

# Food Safety Checklist



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This checklist is designed to help you, as a business owner, identify your current hygiene standards and where you can improve. By completing this you will be able to identify your likely Eat Safe rating at the next inspection.

Sections A and B contain the food safety requirements outlined in the *Food Safety (Jersey) Law 1966* and the *Food Hygiene (General provisions)(Jersey) Order 1967*. It is the food business' legal responsibility to comply with these. Any infringements of these provisions are noted and subsequently tallied to give an overall representation of the compliance against the *Food Safety (Jersey) Law 1966* and *Food Law Code of Practice*.

The areas highlighted in light green are recommendations beyond the legal requirements, but are expected if a businesses wishes to attain a 4 or 5 star rating as they demonstrate best practice.

The three non-compliance selections represent the various levels of risk.

**Minor non-compliant** means there is a small, low risk breach that can be easily rectified during the normal course of the business. These issues are less likely to present a hazard to consumers.

Examples include:

- slightly defective fixtures, fittings or equipment
- cracked tiles
- very minor cleaning issues

Businesses can still achieve good ratings if a small number of minor non-compliant breaches are found.

**Major non-compliant** is more serious. It suggests a breach of the standard and / or exposes a high risk to food safety. The food business may not be able to quickly or easily rectify these issues during normal processes.

Examples include:

- very unclean premises
- poor personal hygiene

**Critical non-compliances** are associated with matters that pose the highest risk to producing safe food. These areas are determined to be fundamental in providing safe food to consumers. If a food business fails to comply with any of the critical requirements, serious enforcement action may be taken in the form of seizure of food or prosecution.

Examples include:

- incorrect temperature control
- contamination of food
- the presence of pests and vermin
- The inability to wash hands if handling high risk foods

## **Section C – Confidence in management**

Section C contains a list of management documents that identify and control food safety hazards in the handling of food in a food business. These documents are seen as effective tools in managing food safety risks associated with any food operation. They are not currently a legal requirement in Jersey. However they are recognised as good practice for ensuring food safety and are a necessary part of attaining a very good or excellent rating for Eat Safe Jersey.

If a business can provide examples of these documents, the States will maintain confidence that the food business can operate at a higher level of compliance and reward the business through higher overall ratings.

The points associated with each management document kept are totalled to give the Section C score. These documents must be maintained on a frequent basis and kept on-site at all times.

Scores from Sections A, B and C are used to estimate the overall rating.

Free Eat Safe marketing material from the States will be provided to businesses that achieve 3 stars or more and decide to opt-in to publicly display their rating.

Business Name: \_\_\_\_\_

Location: \_\_\_\_\_

Food Safety Supervisor: \_\_\_\_\_

Date: \_\_\_\_\_

### Section A – Compliance details

Tick the boxes which are relevant. Boxes marked **X** are not relevant for this requirement.

General Requirements						
Ref	Control Measure	Comments/Findings	Yes	Compliant		
				No		
				Minor	Major	Critical
A1	<b>Registration</b> – The form has been sent to environmental health		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
A2	<b>Previous non-compliances</b> – fixed all previous non-compliance items?		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Hygiene standards						
A3	<b>Skills and knowledge</b> – employees have appropriate skills and knowledge in food safety and hygiene matters?		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
A4	<b>Skills and knowledge</b> – employees have formal training in food safety and hygiene matters? The training level reflects the position of the employee / owner and tasks / risks undertaken		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

A5	<p><b>Received</b> – is food protected from contamination at point of receipt and are potentially hazardous foods accepted at the correct temperature?</p>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
A6	<p><b>Food storage</b> – is all food stored appropriately so that it is protected from contamination?</p> <ul style="list-style-type: none"> <li>• cold room / fridge</li> <li>• freezer</li> <li>• dry store</li> </ul>		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
A7	<p><b>Food storage</b> – is potentially hazardous food stored under temperature control?</p> <ul style="list-style-type: none"> <li>• cold food = 8°C and below</li> <li>• hot food = 63°C and above</li> <li>• frozen food = remain frozen</li> </ul>		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
A8	<p><b>Food processing</b> – are suitable measures in place to prevent contamination? e.g. cross contamination</p>		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
A9	<p><b>Food processing</b> – is potentially hazardous food that is ready to eat and held outside of temperature control monitored correctly? e.g. two hour/four hour rule</p>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
A10	<p><b>Thawing</b> – are acceptable methods used to thaw food?</p>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

A11	<b>Cooling</b> – are acceptable methods used to cool food?		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A12	<b>Reheating</b> – are appropriate reheating procedures followed?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
A13	<b>Thermometer</b> – does the food business (if handling potentially hazardous food) have a thermometer?		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
A14	<b>Thermometer</b> – is the thermometer cleaned and sanitised between uses?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
A15	<b>Thermometer</b> – is the thermometer calibrated regularly?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
A16	<b>Food display</b> – is food on display protected from contamination?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A17	<b>Food display</b> – is potentially hazardous food displayed under correct temperature control or subject to other control		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A18	<b>Food packaging</b> – is food packaged in a manner that protects it from contamination?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

A19	<b>Food transportation</b> – is food transported in a manner that protects it from contamination and keeps it at the appropriate temperature?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
A20	<b>Food for disposal</b> – acceptable arrangements for throwing out food?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
A21	<b>Alternative methods</b> – alternative compliance methods acceptable i.e. receipt, storage, cooling, reheating, display, transport?		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
A22	<b>Contact with food</b> – minimise the risk of contamination of food and food contact surfaces?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
A23	<b>Health of food handlers</b> – staff members do not engage in food handling if they are suffering from a food-borne illness or are sick? A minimum exclusion time is in place.		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
A24	<b>Hygiene</b> – do food handlers exercise good hygiene practices (e.g. cleanliness of clothing, not eating over surfaces, washing hands correctly and at appropriate times, jewellery)?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
A25	<b>Hand washing facilities</b> Staff use the hand washing facilities at appropriate times		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Structure						
B1	<p><b>Cleanliness</b> – are the floors, walls and ceilings maintained in a clean condition?</p>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
B2	<p><b>Cleanliness</b> – are the fixtures, fittings and equipment maintained in a clean condition?</p> <ul style="list-style-type: none"> <li>• mechanical exhaust ventilation</li> <li>• fridges, coolrooms, freezers</li> <li>• benches, shelves, cooking equipment</li> </ul>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
B3	<p><b>Cleanliness</b> – are the premises in general maintained in a clean condition?</p>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
B4	<p><b>Sanitation</b> – clean and sanitary equipment including:</p> <ul style="list-style-type: none"> <li>• eating and drinking utensils</li> <li>• food contact surfaces</li> </ul>		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
B5	<p><b>Sanitation</b> – are food contact surfaces of utensils and equipment sanitized correctly?</p>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
B6	<p><b>Hand washing facilities</b> Soap, hot water and means of drying provided in appropriate location and easily accessible</p>		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B7	<p><b>Maintenance</b> – proactive and reactive to ensure no damaged (cracked/broken) utensils, crockery, cutting boards are used?</p>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
B8	<p><b>Maintenance</b> – grease trap serviced effectively?</p>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

B9	<p><b>Maintenance</b> – premises' fixtures, fittings and equipment maintained in a good state of repair and working order?</p> <ul style="list-style-type: none"> <li>• floors, walls and ceilings</li> <li>• fixtures, fittings and equipment</li> <li>• mechanical exhaust ventilation</li> </ul>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
B10	<p><b>Toilet</b> – are adequate staff toilets provided and in a clean state?</p>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
B11	<p><b>Animals and pests</b> – free from animals or vermin (assistance animals exempt)?</p>		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B12	<p><b>Animals and pests</b> – are animals and pests prevented from being on the premises?</p>		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B13	<p><b>Animals and pests</b> – is pest control carried out at sufficient intervals to eradicate pests?</p>		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>



<b>Results – Section A</b>	
<b>TOTAL Minor Non-Compliances</b>	
<b>TOTAL Major Non-Compliances</b>	
<b>TOTAL Critical Non-Compliances</b>	
<b>Results – Section B</b>	
<b>TOTAL Minor Non-Compliances</b>	
<b>TOTAL Major Non-Compliances</b>	
<b>TOTAL Critical Non-Compliances</b>	

## Step 2

When you have finished completing the checklist, add up the number of Minor, Major and Critical non-compliant areas separately and note the totals of each at the end of Section A. Calculate the Section A rating by selecting the 0, 5, 10, 15, 20 or 25 rating in the results table below.

### Section A Results Table

<b>Minor Non-Compliance</b>	<b>Food Safety Rating</b>
0 Non-Compliances No follow up action required by State No follow up action required by FBO	0
1-7 Minor Non-Compliances only No follow up action required by State Minor follow up action required by FBO	5
8-12 Minor Non-Compliances only Informal follow up action required by State	10
Formal follow up action required by the State 13 or more Minor Non-Compliances only Or Any 1-2 Major Non-Compliances Or Any 1 Critical Non-Compliance	15
Formal action required by the States Any 3 or more Major Non-Compliances Or Any 2 or more Critical Non-Compliances	20

Any premises that don't fit into the above criteria. Prosecution Seizure of food Closure of premises	25
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### Section B Results Table

<b>Minor Non-Compliance</b>	<b>Food Safety Rating</b>
0 Non-Compliances No follow up action required by State No follow up action required by FBO	0
1-3 Minor Non-Compliances only No follow up action required by State Minor follow up action required by FBO	5
4-5 Minor Non-Compliances only Informal follow up action required by State	10
Formal follow up action required by the State 6 or more Minor Non-Compliances only Or Any 1-2 Major Non-Compliances Or Any 1 Critical Non-Compliance	15
Formal action required by the States Any 3 or more Major Non-Compliances Or Any 2 or more Critical Non-Compliances	20
Any premises that don't fit into the above criteria. Prosecution Seizure of food Closure of premises	25

### Step 3

Complete Section C – this section covers the documentation considered effective tools in managing food safety risks associated with any food operation. It also takes into account the officer's confidence in the management of food safety and previous compliance records.

#### Section C – Good management practices

Documented and Maintained Records (all records relevant to the business must be kept on site)		Points	Acceptable	
			Yes	No
B1	Management is knowledgeable and enables a culture of accurate and effective food hygiene principles. Attitude is positive and recommendations (either in house, through training or via EH support) are likely to be implemented.	6	<input type="checkbox"/>	<input type="checkbox"/>
B2	Proportionate and relevant food safety plan (If yes, do not continue to check for other documentation)	14	<input type="checkbox"/>	<input type="checkbox"/>
B3	Cleaning Program and Schedule	3	<input type="checkbox"/>	<input type="checkbox"/>
B4	Temperature Record – Food Display / Storage	3	<input type="checkbox"/>	<input type="checkbox"/>
B5	Transportation Temperature Control	1	<input type="checkbox"/>	<input type="checkbox"/>
B6	Products Received Temperature Record	1	<input type="checkbox"/>	<input type="checkbox"/>
B7	All food handlers trained in a recognised and proportionate Training Course	1	<input type="checkbox"/>	<input type="checkbox"/>
B8	Staff Training Records (internal and external training)	1	<input type="checkbox"/>	<input type="checkbox"/>
B9	Maintenance Records (Structural and Equipment)	1	<input type="checkbox"/>	<input type="checkbox"/>
B10	Pest Control Schedule	1	<input type="checkbox"/>	<input type="checkbox"/>
B11	Waste Collection and Refuse Cleaning Record	1	<input type="checkbox"/>	<input type="checkbox"/>
B12	Stock Rotation Schedule	1	<input type="checkbox"/>	<input type="checkbox"/>

B13	NOTE: If a food business does not receive, store, display or process Potentially Hazardous Food (PHF), add 14 bonus points	14	<input type="checkbox"/>	<input type="checkbox"/>
<b>Results Section C – TOTAL Points Score</b>				

#### Step 4

Calculate the Section C total ratings by selecting the 0, 5, 10, 15, 30 score in the results table below.

#### Section C Results Table

<b>Section B Total</b>	<b>Good Management Practices Rating</b>
19-20 Points No follow up action by State No follow up action by FBO	0
16 - 18 Points No follow up action by States Minor follow up action by FBO	5
10 - 15 points Informal follow up action by States Some follow up action by FBO Generally Satisfactory	10
6 - 9 points Revisit required by States FBO to address non-compliances Significant hazards not fully understood and not all controls in place. Some staff not suitably supervised or trained Varying track record in compliance	15
Under 6 Points Poor track record of compliance No control from management Imminent risk to food safety	30
<b>Section C RATING</b>	

## Step 5

What do the results mean?

Total score A + B + C \_\_\_\_\_

Highest individual score \_\_\_\_\_

Mapping of numerical scores based on part A and part B of the Food Safety checklist					
Total section A, B and C scores	0 – 15	20	25 – 30	35 – 40	>40
Additional scoring factor	No individual score greater than 5	No individual score greater than 10	No individual score greater than 10	No individual score greater than 15	-
Number of stars	5	4	3	2	0
Description	Excellent	Very good	Good	Poor	Very poor

### Further information

For further information on Eat Safe Jersey

Visit: [www.gov.je/eatsafe](http://www.gov.je/eatsafe)

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