

Pub Kitchen Food Safety Pack



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Daily, weekly and monthly kitchen records. Print what you need, fill it in as you go, sign it off.

Made by Shaun McManus, licensee of Teal Farm in Washington. More free pub tools at stocktap.net

Pub name: Month:

How to use this pack

- Print what you need. Daily: Daily checks (page 3) and Daily temperature log (page 4). Weekly: Weekly checks (page 6) and Cleaning (page 7). Monthly: Fridge log (page 5) and Allergens (page 8). Problems (page 9) and Team (page 10) as needed.
- Fill it in as you go, in pen, with the full reading (4.5°C, not 'OK'). Never fill in gaps later. If a check was missed, leave it blank and write why.
- Reading outside the limit? Circle it, follow page 2 (What to do when something's wrong) and write it on the Problems page. That is what an inspector looks for first.
- The manager on duty signs off each day, and reviews the week on the last page.
- Keep finished pages in order. There's no set legal time for these records, so we suggest at least 3 years.

The limits used in this pack

What	Limit	Where from	Note
Fridges and chilled food	5°C or below	Law: 8°C max	The law in England says 8°C or below. The FSA advises setting fridges at 5°C or below to leave a safety margin.
Freezers	-18°C or below	Good practice	Widely used target, including by council food safety teams.
Deliveries	Chilled 8°C or below Frozen -15°C or below	Good practice	Typical figures for accepting deliveries. Refuse anything warmer, damaged or out of date.
Cooking (core)	75°C or above	FSA guidance	FSA also accepts 70°C for 2 min, 65°C for 10 min or 80°C for 6 sec. This pack uses 75°C.
Reheating (core)	75°C or above, once only	FSA guidance	Steaming hot all the way through. Never reheat food more than once.
Hot holding	63°C or above	Law	Food can be out of hot holding for up to 2 hours, once. Then reheat, chill or bin it.
Chilled food out of the fridge	4 hours max, once	Law / FSA	For serving or display only. After 4 hours, throw it away.
Cooling cooked food	Into the fridge within 90 minutes	EHO guidance	Cool as fast as you can: smaller portions, shallow trays, ice baths, blast chiller.
Probe check	Ice: -1°C to +1°C Boiling: 99°C to 101°C	FSA guidance	FSA says follow the maker's advice or check regularly, e.g. monthly. This pack checks weekly.
Staff with vomiting or diarrhoea	Off until 48 hours after symptoms stop	FSA guidance	Applies to anyone who handles food or works in food areas.

Important

This pack is a record-keeping tool. By law every food business also needs a written food safety system based on HACCP. The Food Standards Agency's Safer Food Better Business (SFBB) pack is free and is designed for this. Your own system, your company rules (if you have them) and your local EHO always come first.

What to do when something's wrong

Keep this page on the wall. Do the first column straight away, then the second. Write every problem on the Problems page.

Pub:

Problem	Do this straight away	Then
Fridge reads 5.1°C to 8°C	Check the door is shut, it isn't overloaded and nothing hot went in. Check again in 30 minutes.	Still above 5°C? Move food to another fridge, write it down and get the fridge looked at.
Fridge above 8°C	Move high-risk food (cooked meats, dairy, prepared dishes, cooked rice) to a working fridge.	Above 8°C for more than 4 hours, or you don't know how long: throw it away. If in doubt, throw it out. Get the fridge repaired.
Freezer warmer than -18°C	Check the door and seals and don't add more stock. Check again in 30 minutes.	Food still frozen hard can stay. Started to thaw: don't refreeze. If it's still cold (8°C or below), move it to the fridge and use within 24 hours. Otherwise throw it away.
Delivery too warm, damaged or out of date	Refuse it. Don't put it in with your stock.	Write it down, tell the supplier and ask for a credit.
Cooked or reheated food under 75°C	Keep cooking or reheating, then probe again in the thickest part.	Don't serve it until it reaches 75°C. If the same kit keeps failing, get it checked.
Hot-held food under 63°C	Under 63°C for less than 2 hours and not reheated before? Reheat to 75°C once and put it back, or chill it quickly.	Already reheated once, under 63°C for over 2 hours, or you don't know how long: throw it away.
Cooling taking over 90 minutes	Split into smaller portions, use shallow trays, stand in iced water, stir.	Not in the fridge within 2 hours? Throw it away. Cook smaller batches next time.
Probe check outside the limit	Stop using that probe. Use a spare, or change the battery and test again.	Still wrong? Replace it. Re-check anything it measured since the last good check, if you can.
Signs of pests	Stop using the area. Throw away any food that may have been touched. Clean and disinfect.	Call your pest control contractor. If it's more than a one-off, stop serving food from that area until it's sorted and speak to your EHO.
Staff member with vomiting or diarrhoea	Send them home or keep them away from food and food areas.	They can come back 48 hours after symptoms have stopped. Record it on the last page.
Allergen mistake or customer reaction	Breathing trouble, swelling or collapse: call 999 and say anaphylaxis. Help them use their adrenaline pen. Lie them down with legs raised, or sit up if breathing is hard. Wrong dish but no reaction yet: tell them now, stop them eating.	Keep the dish and the packaging. Write down what happened. Check the recipe and allergen info, fix it and tell the team.

Daily checks: opening and closing

Tick if it's fine. X if it isn't, and write it on the Problems page.

Date:

Pub:

Opening checks (before food prep starts)

Check	Tick or X	Initials
Kitchen left clean last night. No signs of pests (droppings, gnawing, flies)		
Hand basins: hot and cold water, soap and paper towels. Used for hand washing only		
Sinks and dishwasher working, dishwasher chemicals topped up		
Sanitiser made up at the right strength and in date (meets BS EN 1276 or BS EN 13697). Clean cloths out		
Separate boards, knives and tongs ready for raw food and for ready-to-eat food		
Raw meat prep area set up away from ready-to-eat food		
Probe clean, working, probe wipes to hand		
Fridges, freezers, ovens, fryers and hot holding all working (temperatures on the logs)		
Use-by dates and date labels checked. Out-of-date food thrown away		
Allergen information up to date for today's menu and specials		
Kitchen team fit for work: no vomiting or diarrhoea in the last 48 hours. Cuts covered with a blue plaster. Clean clothes, hair tied back		
Vacuum packer, slicer and mincer each used only for raw or only for ready-to-eat food, never both		
Today's defrosting is in the fridge, in a container on the bottom shelf		

Closing checks

Check	Tick or X	Initials
Food covered, labelled with what it is and the date, and rotated (oldest used first)		
Raw meat and fish stored below ready-to-eat food, or in a separate fridge		
Opened allergen ingredients in sealed, labelled containers		
Anything past its use-by, or past our own date rule (use within days), thrown away		
Leftovers cooled and in the fridge (on the Cooling log)		
Surfaces and equipment cleaned, then disinfected (two stages, with the right contact time)		
Floors, sinks and hand basins cleaned. Today's cleaning jobs signed off		
Bins emptied and cleaned. Outside bin lids shut. Back door and windows closed		
Today's temperature logs complete		

Manager on duty

I've checked today's pages are complete, anything outside the limit is on the Problems page, and I've spot-checked date labels, raw and ready-to-eat separation and cleaning.

Name: Signature: Time:

Daily temperature log

Write the full reading (e.g. 4.5°C). Circle anything outside the limit and write it on the Problems page.

Date:

Pub:

Deliveries

Chilled 8°C or below. Frozen -15°C or below. Probe between two packs, not into the food. Check dates and packaging too.

Supplier	Time	Chilled °C	Frozen °C	Dates and packaging OK?	Accepted? Yes / No	Initials

Cooking and reheating (core temperature)

75°C or above, in the thickest part. C = cooked, R = reheated (reheat once only). Check different foods and different kit through the day.

Food	C or R	Core °C	Time	Initials	Food	C or R	Core °C	Time	Initials

Hot holding

63°C or above. Probe each dish at least every 2 hours. Write the food or the unit.

Food or unit	Time	°C	Time	°C	Time	°C	Time	°C	Time	°C
Initials										

Cooling

Cool as fast as you can. Into the fridge within 90 minutes of finishing cooking.

Food	Cooking finished	Into fridge	Minutes taken (90 max)	Core °C going in	Initials

Monthly fridge and freezer log

Check every unit twice a day: AM (first thing) and PM (close). Fridges 5°C or below (8°C is the legal maximum). Freezers -18°C or below.

Month and year:

Pub:

	Unit 1: Fridge / Freezer (circle one)	Unit 2: Fridge / Freezer (circle one)	Unit 3: Fridge / Freezer (circle one)	Unit 4: Fridge / Freezer (circle one)	Unit 5: Fridge / Freezer (circle one)	Unit 6: Fridge / Freezer (circle one)								
Day	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM initials	PM initials
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Weekly kitchen checks

Once a week. Anything outside the limit goes on the Problems page.

Week starting:

Pub:

Probe check

Ice: probe in a cup of crushed ice and a little cold water, -1°C to +1°C. Boiling: probe in freshly boiled water, 99°C to 101°C. Clean the probe after.

	Probe 1	Probe 2	Probe 3	Probe 4	Probe 5	Probe 6	Initials	Date
Ice °C								
Boiling °C								

Display check: fridges, freezers and hot cupboards

Compare the unit's own display with your probe. More than 2°C apart? Trust the probe, write it down and get the unit looked at.

Unit								
Display °C								
Probe °C								
Initials								

Weekly deep clean

Initial and date each job when it's done. N/A if it doesn't apply. Add your own jobs at the bottom.

Job	Initials	Date
Extraction canopy and filters (let them cool fully first)		
Fryers: drain, clean and fresh oil (or as often as your oil needs)		
Ovens, grills and microwaves: inside, door seals and racks		
Fridges: empty, clean shelves, walls and door seals, then restock in date order		
Freezers including walk-in: clean, defrost if iced up		
Dry store: shelves and floor, check for pests and damaged packs		
Behind and under units and equipment, including legs and wheels		
Walls, ceiling, vents and light covers		
Dishwasher: clean filters and spray arms, descale		
Insect killer: clear the tray, check it's working		
Grease trap (if fitted)		
Pest control: latest contractor report read and actions done (keep reports in your folder)		
Staff toilet, changing area and hand basins		

Cleaning, products and suppliers

Fill in the products and suppliers once and keep them up to date. Initial each day's box when the job's done.

Week starting:

Pub:

Our cleaning products

Use products the way the label says. Disinfectants and sanitisers for food areas should meet BS EN 1276 or BS EN 13697. Contact time = how long it stays on the surface to work.

Product	What we use it for	How much to mix (dilution)	Contact time	BS EN 1276 or 13697? Yes / No

Daily kitchen cleaning

Clean as you go, and do a full clean at close. Two stages on food surfaces: clean off dirt and grease, then disinfect.

Job	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Chopping boards and knives							
Work surfaces							
Handles, switches, taps and probe							
Sinks and hand basins							
Fridge and freezer handles and seals							
Microwave							
Hot holding and bain-marie							
Fryers (wipe down, filter oil)							
Grill, hob and griddle							
Floors							
Bins (inside and lids)							

Our suppliers

Fill in once. Handy if there's a product recall or a problem with a delivery.

Supplier	What they supply	Phone or email

Allergens

Check the allergen information every week, and log every recipe or supplier change the day it happens.

Month and year:

Pub:

The 14 allergens the law says you must tell customers about

1. Celery

3. Crustaceans (prawns, crab, lobster)

5. Fish

7. Milk

9. Mustard

11. Sesame

13. Sulphur dioxide and sulphites (over 10 ppm)
2. Cereals containing gluten (wheat, rye, barley, oats)

4. Eggs

6. Lupin

8. Molluscs (mussels, oysters, squid)

10. Peanuts

12. Soya

14. Tree nuts (almonds, hazelnuts, walnuts and more)

Weekly allergen check	Week 1	Week 2	Week 3	Week 4	Week 5
Allergen info (folder or matrix) matches every dish on today's menu and specials					
Written allergen info offered to customers without them having to ask					
A sign tells customers to ask staff about allergens					
New or swapped supplier products checked for allergens before we use them					
Allergen ingredients stored in sealed, labelled containers					
Staff know what to do: ask, check the info, tell the chef, keep it separate, check before serving					
Food we wrap or box here to sell (prepacked for direct sale) has a full ingredients label with allergens in bold. N/A if none					
Initials					

Recipe and supplier change log

Any new dish, recipe change or swapped product. Update your allergen info before the dish is served.

Date	Dish or product	What changed	Allergens added or removed	Info updated?	Team told?	Initials

Free allergen training for all staff is available from the Food Standards Agency. If you can't prevent cross-contamination for a dish, tell the customer you can't guarantee it's free from that allergen.

Notes

Problems found and action taken

Anything outside the limit, anything broken, anything not right. Follow page 2, then write it here.

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Write what was wrong, what you did, who you told, and the result when you checked again. Example: 'Fridge 3 at 8.1°C at 10:15. Moved food to fridge 2. Engineer called 10:30. Re-checked 11:15: 4.5°C.'

Date	Time	What was wrong	What we did, who we told, result	Initials

Team training, sickness and manager review

Pub:

Team training record

Everyone who works in the kitchen or fills in these pages. Keep copies of certificates in your food safety folder.

Name	Job	Food hygiene level and date	Allergen training date	Read this pack?	Signature

Sickness and return to work

Food handlers with vomiting or diarrhoea stay away until 48 hours after symptoms stop. No medical details needed here.

Name	Went off	Symptoms stopped	Back at work	Manager initials

Weekly manager review

Look back over the week's pages. Tick or X each week.

Check	Week 1	Week 2	Week 3	Week 4	Week 5
All daily pages filled in and signed					
Every reading outside the limit has an action on the Problems page					
Weekly probe check, display check and deep clean done					
Allergen check done and change log up to date					
Faulty equipment reported and chased					
Training gaps noted and booked					
Manager initials					