

# EHO inspection checklist

Date: \_\_\_\_\_ Location: \_\_\_\_\_ Checked by: \_\_\_\_\_

|                                                                                   | Yes                      | No                       | Action |
|-----------------------------------------------------------------------------------|--------------------------|--------------------------|--------|
| <b>Food handling</b>                                                              |                          |                          |        |
| Raw and ready-to-eat food kept apart in storage and prep                          | <input type="checkbox"/> | <input type="checkbox"/> |        |
| Fridges at 8 °C or below (aim for 5 °C), freezers at -18 °C or colder             | <input type="checkbox"/> | <input type="checkbox"/> |        |
| Food cooked or reheated until steaming hot all the way through                    | <input type="checkbox"/> | <input type="checkbox"/> |        |
| Hot food held at 63 °C or above                                                   | <input type="checkbox"/> | <input type="checkbox"/> |        |
| Food cooled and in the fridge within 90 minutes                                   | <input type="checkbox"/> | <input type="checkbox"/> |        |
| Food covered, labelled and dated                                                  | <input type="checkbox"/> | <input type="checkbox"/> |        |
| Nothing past its use-by date                                                      | <input type="checkbox"/> | <input type="checkbox"/> |        |
| Separate boards and utensils for raw and ready-to-eat food                        | <input type="checkbox"/> | <input type="checkbox"/> |        |
| Allergen information accurate and easy for staff to find                          | <input type="checkbox"/> | <input type="checkbox"/> |        |
| <b>Premises</b>                                                                   |                          |                          |        |
| Walls, floors and ceilings clean and in good repair                               | <input type="checkbox"/> | <input type="checkbox"/> |        |
| Handwash basins with hot water, soap and paper towels, used only for handwashing  | <input type="checkbox"/> | <input type="checkbox"/> |        |
| Separate sink for food or equipment                                               | <input type="checkbox"/> | <input type="checkbox"/> |        |
| Good lighting and ventilation                                                     | <input type="checkbox"/> | <input type="checkbox"/> |        |
| No signs of pests, gaps sealed, pest control visits recorded                      | <input type="checkbox"/> | <input type="checkbox"/> |        |
| Bins lidded, emptied and clean                                                    | <input type="checkbox"/> | <input type="checkbox"/> |        |
| Toilets clean and not opening straight into food rooms                            | <input type="checkbox"/> | <input type="checkbox"/> |        |
| <b>Management and records</b>                                                     |                          |                          |        |
| Written food safety procedures (SFBB, CookSafe or your own HACCP plan)            | <input type="checkbox"/> | <input type="checkbox"/> |        |
| Temperature records up to date                                                    | <input type="checkbox"/> | <input type="checkbox"/> |        |
| Cleaning schedule followed and signed                                             | <input type="checkbox"/> | <input type="checkbox"/> |        |
| Opening and closing checks and daily sign-offs                                    | <input type="checkbox"/> | <input type="checkbox"/> |        |
| Problems and corrective actions written down                                      | <input type="checkbox"/> | <input type="checkbox"/> |        |
| Staff food hygiene training recorded                                              | <input type="checkbox"/> | <input type="checkbox"/> |        |
| Allergen matrix up to date                                                        | <input type="checkbox"/> | <input type="checkbox"/> |        |
| Delivery checks recorded                                                          | <input type="checkbox"/> | <input type="checkbox"/> |        |
| Pest control reports kept                                                         | <input type="checkbox"/> | <input type="checkbox"/> |        |
| <b>People</b>                                                                     |                          |                          |        |
| Clean work clothes, hair tied back                                                | <input type="checkbox"/> | <input type="checkbox"/> |        |
| Hands washed before handling food and after breaks                                | <input type="checkbox"/> | <input type="checkbox"/> |        |
| Staff with vomiting or diarrhoea stay off work until 48 hours after symptoms stop | <input type="checkbox"/> | <input type="checkbox"/> |        |
| No smoking or eating in food areas                                                | <input type="checkbox"/> | <input type="checkbox"/> |        |

This checklist helps you prepare. It can't promise an inspection result or a hygiene rating.