



**NEW BUSINESS
FOOD SAFETY AND HYGIENE
QUESTIONNAIRE**

Environmental Health
East Herts Council
Wallfields
Pegs Lane
Hertford
Hertfordshire
SG13 8EQ

www.eastherts.gov.uk/newfoodbusiness

EAST HERTS COUNCIL

Thank you for taking the time to complete this questionnaire.

Here at East Herts Council, we are committed to delivering a quality service which helps businesses within the district thrive while at the same time protecting the health and welfare of all those that live and work here.

We have designed this questionnaire to help us achieve this and prioritise your business with regards to its routine inspections. If your business is lower-risk, such as a cupcake maker, you will not be inspected as quickly or frequently as a higher-risk business that is preparing foods, such as a restaurant.

When completing the questionnaire, please ensure that you fill in all of the answers, especially where you have been asked to “please detail”.

The Council operates the Food Standards Agency’s Food Hygiene Rating Scheme. In order to qualify for a rating, you will need to be inspected by a food officer. Until this happens, you are able to request an “Awaiting Inspection” window sticker for your business by completing the form accompanying this questionnaire.

Information which new food business operators may find useful can be found on the Council’s website www.eastherts.gov.uk/newfoodbusiness

For enquiries concerning this questionnaire, please contact Environmental Health Unit at Wallfields, Pegs Lane, Hertford, SG13 8EQ or by telephone on 01279 655621.

6. Do you have any involvement with other food businesses in the East Hertfordshire?

- Yes No

If YES, please provide details.....

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7. Have you completed a food registration form?

- Yes No

Further information on food registration, including a registration form, can be found on the Council's website <http://www.eastherts.gov.uk/foodregistration>

8. Number of staff involved in the food business:

SECTION 2 – FOOD SAFETY MANAGEMENT SYSTEMS

9. Do you have a written food safety management system in place, e.g. company operating manual, hazard analysis or Safer Food Better Business pack?

Yes No

If YES, what areas of work are covered, please provide details

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10. When was your “food safety management system” last reviewed?

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Further information on Safer Food Better Business packs, can be found on the Council’s website <http://www.eastherts.gov.uk/sfbb>

11. Will your business include the following (tick all that are appropriate):

Vacuum packing

Sous vide.....

Catering for vulnerable groups (young children under 5, elderly people over 65 or sick people)

SECTION 3 – FOOD HYGIENE TRAINING

12. Please provide details of food hygiene training for all staff who are involved with food preparation.

Name	Position	Type of Training	Date Undertaken

Further information on food hygiene training offered by the Council, can be found on the Council's website <http://www.eastherts.gov.uk/foodsafetytraining>

SECTION 4 – PERSONAL HYGIENE

13. Will staff have access to a dedicated wash hand basin in the kitchen?

- Yes No

If NO, what facilities are available for hand washing and where are they located?

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14. Does the wash hand basin have hot and cold, or appropriately mixed water?

- Yes No

15. Is there soap or anti-bacterial handwash available at the wash hand basin?

- Yes No

16. Is there a hygienic method for drying hands at the wash hand basin?

- Yes No

If YES, what method is used to dry hands?

17. Will you provide staff with changing and storage facilities for their outdoor clothes?

- Yes No

18. Is there a designated WC with wash hand basin available to staff?

- Yes No

19. Please provide details of your “fitness to work” policy:

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Further information on the “fitness to work” requirements, can be found on the Council’s website www.eastherts.gov.uk/fitnesstowork

SECTION 5 – PREMISES CONSTRUCTION AND LAYOUT

20. Are food storage, preparation areas, work surfaces and display units well constructed and capable of being easily cleaned?

Yes No

If YES, what materials are they made of?

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21. Are you satisfied that the premises have a satisfactory level of lighting and ventilation?

Yes No

If YES, what type of lighting and ventilation do you have?

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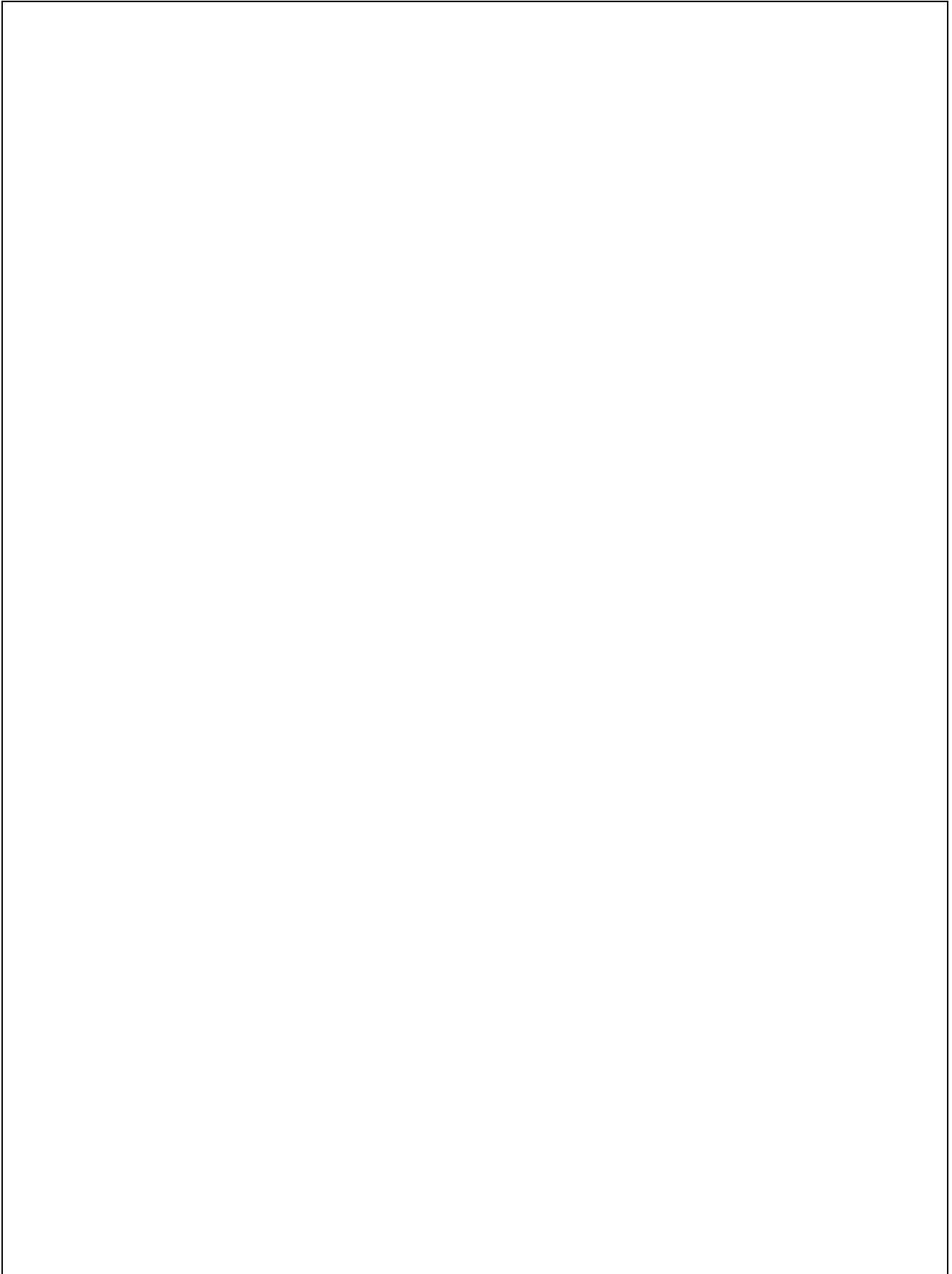
22. Please provide details of equipment used in connection with the food business, e.g. oven, ice-machine, hot and cold display units, etc

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23. Who will be responsible for the maintenance and repair of the premises and equipment?

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24. Please provide a sketch plan of your premises, indicating the location of the wash hand basin and areas designated for raw and ready to eat foods.

A large, empty rectangular box with a thin black border, intended for a hand-drawn sketch plan of the premises. The box is currently blank.

SECTION 6 - CLEANING

25. Where will the cleaning materials / chemicals be stored on the premises?

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26. Will you have a cleaning schedule/rota?

- Yes No

If YES, please provide details including tasks, instructions, staff, etc

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27. Please provide details of the cleaning chemicals you plan to use to:

Clean the floor:

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Clean food preparation surfaces:

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Hand-contact surfaces (such as door handles):

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Further information on cleaning, can be found on the Council's website
www.eastherts.gov.uk/cleaning

28. Do the products conform to BS EN 1276 and BS EN 13697?

- Yes No

A list of products can be found at: www.disinfectant-info.co.uk

SECTION 7 – PEST CONTROL AND REFUSE

29. How will pests be controlled on the premises, e.g. proofing, visual checks, bait stations, etc.?

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30. Will you have a formal pest control contract?

Yes No

If YES, please provide details of the company you will use and the frequency of their visits. If NO,

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31. Are there adequate facilities for the storage and disposal of refuse and food waste?

Yes No

If YES, please provide details, e.g. waste contractor details, collection days, location of bins, etc

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32. Are there adequate facilities for the storage and disposal of waste oil?

Yes No

If YES, please provide details, e.g. waste contractor details, collection days, location of bins, etc

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SECTION 8 – PROCESSES AND PROCEDURES

Purchase and Delivery

33. Please provide the details of who you intend to use as your food suppliers and the products they supply.

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34. What checks will be undertaken on receipt of a food delivery.

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35. Will temperature checks be taken on the food delivery?

Yes No

If yes, what temperature are you looking for?

Food Storage

36. How will food be protected from contamination during storage?

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37. How will you ensure correct stock rotation, please provide details?

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38. How will you ensure adequate separation of raw and cooked / ready-to-eat foods during storage?

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39. Will you check temperatures of chillers regularly?

- Yes No

What temperature should the chillers hold food at?

40. Will you check temperatures of freezers regularly?

- Yes No

What temperature should the freezers hold food at?

Defrosting

41. Will any frozen foods be defrosted on the premises?

- Yes No

If YES, please provide details, including foods defrosted and how and where defrosting will take place

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Preparation

42. Will the preparation of open food be undertaken on the premises, i.e. slicing meat/cheese, sandwich preparation, etc?

- Yes No

If YES, please provide details

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43. How will you keep raw and cooked/ready-to-eat foods separate during preparation?

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Cooking

44. Will any cooking of food be undertaken on the premises?

- Yes No

If YES, please provide details

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45. What methods are used to ensure that foods are thoroughly cooked?

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46. What temperature will you cook food to?

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47. Will any records be kept?

- Yes No

If yes, what records are kept?

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Cooling

48. Please provide details of foods and methods used for cooling.

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49. Will you keep a cooling log?

- Yes No

Reheating

50. Will any reheating of food be undertaken on the premises?

- Yes No

If YES, please provide details

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51. How are temperatures of reheated foods monitored?

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52. Will any records be kept?

- Yes No

Hot Holding

53. Will any foods be kept 'warm' before service?

- Yes No

If YES, please provide details

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Display / Transport / Delivery

54. Will any foods be displayed on the premises?

- Yes No

If YES, please provide details

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55. How will the risk of contamination be prevented, for food on display, please provide details?

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56. Will any food products be transported/delivered from the premises to other food establishments or customers?

Yes No

If YES, please provide details

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Other Areas

57. Please provide any other details related to your food business which you feel are important, but were not covered in the answers to the questions:

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Signature of person completing form

Date

If you would like the Environmental Health Unit to assist you in any way regarding the improvement of food safety and hygiene within your premises please contact us on 01279 655261.

THANK YOU FOR COMPLETING THIS QUESTIONNAIRE