| **Site Information** | | |
| --- | --- | --- |
| Address: | | Date of assessment: |
| Name of evaluator: | Any other information: | |
| Date of assessment： |

| **Compliance** | | **Completed** | | **Comments/actions** | |
| --- | --- | --- | --- | --- | --- |
| Staff aware of the food safety issues? | | ☐Yes ☐No ☐NA | |  | |
| Staff aware of the mealtime management plans? | | ☐Yes ☐No ☐NA | |  | |
| Are staff aware of food hygiene | | ☐Yes ☐No ☐NA | |  | |
| Mealtime management policy and procedure is available and communicated? | | ☐Yes ☐No ☐NA | |  | |
| Individual Risk Assessment Form is completed and documented? | | ☐Yes ☐No ☐NA | |  | |
| Nutrition and Swallowing Risk Checklist is completed and documented? | | ☐Yes ☐No ☐NA | |  | |
| Nutrition Assessment is completed and documented? | | ☐Yes ☐No ☐NA | |  | |
| **Labelling and traceability** | | | | | |
| Stored foods are clearly labelled with name, and use by date? | | ☐Yes ☐No ☐NA | |  | |
| **Storage** | | | | | |
| Packed foods are in good condition? | | ☐Yes ☐No ☐NA | |  | |
| Is there sufficient storage space? | | ☐Yes ☐No ☐NA | |  | |
| Are temperatures of the storage areas operating in the correct range? | | ☐Yes ☐No ☐NA | |  | |
| Are foods stored to prevent cross contamination? (e.g., galleries) Are foods free from allergens stored so that they cannot be contaminated by foods containing allergens? | | ☐Yes ☐No ☐NA | |  | |
| Are refrigeration appliances calibrated on a regular basis? | | ☐Yes ☐No ☐NA | |  | |
| **Cleaning** | | | | | |
| Are the cleaning schedules completed regularly? | | ☐Yes ☐No ☐NA | |  | |
| Are sanitisers for work surfaces readily available for use during food preparation? | | ☐Yes ☐No ☐NA | |  | |
| is the cleaning equipment clean, in good repair and stored appropriately after use? | | ☐Yes ☐No ☐NA | |  | |
| Are all cleaning chemicals store separately from food areas? | | ☐Yes ☐No ☐NA | |  | |
| Are all cleaning chemicals in clearly labelled containers? | | ☐Yes ☐No ☐NA | |  | |
| Are SDS readily available? | | ☐Yes ☐No ☐NA | |  | |
| **Pest Control** | | | | | |
| There is no evidence of pest or rodent activity | | ☐Yes ☐No ☐NA | |  | |
| There is a map of all bait stations | | ☐Yes ☐No ☐NA | |  | |
| There is a record of all MSDS for all pest control chemicals used | | ☐Yes ☐No ☐NA | |  | |
| Have actions been taken and recorded when there has been evidence of pest activity? | | ☐Yes ☐No ☐NA | |  | |
| **Waste** | | | | | |
| Waste is removed when bins are ¾ full | | ☐Yes ☐No ☐NA | |  | |
| Are waste disposal bins identifiable from food storage bins? | | ☐Yes ☐No ☐NA | |  | |
| Are waste disposal bins identifiable from food storage bins? | | ☐Yes ☐No ☐NA | |  | |
| Waste containers are covered, kept clean and emptied after each work period | | ☐Yes ☐No ☐NA | |  | |
| **Personal Hygiene** | | | | | |
| Daily hygiene practices are monitored by the Co-ordinator and all corrective actions completed | | ☐Yes ☐No ☐NA | |  | |
| There are sufficient hand-washing facilities installed in all food handling areas | | ☐Yes ☐No ☐NA | |  | |
| Food handlers wash their hands as often as necessary | | ☐Yes ☐No ☐NA | |  | |
| Food handlers use gloves appropriately and correctly | | ☐Yes ☐No ☐NA | |  | |
| All jewellery including watches is removed prior to commencing direct food handling | | ☐Yes ☐No ☐NA | |  | |
| There is no evidence of eating or smoking in food preparation areas | | ☐Yes ☐No ☐NA | |  | |
| Kitchen personnel wear appropriate protective clothing and protective head coverings | | ☐Yes ☐No ☐NA | |  | |
| Sick staff are excluded from working with food | | ☐Yes ☐No ☐NA | |  | |
| There is a First-Aid box available/ wounds are covered with coloured, waterproof dressings | | ☐Yes ☐No ☐NA | |  | |
| **Service** | | | | | |
| Are serving times and temperatures satisfactory and monitored by staff? | | ☐Yes ☐No ☐NA | |  | |
| Have appropriate corrective actions been taken where problems have occurred? | | ☐Yes ☐No ☐NA | |  | |
| Are all necessary steps taken to prevent the likelihood of food being contaminated during the serving process? | | ☐Yes ☐No ☐NA | |  | |
| Is food covered wherever possible while being plated and served? | | ☐Yes ☐No ☐NA | |  | |
| Are all items of crockery and cutlery clean prior to use? | | ☐Yes ☐No ☐NA | |  | |
| **Other criteria** | | | | | |
|  | | ☐Yes ☐No ☐NA | |  | |
|  | | ☐Yes ☐No ☐NA | |  | |
|  | | ☐Yes ☐No ☐NA | |  | |
|  | | ☐Yes ☐No ☐NA | |  | |
|  | | ☐Yes ☐No ☐NA | |  | |
|  | | ☐Yes ☐No ☐NA | |  | |
|  | | ☐Yes ☐No ☐NA | |  | |
|  | | ☐Yes ☐No ☐NA | |  | |
|  | | ☐Yes ☐No ☐NA | |  | |
| **Corrective Action** | | | | | |
| **Action** | **Who is responsible** | | **Due date** | | **Completed** |
|  |  | |  | | ☐Yes ☐No |
|  |  | |  | | ☐Yes ☐No |
|  |  | |  | | ☐Yes ☐No |
|  |  | |  | | ☐Yes ☐No |