



# Food Safety Checklist for Low-Risk Businesses

Compliance checklist for businesses selling pre-packed food products only

## Food Safety Management

### Daily checks

- Complete and record date and stock rotation
- Cleaning schedule
- Pest activity
- Fridge and freezer temperature

### Delivery Checks

Complete and record the following checks upon delivery of stock:

- Physical quality
- Date-checks
- Temperature checks (if applicable).

### Traceability

- Keep all receipts and invoices from suppliers for at least 3 months.

### Product Recall Procedure (written)

- A written Product Recall Procedure is in place.



## **Food Hygiene and Safety**

### **Cleanliness**

- Cleaning schedule is in place
- Cleaning is recorded daily

### **Storage**

- Food products are not stored on the floor.
- Foods containing allergenic ingredients are stored separately or below foods which do not contain allergenic ingredients.

## **Food Standards**

### **Labelling**

- Labels on imported products comply with UK Food Labelling legislation- [Packaging and labelling | Food Standards Agency](#)

## **Structural Requirements**

- Surfaces within the premises are easily cleaned.
- Walls, floors and ceilings are in good condition i.e. no flaking paint or broken tiles.
- There are no gaps/holes within the premises in which pests could enter.

## **Additional points**

### **Waste Contract**

- Check whether a Trade Waste Contract is required with your Local Authority

### **Pest Control**

- Consider a pest control contract