



Counties of Worcestershire and Herefordshire Star Rating Scheme - Food Safety and Hygiene Compliance Checklist

If you wish to improve your inspection result, use this self-audit questionnaire to help you to identify areas where you may not be complying with food safety legislation. You must be able to answer 'Yes' to all the questions. For any item you are unsure of, or don't know then answer 'No'. Further information on these requirements can be found at:-

<http://www.food.gov.uk/aboutus/publications/>
and download a copy of 'Food Hygiene a Guide for Businesses'

Registration Have you registered your food business with the Council? If No - contact us on 01905 722233 for a registration form	<input type="checkbox"/> Yes <input type="checkbox"/> No
Food Safety Management System* Do you have a written Food Safety Management System*? such as "Safer Food, Better Business"	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you considered what food safety problems (hazards) could occur within your business? e.g. bacterial, chemical or physical contamination.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you safe methods of working and good hygiene practices (controls) in place to stop these problems occurring?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are you making regular checks (monitoring) to make sure your controls are working?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you keep monitoring records? (such as "Safer Food, Better Business" diary or temperature record sheets) and regularly review the safe methods of working	<input type="checkbox"/> Yes <input type="checkbox"/> No
*A written Food Safety Management System is required to ensure the production of safe food. Safer Food Better Business (SFBB) is one example of such a system. Free SFBB packs are available by:- <ul style="list-style-type: none"> • telephoning 0845 606 0667 • emailing foodstandards@ecgroup.uk.com for a pack to be delivered directly to you, or • downloading a copy from www.food.gov.uk; 	
Food Handling Practices and Cleaning Do you and your staff follow good personal hygiene, including frequent hand washing?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do your staff report if they are suffering from sickness and / or diarrhoea?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you and your staff use clean protective over-clothing?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you have controls in place to prevent cross-contamination occurring during	<input type="checkbox"/> Yes <input type="checkbox"/> No

