

Reopening checklist for food businesses during COVID-19

www.preston.gov.uk/reopeningfoodbusinesses



Check	Completed	Date
<p>Check you have informed Environmental Health of your current food activities You can contact us on info@preston.gov.uk or 01772 906907</p>		
<p>Notify Environmental Health of any change to the business activities you are registered for. This includes the introduction of any new delivery or takeaway services.</p> <p>You can submit a new Food Premises registration here: https://register.food.gov.uk/new/preston</p>		
<p>Update your <u>Food Safety Management System</u> for any new procedures</p>		
<p>Consider any risks to food safety introduced by changes to procedures.</p>		
<p>Review and document new procedures in relation to takeaway or delivery services e.g. allergen management, cook-chill-reheat, temperature control awaiting collection or during delivery.</p> <p>Working safely during coronavirus (COVID-19) has further guidance for restaurants offering takeaway or delivery.</p>		
<p>Manage risks of cross-contamination between raw and ready-to eat foods.</p>		
<p>Ensure food packaging for takeaways and delivery is food grade, and appropriate for the purpose and food type.</p>		
<p>Store food packaging hygienically. Check that the hygiene and integrity of any packaging stored through a period of closure has been maintained and dispose of unsuitable packaging.</p>		
<p>Check staff are fit for work and wearing clean work clothes.</p>		

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Consider adjustments to fitness for work procedures to take account of COVID-19 symptoms . Initial telephone interviews with staff may be beneficial in assessing fitness to work.		
Review the government advice on use of Personal Protective Equipment (PPE) outside of medical and care settings.		
If your business requires staff to wear PPE (Head coverings, aprons etc), check you have adequate stocks available.		
Review any PPE laundering procedures, where appropriate, to ensure PPE worn by staff can be safely changed and cleaned regularly.		
Ensure any changes to procedures are communicated to staff and training is provided where appropriate, including training of any new staff.		
Check registered waste collection services		
Ensure that your registered waste collection services are running and available as required, to ensure there is no build-up of waste on site.		
If your waste provider is Preston City Council you can apply on-line to restart your waste collection . (This can take two days to process so apply in adequate time)		

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Check food preparation areas are clean and disinfected (this includes work surfaces, equipment and utensils)		
Carry-out a full site assessment to determine if you can undertake a thorough clean or if a professional deep clean is needed.		
<p>Source suitable cleaning and disinfection consumables and check existing stocks are within their use-by date.</p> <p>Cleaning products made-up or diluted before any closure should be disposed of as effectiveness reduces over time. See our guidance on cleaning if your regular cleaning products are not available.</p>		
Assess if staff need re-training on dilution rates and cleaning procedures.		
Increase frequency of cleaning and disinfection, paying particular attention to shared equipment and high throughput and touch areas.		
Check all areas are free from evidence of pest activity		
<p>Look for evidence of pests, and take action if necessary, before restarting your operations. Check for:</p> <ul style="list-style-type: none"> • signs of damage or smearing to walls and doors • gnawed or stained packaging • footprints in dust • animal droppings or urine smell • insect bodies, larvae, cocoons and egg/pupal casings • feathers. 		
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<p>Contact your Pest Control Contractor and ask them to visit. If you don't have a contractor consider searching for one to help you.</p> <p>The Council may be able to provide a Commercial Pest Control Contract, contact us on 01772 906907 or info@preston.gov.uk for more information.</p>		
<p>Arrange for contractors to undertake a pre-opening site survey, if required.</p>		
<p>Check the availability of handwashing and cleaning materials' (this includes warm water, soap, sanitiser and paper towels)</p>		
<p>Make sure all consumables (soaps & sanitisers) are within dates for use.</p>		
<p>Obtain enough of your regular cleaning consumables such as soap, sanitiser and paper towels. Provide suitable alternatives if your regular products are unavailable.</p>		
<p>Consider updating staff training in line with government advice that staff should wash their hands more frequently than usual. This should be for 20 seconds with warm water and soap.</p>		
<p>Check hot and cold running water is available at all sinks and hand wash basins.</p>		
<p>Make sure adequate hand-washing stations are provided at all appropriate points within the food production and communal areas.</p>		
<p>Consider providing hand sanitiser additional to hand-washing facilities at appropriate locations, especially where staff maybe interacting with customers e.g. service counter.</p>		

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Equipment checks		
Thoroughly clean equipment before restarting and restocking.		
Check required temperatures of fridges and freezers. Review any temperature control records, if kept during closure period.		
Review whether equipment requires maintenance after a period of inaction.		
Allow sufficient time for equipment to reach required temperature before restocking (this could take 24 hours or more).		
Remove and refresh any ice left in machines and dispensers.		
Check your other equipment (e.g. oven) is working properly		
Thoroughly clean all equipment before reopening.		
Check gas equipment is operating safely, do ignition/starter switches work? Do you need it inspecting by a Gas Safe Engineer ?		
Does your extract ventilation work? Does the ducting require cleaning or servicing?		
Inspect for maintenance requirements, verify temperatures and re-calibrate where necessary for time or temperature.		
Run dishwashers and glasswashers empty on hot cycle before use.		
Flush through taps and other equipment with water systems (e.g. Bain Marie).		
Consider Legionella risks and take action in line with Legionella guidance from the Health and Safety Executive to reduce risks.		
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Check probe thermometer is working properly. Ensure that you have an adequate supply of probe wipes that are still in date and haven't dried out.		
Calibrate your probe thermometers , record your checks.		

Ingredients and Product Checks		
Check for any damage to packaging which might affect safety of food or result in loss of allergen information.		
Check for any evidence of temperature abuse which may render the food unsafe. Refer to temperature control records where available.		
Check the use-by and best before dates on existing stock. Ensure that storage has been in-line with manufacturer's instructions. For example, check that any opened or unsealed product has been stored in line with labelled instruction such as 'Once opened consume within x days'.		
For foods frozen by you on closure , check that labelling and records are sufficient to allow the safe use of the food.		
Check that the length of storage is in-line with your assessment at point of freezing.		
Check that you can obtain your usual raw materials and ingredients so that your product specifications can be met.		
Ensure that any new suppliers are reputable and can meet your requirements. Safer food, better business guidance is available on the selection of suppliers and contractors.		
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Check allergen information is accurate and available for all items on sale		
Review your allergen management system , allergen matrices and menus to account for changes of supplier and any new raw materials or products. Are you displaying the Allergen Posters in your business?		
Review new takeaway or delivery services to ensure risk of allergen cross-contamination is managed.		
Ensure allergen information is available to customers at time of ordering and at delivery of food .		

Social Distancing		
Have you undertaken a Risk Assessment? See the PCC pages on working safely .		
Consider installing customer hand wash or sanitiser stations		
Provide where possible for 2 metre social distancing. See Social distancing at work and Food preparation .		
Consider steps to minimise staff-customer interactions. See Managing your customers, visitors and contractors .		
Consider how you will communicate with, update and where necessary train staff in new procedures. See Communications and training .		
Identify staff at higher risk. See Protecting people at higher risk .		
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Cohort working teams to lower staff mixing. See Workforce management .		
Increase ventilation. You should assess the possibility to do this without introducing new risks or hazards to food safety and hygiene. For example if you are opening windows or doors you may need to install fly-screens. See Before reopening .		
Do you have customer toilet? If they are to remain open how are you going to manage Social Distancing and cleanliness? Refer to our www.preston.gov.uk/cv19workplaces pages for the latest guidance on toilets.		
Refer to government guidance on social distancing, customer interaction and communication or instructions to the public .		
Have you read and implemented the Social Distancing Guidance for Takeaways ?		

Business Operational Restart

Notify your suppliers and arrange for a deliveries		
Notify your bank, and arrange for a cash float if needed (Although it is strongly recommended that you look into electronic payments)		
Notify any key holding or alarms companies		
Cancel any temporary re-direction of post		
Turn off out of office e-mails, update closures notices and hours of operation on doors, websites and social media.		

Preston City Council has provided this checklist to help businesses through the difficult reopening period, it cannot identify all hazards in your business. It is up

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to the food business operator/employers to identify all relevant hazards and implement suitable control measures.

If you would like further information or advice you should look on our website:

www.preston.gov.uk/reopeningworkplaces

www.preston.gov.uk/reopeningfoodbusinesses

Alternatively you can contact Environmental Health on 01772 906907 or at info@preston.gov.uk