

Milton Keynes Council Home Caterer Remote Assessment Form

Business details

Business trading name:

Name of Food Business Operator:

Position in business:

Company name if different from trading name:

E-mail:

Tel:

Do you have a Primary Authority Partnership? Yes / No

Name of Primary Authority:

Main business activities: Home caterer/Takeaway/Delivery/Cake maker etc

How many customers per day for takeaway?

Do you use own drivers for delivery?

What food is prepared/handled?

	Open product	Packaged	Prepare/cook
Eggs, Soft or Cream Cheese	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other Dairy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Raw Meat.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cooked Meat	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pate.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fish / shellfish	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fruit / vegetables.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sandwiches	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pies/pasties/etc	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Confectionary	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Alcoholic drinks.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Beverages and soft drinks.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bakery	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fresh cream	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Others

Any? Private Water Supply/ Raw Milk/ Eggs (lightly cooked)?

Day and times of operation:

Confidence in Management

What documented Food Safety Management System is being used e.g. Safer Food Better Business?

What food safety records, such as food/refrigerator temperature records do you keep?
(please e-mail evidence of your records for the past two weeks)

Number of food handlers:

Food hygiene training and date achieved: *(please e-mail evidence of your training records)*

On the job training/External course provider/Refresher training

Food supplier details:

Food category	Name and address of supplier

Food Hygiene and Safety

Storage

Do you carry out temperature monitoring of your foods? How is this done and recorded?

How do you keep your raw foods separate from cooked/ready to eat foods in storage?

What stock rotation system do you have in place?

Handling/Preparation

How do you prevent cross contamination during handling of raw and cooked/ready to eat foods?

What is your defrosting procedure?

Do you carry out any high risk processes such as vac packing or sous vide?

What protective clothing do food handlers wear?

Cooking/processing

What time/temperature combination do you use for cooking foods?

How is the time/temperature monitored and recorded?

Do you use a probe thermometer and how is it calibrated?

<p>Cooling</p> <p>Do you need to cool down any food? How do you cool down your hot food and long does it take?</p>	
<p>Reheating</p> <p>What time/temperature combination do you use for reheating foods?</p> <p>How is the time/temperature monitored and recorded?</p>	
<p>Hot holding</p> <p>What foods do you hot hold if any?</p> <p>What temperature do you hot hold food at?</p> <p>How long do you hot hold food for?</p> <p>How is the time/temperature monitored and recorded?</p>	
<p>Cold holding</p> <p>What foods do you cold hold if any?</p> <p>What temperature do you cold hold food at?</p> <p>How long do you cold hold food for?</p> <p>How is the time/temperature monitored and recorded?</p>	
<p>Food Standards</p> <p>Have you identified which of the 14 major allergens are present in the food you serve? <i>(please e-mail evidence of this)</i></p>	

Structure

Kitchen

Are the following in good repair, non-absorbent and easy to clean?

Walls Yes No Floors Yes No Ceilings Yes No

Doors & windows Yes No

Pets

Do you have any domestic pets?

How do they manage pets during food preparation?

Cleaning

What cleaning chemicals and equipment do you use?

Is the cleaning chemical that you use on food contact surfaces BSEN 1276 and/or 13697 compliant? These two standards should be shown on the label.

Do you use cloths and how often are they changed?

What is your step by step procedure for cleaning food contact surfaces?

Do you use a dishwasher? If so, what temperature does it operate at?

Do you have a procedure for cleaning before you start preparing food?

Covid-19 control measures

Have you carried out a Covid-19 risk assessment? If you have, what are the controls you have put in place?

How are you arranging for social distancing in the production of food within the business? If not possible are members of staff provided with personal protective equipment?

How do you ensure members of staff do not have Covid-19 or other infections?

How have you arranged for social distancing for your customers?

What training have you provided to members of staff regarding the Covid-19 control measures you have put in place?