

# FOOD HYGIENE CHECKLISTS



**NFRN**  
Federation of Independent Retailers

## Risk Assessment on Food Handling and Good Housekeeping for Employees

It is important for employees to understand the retail standard requirements for food handling and good housekeeping to ensure that the business's food hygiene rating is maintained throughout every shift pattern and to expect the unexpected in terms of environmental health visits. It is recommended that employees that handle open and chilled food should hold a food hygiene certificate. The following is a checklist for all employees to self assess their standards against the retail standard on a daily basis.

Name of Employee \_\_\_\_\_ Date of Assessment \_\_\_\_\_

FUNCTION	RETAIL STANDARD REQUIREMENT	SELF ASSESSMENT – DO I UNDERSTAND REQUIREMENT?	TRAINING REQUIRED
Personal hygiene	Customer and staff relationships. Business image. Food Hygiene Rating.		
Handling money and handling open food	Disposable gloves required for open food handling. Food Hygiene Rating.		
Ensuring raw, chilled and cleaning products are packed separately into customer bags	To ensure there is no cross contamination within products. Food Hygiene Rating.		
Storage of deliveries	To ensure the temperature meets regulation patterns. Food Hygiene Rating.		
Checking and Rotation of dated food products	To ensure products are not being sold that are out of date. For business profitability. Food Hygiene Rating.		
Understanding temperature controls for hot, cold, chilled, fridge appliances	Bacteria control. Understanding how to read thermometer. Ensure thermometer is cleansed continually for bacteria control. Understanding temperature requirements. Food Hygiene Rating. Please see section on use of a Thermometer within Essential Checklists Retail Insight Module.		

FUNCTION	RETAIL STANDARD REQUIREMENT	SELF ASSESSMENT – DO I UNDERSTAND REQUIREMENT?	TRAINING REQUIRED
Good housekeeping	Correct use of chemicals to clean appliances, shelves, and products. Correct use of cleaning equipment and cleaning areas. Understanding routine of shop cleaning duties to maintain health and hygiene standards. Reporting pest control. Food Hygiene Rating.		
Waste disposal	Recycle waste. Food waste. Secure waste. Cooking oil. Cleaning chemicals. Food hygiene rating.		
Storage of products	Cross contamination. Food hygiene rating.		
Additional Retailer requirements not covered			

Signature of Member of Staff \_\_\_\_\_ Date \_\_\_\_\_

Signed by Supervisor \_\_\_\_\_ Date \_\_\_\_\_

Action required

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# Temperature Record Keeping for Chilled/Fridged/Frozen Products

FOOD BEING TESTED	PRODUCT NAME AND APPLIANCE		PRODUCT NAME AND APPLIANCE		PRODUCT NAME AND APPLIANCE		PRODUCT NAME AND APPLIANCE		PRODUCT NAME AND APPLIANCE		COMMENTS OR ACTION REQUIRED	INITIALS OF STAFF MEMBER
	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM		
<i>Natural yoghurt - fridge</i>												
Date	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM		
<i>8<sup>th</sup> May</i>		<i>2 degrees</i>										

Template for use on sales floor and cold store areas.  
 The temperature of a food product should be checked as well as the air temperature as part of the daily temperature routine.  
 Chilled food: 0°C to 5°C  
 Frozen: -18°C

NB - Please ensure the thermometer is dry before using it. Also ensure it is sanitised after each use.



**Check temperature on immediate placement into chilled/fridge/ frozen storage**

## Open Food Daily Record (Hot)

PREPARATION OF HOT FOOD									
NAME OF FOOD BEING PREPARED	TIME FOOD PREPARATION WAS COMPLETED	HAS FOOD BEEN COOKED TO THE 75° TEMPERATURE?	SIGNATURE OF STAFF MEMBER RESPONSIBLE	Time of food into the hot plate area	Temperature of food and time (1st check)	Temperature of food and time (2nd check)	Temperature of food and time (3rd check)	Food finished time	Signature of staff member responsible

Preparation of food until the core temperature is 75°C or above will ensure that harmful bacteria is destroyed.

Lower cooking temperatures are acceptable provided that the core temperature is maintained for a specified period of time as follows :

- 60°C for a minimum of 45 minutes
- 65°C for a minimum of 10 minutes
- 70°C for a minimum of 2 minutes

NB - Please ensure the thermometer is dry before using it. Also ensure it is sanitised after each use.

## Chilled and Frozen Food Delivery Records from Suppliers

DATE OF DELIVERY	SUPPLIER OF DELIVERY	NAME OF FOOD PRODUCTS BEING DELIVERED	TEMPERATURE OF FOOD ON IMMEDIATE ARRIVAL INTO STORE	TEMPERATURE OF FOOD ON IMMEDIATE STORAGE INTO CHILLED/ FROZEN AREAS	HAS STOCK ROTATION BEEN CARRIED OUT?	RECORD "USE BY DATE" OF PRODUCT BEING STORED/ DISPLAYED	ANY CONCERNING COMMENTS	SIGNATURE OF STAFF MEMBER

It is important to monitor a sample of chilled/frozen products in order that the correct temperature meets statutory requirements.

Chilled Food: 0°C to 5°C

Frozen Food: -18°C

NB - Please ensure the thermometer is dry before using it. Also ensure it is sanitised after each use.



## Transporting Chilled & Frozen Deliveries from Cash and Carry

DATE OF DELIVERY	NAME OF FOOD PRODUCT	TEMPERATURE ON IMMEDIATE ARRIVAL INTO BUSINESS	TEMPERATURE ON IMMEDIATE STORAGE INTO CHILLED/FRIDGE/ FROZEN STORAGE OR DISPLAY	BATCH CODE AND USE BY DATE	COMMENTS	SIGNATURE

Adequate separation of raw and chilled foods is required during transport of products. Products should be stored in insulated organisers to the regulated temperature requirements. Time of journey and weather temperatures are factors retailers should consider when transporting chilled and frozen food products.  
 Chilled: 0°C – 5°C  
 Frozen: -18°C

NB - Please ensure the thermometer is dry before using it. Also ensure it is sanitised after each use.



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