

 <b>West Lothian Council</b>	<b>Environmental Health</b>		<b>SUBJECT: SELF ASSESSMENT CHECKLIST</b>
	4	Food Safety/Food Hygiene	<b>NUMBER: FH24</b>
<b>Revised: 27/12/07</b>		Health & Safety	
		Public Health	<b>KEYWORDS: MANAGEMENT CHECKLIST</b>
<b>Status: Trade Advice</b>		Pollution Control	
		Pest Control/Dog Warden	

## Information Sheet FH24

### Food Safety Management – Self-Assessment

#### Introduction

The rules of good food safety are quite easy to understand, and to apply in practice. However, managing a food business so that the food safety rules are carried out all the time can be much more complicated.

This short self-assessment guide is to help you check for yourself whether there are areas in your business which you need to pay more attention to.

We know that the safety of the food you sell is very important to you and your customers. No-one wants to cause food poisoning, and the consequences of poor food hygiene could ruin your business – so to help you avoid the main pitfalls, try this simple checklist for food safety in your business.

Read through the questions and answer ‘yes’ or ‘no’, or ‘not sure’. And be honest with yourself – this is mainly for your benefit! Any “No’s” will show you where improvements need to be made. You might want to talk to us about any “not sure’s”, and we will try to help you with the information you need. Contact us on 01506-775400, or [environmentalhealth@westlothian.gov.uk](mailto:environmentalhealth@westlothian.gov.uk).

Once you have sorted out the problem areas, you should be able to answer ‘YES’ to every question. Then you can be confident that you are managing food safety in your business to a high standard, protecting your customers, your reputation, your business and your investment.

#### How did you do? Need any Help?

Please remember that your food safety officers will be pleased to help if you are unsure about any aspect of food safety. We can be contacted on 01506 282500 or [environmentalhealth@westlothian.gov.uk](mailto:environmentalhealth@westlothian.gov.uk)

A wide range of Information Sheets are available to help businesses to understand and comply with the law. They cover topics such as cooked meats, defrosting, temperature control, cleaning materials, pest control, and others.

## Self Assessment

	Yes	No	Not Sure
1. Do I know about the kinds of things that could go wrong with food in my business?			
2. Can I identify the high risk foods in my business which are most likely to carry food poisoning germs?			
3. Do I have a plan which will prevent these problems arising?			
4. Have I done enough training to help me manage this?			
5. Have my staff had training in food hygiene to help them do their job properly?			
6. Are there enough basins, properly equipped for hand washing, and are they used regularly by staff?			
7. Have I checked that all food handlers know the rules for personal hygiene – and stick to them all the time?			
8. Is my business clean enough to be safe?			
9. Am I using the right types of chemicals for cleaning, at the right dilution, to kill germs as well as remove dirt?			
10. Have I checked out my suppliers thoroughly, especially those dealing in meat and other high risk foods?			
11. Are all my supplies checked for condition, temperature, date codes and damage, before they are accepted?			
12. Do I have a system to make sure that all stored food is used within its expiry dates, and is this checked regularly?			
13. Am I sure that all cooked and raw foods are kept apart at all times?			
14. Is a probe thermometer used regularly for checking the temperatures of high risk foods?			
15. Can I prove that my cooked food is heated to over 75 °Centigrade?			
16. Have I got a method that works for cooling cooked food quickly before I store it in the 'fridge or freezer?			
17. Can I prove that re-heated food reaches at least 82°Centigrade?			
18. Have I made sure that no pests, such as rodents and insects (including flies) can get into food rooms?			
19. Is my rubbish and waste properly stored and disposed of so that it does not attract vermin or cause a nuisance?			