

# Scores on the Doors Hygiene Check Questionnaire

This questionnaire is intended to help you identify areas of food hygiene where you may not be complying with the current legislation. Addressing these points will also help you to prepare for the Scores on the Doors scheme.

You should be able to answer “Yes” to all the questions.

If you answer “No” to any questions or are unsure about the answer and you need further advice. Please refer to the Local Authority contact details at the end of this questionnaire.



**ASHFORD**  
BOROUGH COUNCIL

Civic Centre  
Tannery Lane  
Ashford, Kent  
TN23 1PL  
(01233) 331111

## Registration

Have you registered your food business with Ashford Borough Council?  
Yes  No

If No – contact the Local Authority using the details at the end of this questionnaire.

## Food Safety Management System\*

Do you have a documented Food Safety Management System\*? (such as “Safer Food, Better Business”)  
Yes  No

Have you considered what food safety problems (hazards) could occur within your business? e.g. bacterial, chemical or physical contamination.  
Yes  No

Have you put safe methods of working and good hygiene practices (controls) in place to stop the hazards you have identified from causing food poisoning or food contamination?  
Yes  No

Are you making regular checks (monitoring) to make sure your controls are working?  
Yes  No

Do you keep monitoring records? (such as “Safer Food, Better Business” diary or temperature record sheets) and regularly review the safe methods of working  
Yes  No

\*A documented system is required to demonstrate how you produce safe food. Safer Food Better Business (SFBB) is one example of such a system. Free SFBB packs are available by:

- telephoning Ashford Borough Council on 01233 330470
- emailing [envhealth@ashford.gov.uk](mailto:envhealth@ashford.gov.uk) for a pack to be delivered directly to you
- by contacting the Food Standards Agency at [www.food.gov.uk](http://www.food.gov.uk) or by telephoning them on 0845 606 0667

## Food Handling Practices and Cleaning

Do you have a wash hand basin that is easy for food handlers to get to?

Yes  No

Do wash hand basins have hot water, soap and do you have something hygienic to dry hands with?

Yes  No

Do you and your staff follow good personal hygiene, including frequent hand washing?

Yes  No

Do your staff tell you if they are suffering from sickness and / or diarrhoea?

Yes  No

Do you and your staff use clean protective over-clothing?

Yes  No

Do you have controls in place to prevent cross-contamination occurring during delivery, storage, preparation, cooking and service?

Yes  No

**You should have separate chopping boards for raw and cooked foods, separate cloths for cleaning work surfaces used for raw or cooked foods, use an anti-bacterial cleaner.**

Do you and your staff clean as you go?

Yes  No

Are work surfaces and equipment kept clean and sanitised / disinfected?

Yes  No

Do you regularly clean hand contact surfaces, such as taps, door, drawer and fridge handles and light switches?

Yes  No

Are floors, walls and ceilings kept clean?

Yes  No

## Temperature Control

Do you make sure food is thoroughly cooked? (e.g. by using a probe thermometer)  
Yes  No

Do you use sanitising wipes with your probe thermometer?  
Yes  No

Do you keep foods at the right temperature? i.e. chilled foods kept below 8°C. Hot food is cooked and/or reheated to a centre temperature above 75°C or stored above 63°C.  
Yes  No

## Training - including Instruction and Supervision

Do your staff understand your Food Safety Management System and follow good food handling practices?  
Yes  No

Have your staff received food hygiene training and/or adequate instruction and supervision?  
Yes  No

## Structure

Do the design and construction of your premises meet legal requirements?  
Yes  No

Are floors, walls and ceilings in good repair?  
Yes  No

Are there adequate food preparation surfaces which are kept in good repair?  
Yes  No

Are your food rooms free from pests? (rats, mice, insects etc)  
Yes  No

Do you regularly check for signs of pests in your premises?  
Yes  No

Do you use licensed waste disposal contractors for waste oil and refuse?  
Yes  No

