**Workplace Inspection Checklist**

**For use in Kitchens Only**

**How to use this Kitchen inspection checklist**

* Use this checklist to inspect food preparation areas, associated storage areas and seating areas.
* Inspections should be carried out at least once per year. Inspections should be done when the bar is occupied by staff and students, to get a true picture of conditions and practices.
* Consider getting a team together to help you. The team should be limited to four people.
* Carry out inspections in manageable chunks. Divide your area into separate sections. Use one checklist per section and record details of faults or weaknesses.
* When you have carried out an inspection and recorded any faults or weaknesses found, report to your Faculty Operating Officer/Director, together with your comments and recommendations for action.
* Keep a copy of each completed inspection checklist and record action taken to correct the faults you have reported.

**KITCHEN INSPECTION CHECKLIST**

Use this checklist to inspect food preparation areas, associated storage areas and seating areas.

The answer to all these questions should be ‘yes’. If ‘no’ you should note the location and brief details and investigate the problem further to identify actions.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Areas inspected |  | | | | | |
|  | |  |  |  | | |
| Inspected by | |  | | | Date |  |

| **HAZARD** | **YES/NO** | **COMMENTS (location & brief details)** | **ACTION TAKEN or RECOMMENDED**  **(with completion dates)** |
| --- | --- | --- | --- |
| **Cleanliness** | | | |
| Are work surfaces, shelves & floor kept clean & tidy?  *(Suitable chemicals, safely used and stored?)* |  |  |  |
| Are walls & ceilings clean & in good condition?  (*not cracked, chipped or peeling*) |  |  |  |
| Are all surfaces easy to wash down? |  |  |  |
| Are equipment, crockery & utensils cleaned thoroughly after use? |  |  |  |
| Are sinks and drains working properly?  (*not blocked or smelling)* |  |  |  |
| Is deep cleaning carried out regularly?  *(note when last carried out)* |  |  |  |
| Is the goods delivery area kept clean & free from clutter? |  |  |  |
| **Disposal of Waste** | | | |
| Are waste food & other waste removed from the kitchen at least once per day? |  |  |  |
| Is waste cooking oil & fat disposed of correctly?  *(via a specialist collection agent)* |  |  |  |
| Is waste stored in a bin or similar container with a tightly fitting lid? |  |  |  |
| Are broken glass & other sharp waste put in a puncture-proof container or wrapping before disposal into a bin? |  |  |  |
| Are refuse bins kept at a distance from the kitchen? |  |  |  |
| Are refuse bins emptied regularly?  *(according to waste disposal contract)* |  |  |  |
| Are trolleys available for moving heavy or large loads? *(manual handling assessments needed for handling heavy or awkward loads)* |  |  |  |
| **Food Hygiene** | | | |
| Are staff trained in basic food hygiene practices?  *(check training records)* |  |  |  |
| Are food deliveries attended to immediately? |  |  |  |
| Is cooked & raw food stored & prepared separately? |  |  |  |
| Are refrigerators & freezers clean & working properly?  *(Refrigerator temperature, below* 8oC & *freezer temperature -18oC or less)* |  |  |  |
| Are other chilled storage areas below 8oC? |  |  |  |
| Is the temperature of food display cabinets checked regularly? *(Hot food above 63oC)*  How long is food kept above 8oC but below 63oC? *(risk - beyond 4 hours)* |  |  |  |
| **Pest Control** | | | |
| Are kitchen, servery & storage areas regularly checked for pest infestations (mice, insects, etc.)?  *(note date of last check & name of pest control company)* |  |  |  |
| Are pest control visits made out of hours e.g. at night?  *(please detail arrangements for this)* |  |  |  |
| Are fly screens in place at all opening windows & vents? |  |  |  |
| Are electric fly killer units in working order & maintained regularly? *(Positioned correctly?)* |  |  |  |
| **Toilets and washing facilities** | | | |
| Are there enough toilets for men and women?  *(not for customers use)* |  |  |  |
| Are toilets and washbasins clean and in working order? |  |  |  |
| Are hot and cold (or warm) running water, soap and towels (or other cleaning/hand drying facilities) provided in the toilets? |  |  |  |
| Are lockers provided for staff clothing & bags? |  |  |  |
| Is there a rest area away from the kitchen, where staff can sit, eat & drink? *(may be part of the dining area)* |  |  |  |
| **Ventilation** | | | |
| Are cooking smells & steam removed from the room? |  |  |  |
| Is there a supply of fresh air with no draughts?  *(Please add details on how fresh air is supplied)* |  |  |  |
| Are mechanical extract ventilation systems checked & maintained annually?  *(please ensure maintenance records and/or certificates are kept for audit purposes)* |  |  |  |
| **Lighting** | | | |
| Is the lighting bright enough, especially over work surfaces & cookers? |  |  |  |
| Are steps, stairs & storerooms properly lit? |  |  |  |
| Are light shades & diffusers clean & in good condition? |  |  |  |
| **Slips, Trips and Manual Handling** | | | |
| Is the floor in a good condition?  (*no cracks, bumps or worn bits)* |  |  |  |
| Is the floor and surrounding areas free from obstructions?  (*such as boxes or rubbish)* |  |  |  |
| Are floor surfaces slip resistant? |  |  |  |
| Are spills cleared up immediately? |  |  |  |
| Are ‘caution – wet floor’ signs used when floors have been washed? |  |  |  |
| Are staff wearing suitable closed-in, slip resistant shoes? |  |  |  |
| Are steps & stools provided where needed? |  |  |  |
| Are steps & stools in safe condition?  *(not broken or wobbly)* |  |  |  |
| Have manual handling risks been assessed & controlled? *(check risk assessment records)* |  |  |  |
| **Fire Precautions** | | | |
| Are fire exits & escape routes free of obstructions? |  |  |  |
| Are fire doors clearly marked & kept closed? |  |  |  |
| Do fire door closing mechanisms operate properly? |  |  |  |
| Are vision panels in doors unobstructed? |  |  |  |
| Are fire extinguishers provided and tested annually? *(Check last test date on label and note date in comments.)* |  |  |  |
| Are fire blankets provided & checked annually?  *(Check last test date on label and not date in comments.)* |  |  |  |
| Have staff been trained in use of fire blankets?  *(check training records)* |  |  |  |
| Are up to date fire action notices displayed where staff can read them?  *(what to do in event of fire & fire assembly points)* |  |  |  |
| Can fire alarms be heard in all areas, including storerooms and toilets? |  |  |  |
| Are fire drills carried out at least once per term?  *(check fire evacuation records)* |  |  |  |
| Are ‘no smoking’ rules followed?  *(look for cigarette butts in vicinity surrounding kitchens)* |  |  |  |
| **Machinery and Equipment** | | | |
| Are staff trained to use & clean food preparation equipment safely? *(check training records)* |  |  |  |
| Is machinery and equipment clean, regularly inspected & maintained? (*fixed equipment every six months)* |  |  |  |
| Is there a procedure for reporting faulty machinery or equipment & taking it out of use until mended?  *(note details of this procedure within the comments)* |  |  |  |
| **Is dangerous machinery operated with guards in place?**  *(e.g. mincers, bacon slicers, potato chippers, food mixers)*  **Is there pressurised equipment in use?**  *(pressure or steam cookers, steam-driven coffee machines, steam frothers, etc.)*  *- Are staff trained in risks and safe use? (including reading & understanding Risk assessments in place)*  **Are there deep fat fryers in use?**  *- Are staff trained in risks and safe use? (including reading & understanding Risk assessments in place)* |  |  |  |
| Are these dangerous machines only operated by trained staff over the age of 18? |  |  |  |
| **Electrical Safety** | | | |
| Are electrical sockets and equipment placed away from sinks and hotplates? |  |  |  |
| Is electrical equipment regularly inspected and tested?  *(portable electrical equipment tested annually – check test labels)* |  |  |  |
| Does all electrical equipment pass visual inspection? |  |  |  |
| **Visual inspection of equipment (***Switch off and disconnect (unplug) equipment before inspecting. Then look for danger signs)* | | | |
| * is the cable covering intact? |  |  |  |
| * Is there damage to the plug - is the casing intact and pins straight? |  |  |  |
| * is the lead intact without any joins? *(Unbroken and continuous without any interruptions)* |  |  |  |
| * is the outer covering of the cable gripped where it enters the plug or equipment? *- check if the coloured insulation or copper of the internal wires are completely covered.* |  |  |  |
| * the plug, equipment or socket is free from indications of overheating (e.g. brown burn marks)   *Label any faulty equipment with ‘do not use’ signs & take out of use until checked by an electrician. Encourage other staff to report any faults or damaged equipment* |  |  |  |
| **Gas Safety** | | | |
| Are gas appliances regularly checked & serviced by qualified fitters? *(at least annually)* |  |  |  |
| Are staff trained to use gas appliances safely?  *(check training records)* |  |  |  |
| Do staff know what to do in an event of a gas leak?  *(turn off gas supply, evacuate the area, notify Estates department immediately)* |  |  |  |
| **Chemicals** | | | |
| Are all chemicals clearly labelled?  *(e.g. cleaning materials, disinfectants, detergents, pest killers)* |  |  |  |
| Have staff been trained to use these chemicals safely?  *(check training records)* |  |  |  |
| Do staff know what to do in an emergency? |  |  |  |
| **Protective Clothing** | | | |
| Are rubber or plastic gloves provided to protect against skin damage from hot water, detergents, disinfectants & other chemicals? |  |  |  |
| Are unlined powder-free vinyl, neoprene or cotton inner-gloves available for staff with allergies/eczema/etc.? |  |  |  |
| Are padded gloves available for handling broken glass and other sharp waste material? |  |  |  |
| Is eye protection (goggles or visors) provided where there is a danger of eye damage from splashes or machinery? |  |  |  |
| Are heatproof gloves or gauntlets provided for taking dishes in & out of hot ovens? |  |  |  |
| Is all protective clothing replaced as soon as it is worn out or damaged? |  |  |  |
| Are clean overalls provided as needed and at least twice per week? |  |  |  |
| Are clean hair coverings (caps, snoods etc.) provided when needed? |  |  |  |
| **First Aid** |  |  |  |
| Are up to date posters displayed with names & locations of trained first aiders? |  |  |  |
| Are first aid boxes clearly marked & kept fully stocked with stock that has not exceeded a given expiry date? |  |  |  |
| Do staff and students know how to access and use the online incident reporting system? <https://app.uk2.sheassure.net/UoG/p/uog383964hi> |  |  |  |
| **Accidents and Illness** | | | |
| Are accidents reported to the catering company (accident book) & via University’s online incident reporting system?  (*check accident records)* |  |  |  |
| Are near misses & illnesses caused by work also recorded? (*check accident records)* |  |  |  |
| Do staff report symptoms which may cause food poisoning? (*Diarrhoea, vomiting, skins rashes, boils, fever, discharges from nose, eye or ear.)* |  |  |  |
| Is there a procedure for referring employees with these symptoms for a medical opinion on their fitness for work? |  |  |  |
| Other Hazards/Notes |  |  |  |
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