

Introduction



What is in this diary section?

The diary includes:

Daily checklist – details of checks important to food safety that must be carried out on a daily basis.

Monthly diary sheets – these are an important part of the records you need to keep about food to comply with the law. An environmental health officer from your local authority will want to check these if they visit you.

If you need more copies you can either download them from our website at <http://www.scilly.gov.uk/business-licensing/environmental-health> or photocopy the sheets in the pack before you have filled them in.

What do I need to do?

This pack has been designed to involve as little paperwork as possible. That means that, once you have worked through the pack and you are following your safe methods, you just need to carry out your daily checks and complete the diary by signing to confirm that this has been done. You only need to complete the diary if your business is open and you are producing food for your customers.

Changing a safe method

Sometimes you might need to change one of your safe methods because of a problem or a change in the way you are working. If you can change the current copy of the safe method so it is still clear to read, then add the date of the change at the bottom and also make a note on your action sheet.

Sometimes you might need a new copy of the safe methods – you can download these from <http://www.scilly.gov.uk/business-licensing/environmental-health>

Sign and date it at the bottom when you have filled it in and keep it in your pack.

Daily checklist



These checks are important to food safety and must be carried out on a daily basis (when your business is open). Sign off the monthly diary sheets to confirm that these checks have been completed.

At the start of service:

- ✓ Your fridges & freezers are working at the correct temperature
- ✓ Your other equipment is working properly e.g. oven, grill, toaster
- ✓ Food handlers are fit for work and wearing clean work clothes
- ✓ Food preparation areas are clean and sanitised
- ✓ The wash hand basin has a supply of soap and hand towel or paper

Add any additional checks here:

- ✓
- ✓
- ✓
- ✓

At the end of service:

- ✓ No food is left out
- ✓ Food past it's use-by date has been thrown away
- ✓ All work surfaces are sanitised
- ✓ Dirty cloths have been removed for cleaning and replaced with clean ones
- ✓ Waste has been removed and new bags put into bins

Add any additional checks here:

- ✓
- ✓
- ✓
- ✓

Monthly diary sheet

Month:

Year:

Day	Signature	Any problems/changes?
1 st		
2 nd		
3 rd		
4 th		
5 th		
6 th		
7 th		
8 th		
9 th		
10 th		
11 th		
12 th		
13 th		
14 th		
15 th		
16 th		
17 th		
18 th		
19 th		
20 th		
21 st		
22 nd		
23 rd		
24 th		
25 th		
26 th		
27 th		
28 th		
29 th		
30 th		
31 st		