**Food business reopening checklist**

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|  | **Actions / comments** |
| Notify Environmental Health of your intention to restart operations [ehts@eastlothian.gov.uk](mailto:ehts@eastlothian.gov.uk) / 01620 827827 |  |
| **1. Social distancing measures** |  |
| Ensure measures are in place to allow 2m distance between all staff and customers on premises |  |
| Determine a maximum number of customers permitted in the premises at any one time |  |
| Ensure measures are in place to allow 2m distance between all persons queueing to enter premises |  |
| **2. Food safety management system** |  |
| Update your Food Safety Management System / Cooksafe with any new practices (eg menu, deliveries, kitchen layout etc) |  |
| Ensure food packaging for takeaways and delivery is food grade |  |
| **3. Staff protection & training** |  |
| Check staff are fit for work and not displaying signs of COVID-19 symptoms   * high temperature * new, continuous cough * loss or change to your sense of smell or taste   (<https://www.nhs.uk/conditions/coronavirus-covid-19/check-if-you-have-coronavirus-symptoms/>) |  |
| Consider the use of personal protective equipment (PPE) for your staff (masks, sanitiser, gloves, till screens etc) |  |
| Staff will require updating on all new procedures |  |

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|  | **Actions / comments** |
| Staff must wash their hands frequently throughout the day for at least 20 seconds. |  |
| **4. Site checks** |  |
| Water – Consider Legionella risks and take action in line with [Legionella](https://www.hse.gov.uk/legionnaires) guidance from the Health and Safety Executive to reduce risks (<https://www.hse.gov.uk/legionnaires/>) |  |
| Gas – switch on mains gas, check the interlock is operational and no sign of odour. Inspect any gas cylinders. |  |
| Fire exits – check routes are clear and any fire alarms are operational |  |
| Pest control – undertake internal and external premises inspection for any signs of pests. |  |
| Waste bins – ensure these are clean and in good repair |  |
| Toilets – ensure staff toilets are suitably clean and in working order |  |
| **5. Equipment checks** |  |
| Check fridges, chill displays, freezers and cooking equipment are in good working order. |  |
| Check the probe thermometer is working |  |
| Run dishwashers and glass washers empty on a hot cycle before use |  |
|  | **Actions / comments** |
| Empty ice machines and refill |  |
| **6. Cleaning and disinfection** |  |
| The entire premises and all equipment must undergo deep cleaning and disinfection prior to opening |  |
| The existing cleaning schedule must be altered to reflect more frequent cleaning particularly of high contact surfaces (eg door handles, tables) |  |
| **7. Food checks** |  |
| Check the use by and best before dates on existing stock |  |
| Check foods frozen by you prior to closure are within shelf life |  |
| Check allergen information is accurate for all items on sale |  |
| Ensure allergen information is available to customers on ordering |  |

Completed by:

Date:

**Any other comments**