COVID -19 Takeaway Daily Checks

DAY:	DATE:

OPENING CHECKS	×/✓
Staff reminded of personal hygiene rules, COVID-19 symptoms check and enhanced hand washing requirement	
Staff fit for work, wearing clean correct uniform, only allowable jewellery & cuts/wounds covered	
Staff assigned enhanced cleaning duties as per guidance	
Allergen signage, allergen signposting and matrices available including any newly introduced dishes	
Hand wash basins are not obstructed and supplied with hot water, soap and disposable towels	
A good supply of disposable cleaning cloths, blue paper roll & spray sanitiser stored in both raw and ready to eat areas	
Food and hand contact surfaces clean, sanitised and un-necessary non-food items removed from preparation areas	
COVID-19 signage displayed	
Condiments and sauces removed from customer areas and regularly cleaned	
Food packaging, insulated containers, ice blocks etc. available and stored safely	
Delivery vehicles insured, taxed and MOT'd, clean and roadworthy	
PPE/High visibility clothing avaiable for drivers/riders, phones charged	

INCOMING DELIVERIES – Between pack temperature should be 8°C or less (chilled) or -15°C or less (frozen)			
Supplier name	Food	In date & good condition ×/✓	Temp

FRIDGE/FREEZER – Temperature of fridge should be 8°C or less & Freezer -18°C or less					
Fridge/ Freezer number	AM Temp	PM Temp	Fridge/ Freezer number	AM Temp	PM Temp
1			6		
2			7		
3			8		
4			9		
5			10		

COLD HOLD - Food temp should be 8◦C or less (probe food at start & end of service and at least every 4 hrs) - Record the temperature of the food item with the HIGHEST core temperature										
Unit	Food	Temp	Time	Temp	Time	Temp	Time	Temp	Time	Time used by or discarded
THROW AWAY ANY HIGH RISK FOODS WITHIN 4 HOURS OF LAST SATISFACTORY CHECK										

HOT HOLD - Food temp should be 63◦C or above (probe food at start & end of service and at least every 2 hrs) - Record the temperature of the food item with the LOWEST core temperature										
Unit	Food	Temp	Time	Temp	Time	Temp	Time	Temp	Time	Time used by or discarded
THROW AWAY ANY HIGH RISK FOODS WITHIN 2 HOURS OF LAST SATISFACTORY CHECK										

COOK-SERVE /REHEAT (probe high risk foods such as meat and chicken) Food temp should be 75◦C or above for 30 seconds					
Food	Temp	Time	Food	Temp	Time

BATCH COOKING (probe one item per batch) Food temp should be 75◦C or more for 30 seconds		COOLING (probe one item per batch) Food should be at 20◦C or below within 2 hours		
Food	Temperature at end of cooking	Time at end of cooking	Temperature when refrigerated	Time when refrigerated

CLOSING CHECKS	✗/✓
All food and hand contact surfaces cleaned and sanitised	
Premises free from from any signs of pest activity	
Food covered, raw food and ready to eat food separated, foods being defrosted in fridge if necessary	
All food date labelled correctly, rotated and discarded if unfit or out of date	
Cleaning completed all hand contact surfaces sanitised including food containers and bottles/condiments	
Waste removed to outside bins (lids closed), new bin bags inserted and floor swept and mopped	
Staff reminded **NOT** to come to work if exhibiting COVID-19 symptoms	
All deliveries complete, staff safe and delivery vehicles locked/secured	
Customer order forms complete and accurate	

WRITE DOWN HERE IF THERE WERE ANY PROBLEMS AND WHAT YOU DID TO PUT THEM RIGHT (Corrective Action)

I am the person responsible for supervising food & health & safety and confirm that these daily checks were completed and corrective action taken where necessary.

Name: **Position:** **Signature:**

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