



03/01/2018

HEALTH & ENVIRONMENTAL SERVICES

**THE FOOD SAFETY and HYGIENE (ENGLAND) REGULATIONS 2013
FOOD HYGIENE SELF-ASSESSMENT QUESTIONNAIRE**

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|--|--|----------------|--------------------------------|---------------------|--|
| Business Name and Address: | | | | | |
| Name of Food Business Operator: <small>'Food business operator' means the natural or legal person(s) responsible for ensuring that the requirements of food law are met within the food business under their control</small> | | | Tel. No. Email Address: | | |
| Name of Person to Contact: Telephone Number: | | Email Address: | | | |
| Describe your business (what is your main food activity? (i.e. storing and selling sweets, groceries, newsagents, making cakes, handling and producing foods for functions, childminders etc): How many customers do you supply per event/ day/week? | | | | | |
| If you are a seasonal business please state the months you trade: | | | How many staff do you employ? | | |
| <p>Has your food activity changed in the last 3 years? YES NO N/A</p> <p>If Yes, how has it changed?</p> <p>If this is a new business, when did you start trading?</p> | | | | | |
| <p>What foods do you store, sell, handle or serve?</p> <p>Are any of the foods sold 'open'/ unwrapped? YES NO</p> <p>Are any of the foods you handle/ prepare unwrapped/'open' foods? YES NO</p> <p>If yes to either question, please give details.</p> <p>How do you separately store and prepare raw and ready to eat foods? <small>i.e. Separate shelves in fridge/ freezer; Colour coded chopping boards; Separate utensils; Separate preparation surfaces in kitchen</small></p> <p>Do you produce/ cook foods, including any of the following foods? YES NO</p> <p>Cooked products (such as meat, fish, egg, vegetable products)? YES NO</p> | | | | | |
| Dairy-based desserts? | | YES | NO | Sandwiches / Rolls? | |
| Prepared vegetables/salads? | | YES | NO | Cream cakes? | |
| | | YES | NO | | |

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| Other? Please provide details. | | |
| How do you check foods are cooked/ reheated thoroughly? Visual Checks | YES | NO |
| i.e. colour changes, rapid bubbling or core temperatures | | |
| Do you use a Probe Thermometer? | YES | NO |
| If you use a probe thermometer, what minimum temperature do you expect the food's core temperature to reach? | | °C |
| Be aware of the need to follow the correct time/ temperature combination | | |
| If you use a probe thermometer, do you check that it is working accurately? | YES | NO |
| Thermometers should be checked regularly to ensure they are giving an accurate reading. Use rapidly boiling water for a 100°C reading and water with ice slurry to get a 0°C reading. If the thermometer does not read these temperatures, it should be replaced or repaired. Monthly checks are usually adequate or when you suspect the thermometer isn't working properly. | | |
| Do you carry out and record any temperature checks of foods stored cold? | | |
| Fridges | YES | NO |
| Freezers | YES | NO |
| Display Chiller | YES | NO |
| If Yes, please identify how regularly these checks are made and the temperatures achieved | | |
| Frequency of checks : | | |
| What maximum temperature do you expect your chilled and frozen foods to be stored at? | | |
| Max fridge temperature: °C | | Max freezer temperature: °C |
| If you are handling/ preparing unwrapped/'open' foods, do you have a separate sink/ wash hand basin in/ near the food preparation area to wash hands while handling foods that is separate to the wash hand basin used after using the WC? | YES | NO |
| Food hygiene training is required to make sure food handlers can carry out their work properly and produce safe food. This does not need to be formal training. | | |
| Have you or your staff received any of the following training? | | |
| Hygiene Awareness Training | YES | NO |
| Basic/Level 2 | YES | NO |
| Intermediate/ Level 3 or Advanced/ Level 4 | YES | NO |
| Other? Please specify | | |
| If yes, please give dates: | | |
| Do you import any foodstuffs from outside the UK and EC? | YES/ NO | |
| If yes, please provide details of food and country of origin? | | |
| All food businesses must be able to provide information about Allergens to customers. See: https://www.food.gov.uk/business-industry/allergy-guide | | |
| How do you do this? | | |

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| Do you have a WC on the premises? | YES | NO |
| If yes, do you provide the wash hand basin with hot water, soap and hygienic hand drying facilities? | YES | NO |
| How do you dispose of your waste materials/packaging? Please provide details | | |
| Please describe your kitchen facilities, Including if kitchen is domestic or commercial; type of surfaces; specialist equipment; mobile; hire, other kitchens etc. | | |
| Premises sometimes get problems with pests including mice, rats, cockroaches and other flying and crawling insects. Have any pests been seen at the premises in the last 6 months? If so, what did you do about it? Please give details. | | |
| Do you clean and disinfect (sanitise) work surfaces before, in-between and after food handling and preparation? | YES | NO |
| If so, what disinfecting chemicals are you using? | | |
| Do you carry out two-stage cleaning? (clean away food debris with hot soapy water, then disinfect following manufacturers instructions) | YES | NO |
| Do you know what the contact time is for the disinfectant you are using? (the time the chemical must be left on the surface to work effectively) | YES | NO |
| Do you keep any documentation? It is a legal requirement to keep basic documentation about safe food handling practices. For further information please see the Food Standards Agency website www.food.gov.uk or contact us at this office | YES | NO |
| Do you use the Food Standards Agency's 'Safer Food Better Business' workbook or a system of your own design? If your own design, please provide details | YES | NO |
| Do you keep any monitoring, or other, records? i.e. 'Safer Food Better Business' diary sheets; fridge/ freezer temperatures; suppliers list; cooking/ reheated food temperatures; hot holding temperatures; Cleaning schedule and records; pest control records. Please provide details. | YES | NO |
| Smoke Free: If you are working from a business premises, are you displaying a 'No Smoking' sign on the door of your premises? | YES | NO |
| Any additional Information | | |
| <i>If you require further information on food hygiene issues, please detail your interests below.</i> | | |

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| Signed: | Print Name: |
| | |
| Date: | Position in Company: |
| Further hygiene advice is also available on the Food Standards Agency website www.food.gov.uk . | |
| Please return this form to: Health and Environmental Services, South Cambridgeshire District Council, South Cambridgeshire Hall, Cambourne Business Park, Cambourne, CB23 6EA or email it to: env.health@scambs.gov.uk | |