|  | **Step** | **What do I do?** | | | | | | | | **Why do I do this?** | **What do I do if things go wrong?** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1 | Purchase & Receipt | **Food must be bought from a reputable supplier** | | | | | | | | So I am assured the food was safe when I bought it and I can prove where I bought it from. | Discuss with supplier or change supplier. |
| I buy food from the following: | | | | | | | |
|  |  | | | | | |  |
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|  | | | | | | | |
| **How do I ensure food is safe when it is delivered / collected?** | | | | | | | | Food can be delivered warm and bacteria could grow. | I do not use food that has got too warm. |
| Delivered in chilled van | | | Yes |  | No |  |  |
| Brought home as soon as possible | | | Yes |  | No |  |  |
| Other: | |  | | | | |  |
|  |  | | | | | |  |
|  | | | | | | | |
| **What checks do I do?** | | | | | | | | Out of date food can cause illness and damaged packets could mean contaminated food. | I do not use food that has gone out of date or is damaged. I change supplier if necessary. |
| Visual | | | Yes |  | No |  |  |
| Temperature | | | Yes |  | No |  |  |
| Follow instructions for use | | | Yes |  | No |  |  |
| Other: | |  | | | | |  |
|  |  | | | | | |  |
|  | | | | | | | |
| Sign to say you are doing this and provide a brief explanation if not. Also note any other comments here. | | | | | | | | | | |

|  | **Step** | **What I do?** | | | | | | | | **Why do I do this?** | **What do I do if things go wrong?** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 2 | Storage | **How do I store raw and ready-to-eat foods?** | | | | | | | | To stop harmful bacteria spreading from raw food onto other foods. | I throw away contaminated foods. |
| I keep raw meat wrapped and away from other foods | | | | | | | |
|  |  | | | | | |  |
|  |  | | | | | |  |
|  | | | | | | | |
| **How do I ensure my fridges are cold enough?** | | | | | | | | To stop harmful bacteria from growing in food. | I check the thermometer is accurate and I turn the fridge down. |
| I keep a thermometer in my fridge(s) | | | Yes |  | No |  |  |
|  | | | | | | | |
| **How do I manage stock rotation?** | | | | | | | | To make sure food is used by the “use by” date and is safe. | I throw away foods that are past their “use by” dates. |
| Check “use by” dates every day | | | Yes |  | No |  |  |
| I cook fresh every day | | | Yes |  | No |  |  |
| I follow the “once opened” instructions | | | Yes |  | No |  |  |
|  | | | | |
| Other: | |  | | | | |  |
|  |  | | | | | |  |
|  | | | | | | | |
| **How do I manage allergens?** | | | | | | | | To stop allergens contaminating guests’ foods. | I throw away contaminated foods and warn my customers. |
| Keep up to date chart listing any allergens in the food | | | Yes |  | No |  |  |
|  | | | | |
| Ask guests about their allergies | | | Yes |  | No |  |  |
| Keep allergens away from other foods | | | Yes |  | No |  |  |
|  | | | | |
| Other: | |  | | | | |  |
|  |  | | | | | |  |
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| Sign to say you are doing this and provide a brief explanation if not. Also note any other comments here. | | | | | | | | | | |

|  | **Step** | **What I do?** | | | | | | | | **Why do I do this?** | **What do I do if things go wrong?** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 3 | Preparation including defrosting | **How do I stop cross-contamination?** | | | | | | | | To stop harmful bacteria spreading from hands onto food. | If I think food has become contaminated, I throw it away and I wash my hands again. |
| I wash my hands: | | | | | | | |
| before handling food | | | Yes |  | No |  |  |
| after touching raw foods | | | Yes |  | No |  |  |
| I use separate utensils for raw foods | | | Yes |  | No |  |  | To stop harmful bacteria spreading from dirty hands, surfaces and equipment. | I throw the food away and I wash the surface or equipment again. |
| I defrost raw foods at the bottom of the fridge in covered container | | | Yes |  | No |  |  |
|  |  |  |  |  |
| I thoroughly wash and disinfect surfaces and equipment using anti-bacterial sanitiser | | | Yes |  | No |  |  |
|  |  |  |  |  | To stop harmful bacteria spreading from raw food onto other foods. | If I think food has become contaminated in any way, I throw it away. |
| Other: | |  | | | | |  |
|  |  | | | | | |  |
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| Sign to say you are doing this and provide a brief explanation if not. Also note any other comments here. | | | | | | | | | | |

|  | **Step** | **What I do?** | | | | | | | | **Why do I do this?** | **What do I do if things go wrong?** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 4 | Cooking | **How do I ensure sausages are cooked?** | | | | | | | | To make sure harmful bacteria are killed. | Cook for longer if necessary. |
| Cook them all the way through | | | Yes |  | No |  |  |
| I check it is not pink inside | | | Yes |  | No |  |  |
| I check the juices run clear and steam comes out | | | Yes |  | No |  |  |
|  | | | | |
| I check the temperature is at least 75°C | | | Yes |  | No |  |  |
|  | | | | |
| Other: | |  | | | | |  |
|  |  | | | | | |  |
|  |  | | | | | |  |
|  | | | | | | | |
| **How do I cook other items?** | | | | | | | |
| I do visual checks that they have been cooked through properly. | | | Yes |  | No |  |  |
|  | | | | |
| Other: | |  | | | | |  |
|  |  | | | | | |  |
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| Sign to say you are doing this and provide a brief explanation if not. Also note any other comments here. | | | | | | | | | | |

|  | **Step** | **What I do?** | | | | | | | | **Why do I do this?** | **What do I do if things go wrong?** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 5 | Serving | **How do I make sure food is safe when I serve it?** | | | | | | | | Harmful bacteria cannot grow. | I do not serve food unless it is still piping hot. |
| I serve food as quickly as possible so it is till piping hot | | | Yes |  | No |  |  |
|  | | | | |
| I keep food hot at over 63°C | | | Yes |  | No |  |  |
| I make sure I have not served incorrect foods to guests with food allergies | | | Yes |  | No |  |  |
|  | | | | | To stop guests with food allergies / intolerances from becoming ill. | I throw away contaminated foods and warn my guests. |
| Other: | |  | | | | |  |
|  |  | | | | | |  |
|  | | | | | | | |
| Sign to say you are doing this and provide a brief explanation if not. Also note any other comments here. | | | | | | | | | | |

You also need to ensure that your premises are safe, so here are some questions to ask yourself with general general information about how you may this. You could make notes in your diary confirming the action you take. Also, you can make a note when things go wrong and what actions you took to keep things safe. Further information on safety matters can be found at the Health and Safety Executive (HSE) website here: <http://www.hse.gov.uk/simple-health-safety/index.htm> and [http://www.hse.gov.uk](http://www.hse.gov.uk/).

|  | **What I do?** | **How do I do this?** | | | **Why?** | | |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 1 | Gas safety | **How do I ensure all of my gas appliances are safe?**  e.g. They are serviced regularly by a GasSafe registered engineer; carbon monoxide detectors near my gas appliances; check them regularly. | | | To reduce the risk of injury / death from carbon monoxide poisoning. | | |
|  |  |  |  | Name of Gas Safe Engineer: |  |
|  |  |  |  |  |  |
|  |  |  |  | ID No / Company ID: |  |
|  |  |  |  |  |  |
|  | | |  | | |
| 2 | Electrical safety (system) | **How do I ensure the electrical system is safe?**  e.g. The hidden electrical system has been installed and / or checked in the last 5 years by a competent electrical engineer. | | | To ensure wiring is safe and reduce the risk of injury / death from fire and electric shock from the system. | | |
|  |  |  |  | Name of Electrician: |  |
|  |  |  |  |  |  |
|  | | |  | | |
| 3 | Electrical safety (appliances) | **How do I ensure all my electrical appliances connected to the system are safe?**  e.g. All appliances such as hair dryers, microwaves and televisions have a CE mark / visual checks of the condition of each appliance and its cable and plug. Remove damaged equipment / replace fuses like with like. | | | To reduce the risk of injury / death from fire and electric shock. | | |
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|  | **What I do?** | **How do I do this?** | | | **Why?** |
| 4 | Slips and trips | **How do I prevent slips and trips?**  e.g. All floor coverings are in good condition. Carpets are not frayed and hard surfaces are level, undamaged and in good condition. Spillages on hard surfaces are mopped up straight away and the area is dried. All areas are kept free from obstructions and are well lit, with steps easy to see. | | | To reduce the change of injury from slips / trips and falls. |
|  |  |  |
|  |  |  |
|  | | |
| 5 | Falls | **How do I protect guests from falls?**  e.g. Check for possible hazards related to / associated with baths, showers, changes between levels, stairs and steps. | | | So the risks of slipping in the baths or showers are reduced. |
|  |  |  | So the risk of falling down stairs is reduced. |
|  |  |  |
|  | | |
| 6 | Falls from windows / glass hazards | **How do I protect guests from injury from glass and falling from upper floor windows?**  e.g. Put stickers on glazing / low window sills are protected with furniture, windows on upper floors have locks / limiters fitted. | | | So guests don’t accidentally walk into glass doors. |
|  |  |  | So guests can’t open windows wide enough to fall out of. |
|  |  |  |
|  | | |
| 7 | Legionella | **How do I ensure there is minimal risk from legionella?**  e.g. By keeping taps and shower heads cleaned regularly. Either run my hot taps once a week for 2 minutes or I ensure the temperature of the hot water is set at no less than 50°C. | | | So guests are not put at risk from legionella bacteria. |
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|  | **What I do?** | **How do I do this?** | | | **Why?** |
| 8 | Infection control | **How do I prevent the spread of infection?**  e.g. Regularly clean and disinfect all touch points in the house, (eg door handles and style). Use disposable alcohol wipes / chlorine based disinfectant. I exclude family members who are ill from the kitchen and dining room. | | |  |
|  |  |  |
|  |  |  |
|  | | |
| 9 | Chemicals | **How do I ensure cleaning chemicals are used safely, stored securely and accurately labelled?**  e.g. Use cleaning chemical safely - follow the instructions for use of the label / store in a cool secure place / do not leave cleaning chemicals around. Do not mix cleaning chemicals and be particularly careful with those having an orange warning label. | | | So people do not suffer injury or ill health as a result of using these chemicals. |
|  |  |  |
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| --- |
| Any other comments about health and safety, housekeeping and good hygiene in your premises: |
| **Sign to confirm you are doing this or provide a brief explanation for not doing it** |

**Further information**

Contact **Norfolk Fire & Rescue Service**, Headquarters, Whitegates, Hethersett, Norwich, NR9 3DN

[hq@fire.norfolk.gov.uk](mailto:hq@fire.norfolk.gov.uk) Tel: 01603 810351 Fax: 01603 812261

|  |  |
| --- | --- |
| Answers to questions to have to hand when speaking to the Fire Officer. | How many rooms are you going to let out and how many people do you intend to have to a room.  Which floor(s) in the house are the rooms. |
| Have you carried out a fire risk assessment? | This must identify fire hazards, controls to be put in place to reduce the risk of the hazard occurring and helps decide what fire precautions are needed. |
| Fire detection | Fire detectors, manual call points, sirens and a control panel may be required depending upon the results of the fire risk assessment. |
| Staff / family training | You may need to give instructions to staff / family about what to do in the event of a fire, the procedures for alerting guests and how to use fire extinguishers. |
| Escape routes | You may need to identify escape routes sufficient for the number of people in the premises at any one time and make sure they are correctly marked and always kept clear. Provision for disabled guests may also be required. |
| Emergency lighting of escape routes | You may need some emergency lighting of escape routes and you will have to keep identified routes free from obstruction and make sure locked doors can be opened in an emergency. |
| Regular checks on fire precautions | Weekly checks on lighting, alarms, equipment. Defects put right straight away and keep a record for your own piece of mind. |
| Signs and notices | You may need to put up signs to help identify escape routes and fire fighting equipment. |
| Fire extinguishers | You may need more than one type of fire extinguisher, i.e. water, carbon dioxide, foam depending on the risk assessment. |
| **In the event of an emergency, dial 999.** | |