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| UPRN: | |
| Trading Name | |
| Address | |
| Date: | |

Hazard Analysis Determination

The purpose of this questionnaire is to prove that you have complied with your legal duty to have in place the necessary controls to protect your customers from the risk of injury/illness after eating food supplied by you.

Deliveries/Receipt of food

1. Who receives deliveries/does the shopping?
2. What checks do they make on the food when it arrives on the premises?
3. Who checks the “use by” dates of delivered food?
4. Why is checking the “use by” date important?
5. Do you know the names and addresses of all your suppliers?
6. How do you know the food they supply is good quality and safe to use?
7. When would you return food to your supplier?

Storage

8. What ingredients do you refrigerate?

9. Why is it important to refrigerate food?

10. What temperature should refrigerators operate at?

11. How do you check that your fridge is working at the correct temperature?

12. What happens if the temperature in your fridge goes above the temperature it should be at?

13. Do you use fresh cream in any cakes (include ganache)?

14. Do you keep raw and ready to eat food (i.e. food that will not be cooked or reheated, e.g. sandwiches) separate?

15. How do you do this?

16. When should food be covered/wrapped?

17. What do you use to cover/wrap food?

18. How do you make sure that food is used while it is fresh?

19. What type of containers do you store food in?

20. Do you ever freeze any of the products that you have baked?

Preparation of foods

21. How do you ensure that ready to eat food [i.e. food that will not be cooked or re-heated] is not contaminated by bacteria from raw foods:

a. via work surfaces?

b. via equipment?

c. via yourself?

d. In other ways?

22. How do you clean work surfaces?

23. What cleaning equipment/chemicals do you use?

(Please detail product names)

24. Why do you use these?

25. How often do you clean:

Food contact surfaces?

Food tools and equipment?

26. What do you do if you have an upset stomach (diarrhoea or vomiting)?

27. Why?

28. How long after having diarrhoea or vomiting should you leave before carrying out any food preparation?

29. When should you wash your hands?

30. Where do you wash your hands?

31. What do you use to clean your hands?

32. Why?

33. What protective clothing do you wear when handling food?

34. How often do you change it?

35. How often is it cleaned?

36. Do you wear jewellery/nail varnish when baking?

37. If so, what jewellery do you wear?

38. Do you have long hair?

If yes, do you tie it back when baking?

Cooling of food

39. Where do you cool baked cakes?

40. What in?

41. Do you cover them whilst cooling?

42. Then what do you do with them?

Pest Control

43. What is a food pest?

44. Why should you keep pests out of your food premises?

45. How do you do this?

46. How do you know if they get in?

47. Do you have a pest control contract?

If yes, who with?

48. If no, why not? What checks do you make yourself?

Training of food handlers

Please provide details/proof of any food hygiene training you have

Records

49. What written records (e.g. temperature monitoring checks) do you keep?

Name of person completing form
(Please print)

Position in Food Business/
Job Title.....