

Premises Reopening Guide

Free to use

Premises Reopening Health and Safety, Fire Safety and Food Safety Checklists

March 2021

CSC's Environmental Health Practitioners, have developed site reopening food safety, health and safety and fire safety checklists. These checklists are free for all to use and can be utilised to help you with reopening your premises safely or if already open then to undertake a general review of your premises compliance.

If you have any questions then do contact the CSC team on 01761 235604. Where one of our experts will be able to assist.

Premises Reopening Health and Safety/Fire Safety Checklist

Premises Name:			Date:	
Ref:	Task to Complete	Notes / Comments	Completed	
			Initial	Date
Health and Safety Management				
1	Is the health and safety policy readily available and signed?			
2	Are the risk assessments readily available, up to date and signed off by the manager?			
3	Are the CoSHH assessments available and up to date?			
4	Do the CoSHH assessments cover all chemicals used?			
5	Have all manual handling tasks been risk assessed?			
6	Have assessments been carried out for any young persons employed or expectant mothers employed?			
7	Have the Display Screen Equipment assessments been completed, if applicable?			
Health and Safety Administration				
1	Are all employees training records up to date (to include risk assessments, CoSHH, manual handling, fire safety, PPE and dangerous equipment)?			
2	Is PAT up to date for all portable electrical appliances?			
3	Is the electrical installation certificate up to date?			
4	Have gas appliances been tested (with an up to date gas safety certificate)?			
5	Have all pressure vessels been serviced and have an up to date examination certificate with a written scheme of works?			
6	Have all lifts been serviced and have an up to date examination certificate with a written scheme of works?			
7	Is all PPE (as required by the risk assessments) available and in good order?			

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Health and Safety Administration Continued				
8	Is the maintenance reporting system ready for use?			
9	Is first aid provision available, first aid boxes up to date and first aiders available?			
10	Are all AED devices working?			
11	Is the staff notice board up to date?			
12	Are the duty of care transfer notes for all waste collection up to date?			
13	Have all areas where there has been stagnant water, been drained and disinfected (guarding against Legionella)?			
14	Ensure that all legionella controls are in place to ensure the water system is safe to use?			
15	Ensure that all shower heads are descaled and disinfected?			
16	Check any fuel supplies required are in good order and safely turned back on?			
Hazard Controls				
1	Are all chemical hazards controlled?			
2	Are all biological hazards controlled?			
4	Are all equipment hazards controlled?			
5	Are all flammable substances hazards controlled?			
6	Are all Electrical hazards controlled?			
7	Are all floors/walkways hazards controlled?			
8	Are all Environmental hazards controlled?			
9	Check for any damage, water ingress, damaged pipes, and ensure fences and gates are secure (no signs of break in/damage), with no fly tipping or waste build up.			

Premises Reopening Health and Safety/Fire Safety Checklist

Premises Name:			Date:	
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COVID-19 Implementation				
1	Has your COVID-19 policy and risk assessment been completed? The following controls measures are to be considered; Cleaning regimes, social distancing, infection control, and illness reporting.			
2	Has the COVID-19 company statement been signed and displayed as required?			
3	Have all staff been trained and consulted on COVID-19 policies and procedures?			
4	Has all the necessary equipment and products been purchased to implement the policy?			
5	Have arrangements been made to verify and monitor COVID-19 standards? This should include arrangements for internal and external verification audits.			
Fire Safety Management				
1	Is the fire risk assessment completed and relates to the operation?			
2	Has the fire risk assessment been reviewed and signed off in the last 12 months?			
3	Is there a dedicated fire safety competent person onsite?			
Fire Safety Record Book				
1	Has the fire alarm been serviced in the last 6 months and recommendations actioned?			
2	Are all call points working?			
3	Is there an emergency light service report available for the last 6 months?			
4	Are all escape routes, fire doors operable, communal escapes accessible and back to normal with all security/lockdown measures removed?			
5	Have the fire extinguishers been serviced in the last year?			
6	Has the sprinkler system been serviced within the last year?			
7	Has the kitchen ventilation ducting been deep cleaned within a frequency required by the insurance company and documentation available?			
8	Have all chimneys been swept, with supporting documentation available?			

Premises Reopening Health and Safety/Fire Safety Checklist

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Fire Safety				
1	Is the Personal Emergency Evacuation Plan (PEEP) available?			
2	Is the emergency fire box onsite and complete?			
3	Have all staff received fire training within the last 6 months (3 months for night and live-in staff)?			
4	Are all combustible materials stored safely - no accumulations or risk of ignition?			
5	Are the laundries and plant rooms operating safely (consider lint, fuel, etc)?			
6	Is fire safety signage in place?			

For advice on any of your food safety, health and safety, COVID-19 and fire safety requirements then please do contact the CSC team, who will be happy to help!

Food Safety Reopening Checklist

Premises Reopening Food Safety Checklist

Premises Name:		Date:		
Ref:	Task to Complete	Notes / Comments	Completed	
			Initial	Date
Food Safety Management				
1	Are there any Local Authority correspondences/ actions outstanding?			
2	Is the food safety policy available and signed?			
3	Is the HACCP plan readily available and reviewed, reflecting the menu?			
4	Is the HACCP plan readily available and reviewed, reflecting the menu?			
5	Is the cleaning schedule available, reflecting the operation and amended to include the COVID-19 policy requirements?			
6	Has the hand contact sanitising schedule been completed, to ensure that all hand contact surfaces are included?			
Structure/Equipment				
1	Are all areas of the catering operation structure, fabric and services in good repair and working order?			
2	Has all equipment been serviced and checked?			
3	Have all water taps been run for at least 2 mins, with no visual problems noted; e.g. all running clear?			
4	Have all ice machines been deep cleaned? (This includes the working parts, which may require an engineer to deep clean – refer to user manuals).			
5	Have ice machines been checked/ serviced?			
Cleaning				
1	Have all surfaces (walls, floors, ceilings, doors, windows (including sills) been deep cleaned? (This will involve moving equipment to ensure that areas under and behind equipment have been deep cleaned).			
2	Is there the correct type and volume of cleaning equipment available for the level of cleaning required?			
3	Is there enough blue paper moly roll available for cleaning, wiping surfaces and drying hands?			
4	Is there the correct type (company approved) and volume of cleaning chemicals available for the cleaning tasks required?			

Premises Reopening Food Safety Checklist

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Cleaning.... Continued				
5	Have dishwashers been serviced prior to opening and correct water wash/ rinse temperatures achieved?			
6	Are the sinks correctly labelled for use?			
7	Is there hot and cold running water for all sinks?			
8	Is there a stopper/plug for each sink?			
Personal Hygiene				
1	Are the changing facilities in good order/ repair, clean and useable?			
2	Are the employee toilets in good order/ repair, clean and useable?			
3	Do all food handlers have Food Hygiene Level 2 certificate?			
4	Does the head Chef/ supervising employee of high risk food handling have a Food Hygiene Level 3 certificate?			
5	Have all employees completed the pre-employment health questionnaire? (include COVID-19 return to work checklist)			
6	Are uniforms available, in good order and clean?			
7	Are there enough uniforms available?			
8	Are wash hand basins available, in good working order, supplied with company approved soap, alcohol gel available (for after washing hands) and paper towel for washing hands?			
Control of Critical Points (CCP's)				
1	Are suppliers being used, company approved?			
2	If not company approved, has approval been arranged?			
3	Is there a calibrated probe available for checking food temperatures on delivery?			
4	Is the delivery form readily available for completion?			
5	Is the dry store well lit, clean and in good order?			
6	Are the shelves in the dry store secure and able to be cleaned properly?			
7	Are food storage labels available for use on decanted products, for produced foods and home frozen foods?			
8	Are there separate raw and "Ready to Eat" calibrated probes available for the use on fridges and freezers?			

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Control of Critical Points (CCP's)... Continued				
9	Are probe wipes available?			
10	Are fridges and freezers cleaned, sanitised, operating at the correct temperatures, defrosted doors, seals in good order and equipment will maintained?			
11	Are all foods in date?			
12	Is there enough clingfilm on site?			
13	Is there a separate raw food preparation area, which is clearly labelled?			
14	Is there separate equipment for raw preparation which is clearly labelled for raw food preparation only (including sanitiser, clingfilm dispenser, disposable gloves and apron (ideally a red apron) and red chopping board)?			
15	Are allergens stored to minimise cross contamination?			
16	Have physical contamination hazards been removed?			
17	Are labels available to use for defrosting foods?			
18	Is the allergen information readily available and reflect the menus.			
19	Have all probes on site been accurately calibrated and the data recorded?			
Pest Control				
1	Has there been a pest control inspection (with report) carried out prior to opening?			
2	Are there any signs of pests in the catering areas or around the bin areas?			
3	Are there any pest proofing issues which are outstanding?			
4	Is the external bin area in good order?			
5	Are the wheelie bins in good repair and bungs in place?			

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