

Food Alert

Preparing for an EHO inspection – your checklist



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Hygiene is a vitally important part of running a successful food business, and customers are paying more attention than ever to food safety ratings. So, to help you achieve full marks when Environmental Health come knocking, here's a comprehensive checklist to help you get that all-important top rating.

What's an EHO looking for?

Usually, the EHO will turn up unannounced, so making sure your business is compliant and prepared is key. There are three main areas an EHO will inspect to check you're complying with food hygiene law and that your food is safe to eat.

Food hygiene

- ✓ How hygienically is the food handled?
- ✓ How safe is the food preparation, cooking and reheating, cooling and storage?

Structure

- ✓ Is the premises in good repair?
- ✓ First impressions count and cleanliness is key, along with good maintenance and repair, a safe layout, good lighting, ventilation and pest control.

Food safety management

- ✓ Is there a high level of confidence in management?
- ✓ Can you demonstrate robust procedures to keep food safe?



Your EHO inspection checklist

Use these questions to check whether you're ready for the EHO to come knocking.

Food safety management and paperwork

Do you have a food safety system in place like HACCP or SFBB?	<input checked="" type="checkbox"/>
Is everything up to date?	<input checked="" type="checkbox"/>
Are all the foods that you prepare covered?	<input checked="" type="checkbox"/>
Is everything organised and easily available?	<input checked="" type="checkbox"/>
Are records honest and accurate?	<input checked="" type="checkbox"/>
Are you recording corrective actions?	<input checked="" type="checkbox"/>
Have you considered online food safety management?	<input checked="" type="checkbox"/>
Do you use food probes and keep them clean and calibrated?	<input checked="" type="checkbox"/>
Are staff fully trained?	<input checked="" type="checkbox"/>

Structure and cleaning

Do you have a cleaning schedule?



Are staff instructed and trained in the use of chemicals and cleaning standards?



Do disinfection products meet BS EN 1276 or BS EN 13697?



Do all staff know and follow the contact times for disinfectants and sanitiser?



Are chemicals correctly labelled and stored away from food?



Do you regularly clean behind equipment?



Do you carry out planned preventative maintenance?



Does the layout keep clean and unclean tasks and materials apart?



Cross-contamination controls

Are high-risk ready to eat foods and raw foods separated?



Do you have colour-coded boards?



Do you wash salad, vegetables and fruit?



Do you have disposable cloths or blue paper towels?



Temperature control

Do you cook and hold food at the correct temperature?



Do you know the temperatures your fridges and freezers need to be at?



Do you thaw high risk foods in the refrigerator?



Personal hygiene

Do you have separate basins for hand-washing?



Is there anti-bacterial liquid soap?



Are staff washing their hands effectively?



Do workers change into clean, protective clothing before work?



Do you have a first aid kit with blue waterproof plasters?



Do staff keep their hair back and/or wear a hairnet or hat?



Allergen controls

Do you have supplier approval procedures?



Do you have an up to date allergen matrix?



Are your staff trained in your allergy procedures?



Record keeping

Do you record fridge/freezer temperatures?



Do you keep records at Critical Control Points?



Do you have a food due diligence if required?



Do you do internal audits/inspections?



Pest control

Do you check your premises regularly for pests?



Do you have a pest control contract in place?



Do you have fly screens on open windows and doors?



Do you regularly remove food waste?



Are external bin areas clean with lids on bins?



Storage

Do you have dry, clean and tidy storage areas?



Are foods labelled?



Do you have good stock rotation procedures?



Are goods clear of the wall and off the floor?



Are allergen ingredients stored in sealed containers?



Are foods covered?



Prepare for your inspection with Food Alert

Getting ready for an inspection can be tough – there's a lot to consider and implement and it can be a daunting path to go down. That's where we come in. If you'd like the backing of the Food Alert experts, just give us a call on **020 7244 1900** to find out how we can help.