

Food Safety Checklist for Village Halls, Community Centres not preparing food other than drinks and biscuits etc

Record all problems on the safe food diary

Safe Chilled Food

Is the temperature of the fridge below 8°C:

Is the fridge clean and tidy?

Safe Stock Control

Is all food within its use-by or best-before date?

Safe Personal Hygiene

Are hands being washed properly and often enough?

Is there hot water, soap, paper towels and a pedal bin at every wash hand basin?

Safe Cleaning and maintenance

Do all surfaces in the kitchen/food store look clean?

Are surfaces in good condition?

Are cleaning chemicals stored and used properly?

Is cleaning equipment clean and in good condition?

Is all lighting and ventilation working and being used properly?

Are bins and surrounding areas kept clean?

Safe Pest Control

Are there any signs of mice, flies or other pests?

Contamination

Is all open food covered properly in fridges and dry store?

General

Are all hirers of the hall aware of, or given, food safety advice?

Are all regular users of the hall handling food registered separately with Breckland's Food Team?

Are those carrying out cleaning aware of the cleaning schedule?

Is a particular person responsible for food safety checks?