Food Safety Questionnaire

Details of Premises – Fill in this editable and saveable PDF please

Trading name	
	If the business is no longer open check tick this box ☐ fill in Section 16 only and return this by email to food.safety@reigate-banstead.gov.uk.
Owner (person in charge)	
Premises address	
Separate Head Office address (if applicable)	
Telephone number	
Email address	

1. Hours of trading				
2. Do you cook, prepare, sell and/or serve food at your premises? (Note: food includes drinks e.g beer, tea, coffee and also includes foods given away for promotions/donations or charitable events) Tick all relevant activities:	☐ Yes / No ☐			
	Cook ☐	Prepare ☐	Sell ☐	Serve ☐
3. Describe what you do: e.g. pub/home caterer/village hall				
4. How many times per week do you prepare unwrapped food?				
5. How many people on average do you serve or cater for per week?				

6. Please tick all of the following products that are prepared/sold even if some products are seasonal:

Biscuits/drinks only	☐	Wrapped food (e.g. chocolate bars/canned food/packets)	☐
Fresh fruit/veg	☐	Frozen foods	☐
Refrigerated foods made on the premises	☐	Pre-packed refrigerated foods (e.g. sandwiches/bacon)	☐
Hot displayed foods (e.g.pies/pasties/soup)	☐	Jams/preserves	☐
Eggs	☐	Bakery products including cakes	☐
Unwrapped raw meat	☐	Homemade sandwiches/rolls	☐
Dairy products	☐	Alcohol	☐
Other, please specify:			

Tom Kealey, Head of Health and Wellbeing
Town Hall, Castlefield Road, Reigate, Surrey RH2 0SH

7. How many staff handle unwrapped high risk foods e.g. meat sandwiches/meat pies/dairy products/cooked meats?	
8. How many of these staff have received Food Hygiene training within the last 3 years? Please provide details of the training received e.g. Level 2 in Food Safety in Catering.	
9. Do you have any paperwork that confirms your food safety procedures (e.g. Safer Food Better Business folder or records of checks at delivery/storage/ preparation/transport)?	☐ Yes / No ☐

10. If you have fridges/freezers, please say how often temperature checks are completed and what the temperatures usually are:	Frequency of checks	Per day/Per week
	Usual fridge temp	°C
	Usual freezer temp	°C

11. Do you keep any food hot e.g. in a heated display cabinet? If Yes, what type of food and what temperature is it kept at?	☐ Yes / No ☐
11a. Types of foods:	
11b. Minimum temperature:	°C
12. Do you have a disinfectant/anti-bacterial spray available for use on equipment and preparation surfaces?	☐ Yes / No ☐
13. Do you have hand washing facilities with a supply of hot water, soap and a means of hand drying in or very close to the production area?	☐ Yes / No ☐
14. How do you manage pest control on your premises?	
15. How long would food handlers be excluded from handling open food after having diarrhoea or vomiting?	

16. I confirm that the information that I have supplied is true to the best of my knowledge and belief. I will inform Reigate & Banstead Borough Council if there are significant changes to the business or I am no longer trading.

Print name: _____ (check box to confirm) ☐

Date: _____

Food hygiene information is available on our website www.reigate-banstead.gov.uk and on the Foods Standards Agency website www.food.gov.uk

Thank you for completing this questionnaire. This is an editable and saveable PDF.
Please return by emailing to food.safety@reigate-banstead.gov.uk