

03/01/2018

HEALTH & ENVIRONMENTAL SERVICES

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

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:		Email Address:			
Telephone Number:					
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? YES NO	
Prepared vegetables/salads?		YES	NO	Cream cakes? YES NO	

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?		

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>		

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	