

CHECKLIST: COVID-19 – RECOMMENDED TASKS TO COMPLETE DURING CLOSURE

Food Safety		Comment
• Review and update the Food Safety Policy		
• Review and update the HACCP		
• Review internal and third party audit actions and mark off when completed		
• Review EHO visit actions and mark off when completed		
• Review and update allergen information		
• Review and update food supplier approval information		
• Review and update cleaning schedules		
• Review training provision and records in relation to food safety and allergens (contact Food Alert for eLearning)		
• Review pest control visits and complete/mark off actions where possible		
Health & Safety		Comment
• Review and update the Health and Safety Policy		
• Review and update all task, manual handling and COSHH risk assessments		
• Review internal and third party audit actions and mark off when completed		
• Review accident investigations and ensure completed remedial actions are recorded		
• Review and update contractor approval information		
• Ensure all hazardous substance safety data sheets are available for every chemical used		
• Review statutory inspection documentation (lifts, pressure vessels) and ensure it is up to date. Note: HSE Guidance below		
• Review training provision and records in relation to health & safety, COSHH, manual handling, fire safety and first aid		
General		Comment
• Ensure relevant insurance policies are renewed/up to date		
• Sort through old paperwork – keep paperwork for required period only		
• Check menus for accuracy – Trading standards (provenance etc.)		
Completed by		Date

Note: For businesses that are currently closed, you should still give access to visiting inspectors to undertake thorough examinations (following social distancing measures). If you experience problems in undertaking scheduled thorough examinations as you can't access inspection services, you should adopt a risk based process to determine whether there are steps you can take to safely continue to use equipment (that has not had its scheduled TE&T) or decide to stop using the equipment. Equipment should only be used outside of its test regime if you can demonstrate that it is critical for essential work and that it can still be operated safely.