



## *Food Safety for you business*

We have created this support pack in order to support you and your business in meeting legal requirements related to food hygiene.

New regulations were introduced in January 2006 that stated you must be able to demonstrate that the food served is safe to eat; this information should be documented and presented to the relevant authority at the appropriate times.

If you have any queries or questions, drop us an email at [info@i-hospitality.co.uk](mailto:info@i-hospitality.co.uk), we are always happy to help.

### **What does this pack contain?**

This pack contains not only information on processes and systems but also documents that should be filled out on a daily basis i.e. temperature charts.

We recommend that you print this document out and place in a file that is easily accessible to all employees involved in the food preparation process to ensure that it is adequately completed.

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Additional inserts for this section can be found [here](#)

The logo for 'i-hospitality' features a stylized lowercase 'i' in a light teal color with a small teal dot above it. To the right of the 'i' is the word 'hospitality' in a light red, lowercase, sans-serif font. A large, light teal, curved line sweeps from the bottom left, under the 'i', and curves around the right side of the word 'hospitality'.

### Cross Contamination – Safety Sheet – Personal Hygiene

Personal Hygiene is incredibly important in the maintenance of good food hygiene and good practices can dramatically reduce the likelihood of contamination.

Check Point	Reason	System
Hands should always be washed before carrying out any food preparation	Effective hand washing is one of the most efficient ways of reducing bacteria.	Have all employees received training in this? Yes <input type="checkbox"/> No <input type="checkbox"/>
All employees should be wearing the correct Personal Protective Equipment (PPE) and ideally these clothes should not be worn outside of the food preparation area.	Clothes can harbour dirt and bacteria into food preparation areas. Clean clothes can prevent this.	Do your employees wear clean work clothes? Yes <input type="checkbox"/> No <input type="checkbox"/>
PPE, specifically work clothes should be light in colour and long sleeved.	Long sleeve prevents hairs etc from falling into food.	Do your employees change their clothes before a shift? Yes <input type="checkbox"/> No <input type="checkbox"/>
It is good practice for employees to use disposable aprons when working with raw meat/poultry or eggs.	Aprons stop bacteria from building up and are easily removed and binned after use.	Describe your staff's work clothes here:
Hair should be tied back at all times and a hat or hairnet worn at all times.	If hair is not tied back then it is more likely to fall into food.	What type of aprons do you use? Yes <input type="checkbox"/> No <input type="checkbox"/>
Jewellery including watches should not be worn (except a plain wedding band)	Watches and jewellery can harbour bacteria and contaminate food.	Do your employees wear jewellery in the workplace? Yes <input type="checkbox"/> No <input type="checkbox"/>
Employees should not: <ul style="list-style-type: none"> <li>• Smoke</li> <li>• Eat</li> <li>• Drink</li> <li>• Cough/sneeze</li> </ul> When dealing with food, touching your face and/or hair should be avoided.	All of these lead to staff touching their mouth or face. This can lead to food contamination.	Are your employees trained not to do these things? Yes <input type="checkbox"/> No <input type="checkbox"/>

### Cross Contamination – Safety Sheet – Cloths

Using the incorrect cloth is a classic example of cross contamination in the kitchen and it is important that employees have the correct training.

#### Safety Point

#### Reason

Using single-use cloths wherever possible, and throw them away after each task.	This will ensure that bacteria are not spread throughout the preparation area.
Always use a freshly cleaned cloth to wipe work surfaces, equipment or utensils that will be used ready to eat food should be cleaned before use.	Ready to eat food (high risk) is particularly vulnerable to bacteria as the food will not be cooked and bacteria on the food will not be killed. Clean clothes should always be used.
Ensure that re-usable cloths are washed thoroughly before using them again for cleaning, especially cloths that have come into contact with raw meats and/or eggs.	Raw meat/poultry and eggs are more likely to contain harmful bacteria than other food. The soil on vegetables can potentially contain harmful bacteria.
<p>Cloths should be thoroughly washed, disinfected and dried in between job tasks.</p> <p>Good practice would be to use a washing machine (on a hot cycle)</p> <p>If you wash and disinfect cloths by hand you should ensure that all food debris has been removed prior to washing.</p>	<p>Using dirty cloths will result in bacteria being spread throughout the preparation area.</p> <p>This will ensure that cloths are cleaned and disinfected efficiently.</p> <p>If debris is inappropriately removed cloths can still harbour bacteria.</p>

#### Notes

### Cross Contamination – Safety Sheet – Separating foods

Safety Point	Reason	System
<p><b>Delivery</b></p> <p>If it is possible try and arrange delivery times to minimise contact with other foods and time out of refrigeration.</p> <p>Unload deliveries away from the store area, remove packaging and dispose of.</p>	<p>Prevents cross contamination and allowing foods to enter the temperature danger zone.</p> <p>This will prevent the risk of contamination from packaging i.e. dirt and possible pest infestation.</p>	<p>When do deliveries arrive? (You can use the supplier list in this booklet stating deliveries days and food items)</p> <p>Has this been completed? Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p><b>Defrosting</b></p> <p>Defrosting foods should be kept in a covered container in refrigeration (at the bottom) or away from other foods.</p>	<p>Raw foods being defrosted can produce liquid that can contain bacteria.</p>	<p>How do you defrost your frozen foods?</p>
<p><b>Storage</b></p> <p>Raw and ready-to-eat foods should be kept separate. If they are stored in the same fridge, then ready to eat foods should be kept at the top so that the risk of cross contamination is minimised.</p>	<p>This minimises the risk of cross contamination of bacteria to ready to eat foods.</p>	<p>What system do you have in place for separately raw and high risk foods?</p>

### Notes

**Cross Contamination – Safety Sheet – Pest Control**

<b>Safety Point</b>	<b>Reason</b>	<b>System</b>
Carry out regular visual inspections for signs of pests	Pests can contaminate food with harmful bacteria	How often do you check for signs of pests?
Check deliveries for signs of pests and if identified you should refuse the delivery.	Pest infestation	Who checks deliveries?
Ensure waste areas are easy to clean and are kept covered at all times. External areas should be kept clean and tidy at all times.	Waste can attract pests and untidy waste areas can provide shelter for rats and mice.	Do you regularly clean the external areas of your premises?

**Type of Pest****Signs to look for**

Rats and Mice	<ul style="list-style-type: none"> <li>• Droppings</li> <li>• Visual damage to packing (gnawing)</li> <li>• Grease or smear marks</li> <li>• Footprints</li> </ul>
Flies and flying insects i.e. moths	<ul style="list-style-type: none"> <li>• Bodies, visual, maggots,</li> </ul>

**Notes**

**Cross Contamination – Safety Sheet – Maintenance****Safety Point****Reason**

Carry out repairs as quickly as possible i.e. damaged walls, floors and ceilings	Damage to these areas can reduce the effectiveness of cleaning and can increase the likelihood of physical hazards.
Ensure regular inspection of extraction systems and filters to ensure they are clean and hygienic.	This is to make sure the fans and filters can carry out the desired role.
Replace preparation surfaces i.e. chopping boards once they become damaged	Damaged surfaces can harbour food debris and bacteria
Maintain and clean all equipment and service equipment and remove if damaged.	Equipment can become an indirect contamination vehicle for bacteria and potential physical contaminants.
Ensure all temperature controlled units i.e. fridges and hot holding units are checked regularly to ensure they maintain the correct temperature.	To maintain safe temperatures of food preventing them from entering the danger zone and bacteria growing.
Temperature probes should be checked regularly to ensure they are providing accurate results.	This is the main tool for recording temperatures if it is inaccurate you might be serving foods at an unsafe temperature.

**Notes**



### Cross Contamination – Safety Sheet – Food allergies

#### Safety Point

#### Reason

Should a customer asks for details of a dish, ingredients etc. You should always find out and never guess.	If a customer has an allergy the smallest amount can cause the person to go into anaphylactic shock.
Create and maintain a 'crib sheet' of all prepared ready to eat foods.	If unsure, you have a point of reference for all dish information.
Preparing a dish that does not include any allergens should be done away from possible contaminants, equipment should be clean and hands should be washed after each task.	To reduce the risk of likelihood of contamination.
Provide information on all dishes especially if they include a common allergen i.e. chocolate and nut brownie.	This makes it easier for allergen sufferers to identify possible dishes that are unsuitable.

#### Allergen Type

#### Do you use the following? (give examples)

<b>Peanuts</b> - <i>groundnuts, peanut oil, groundnut oil</i>	
<b>Nuts</b> - <i>including, Brazil, cashews, almonds etc.</i>	
<b>Dairy</b> - <i>milk, cream, cheese, butter, yoghurt.</i>	
<b>Fish</b> - <i>anchovies etc</i>	
<b>Shellfish</b> – <i>Scampi, prawns, mussels and crab</i>	
<b>Soya</b> – <i>Tofu, soya protein, soya flour etc.</i>	
<b>Gluten</b> – <i>All cereals i.e. wheat, barley and rye</i>	
<b>Sesame Seeds</b> – <i>Tahini, houmous, some breads</i>	
<b>Mustard</b> – <i>any food derived from the mustard plant</i>	
<b>Sulphur Dioxide</b> – <i>Sausages, dried fruit &amp; veg etc</i>	

**Cross Contamination – Safety Sheet - Physical & Chemical Contamination**

<b>Safety Point</b>	<b>Reason</b>
<p>Follow manufacturers instructions on how to use and store chemicals safely.</p> <p>Chemicals should be kept in their original container, stored away from food and clearly labelled.</p>	<p>Keep chemicals away from food</p>
<p>Keep food covered at all times</p>	<p>Prevents food from becoming contaminated</p>
<p>Effective pest management system</p>	<p>Prevents pests, i.e. flies from contaminating food items</p>
<p>Remove all packaging and dispose of, if possible away from the food area.</p>	<p>Prevents possible physical contaminants from getting into the food</p>
<p>Repair any equipment and/or replace broken/damaged utensils.</p>	<p>Loose parts might find their way into food.</p>
<p>To minimise the use of glass in a kitchen</p>	<p>Glass (broken) is difficult to see in food and can cause injury</p>

**Notes**

**Cleaning – Safety Sheet – Cleaning effectively****Safety Point****Reason**

Follow manufacturers guidelines when using chemicals	To ensure that chemicals are used affectively and safely
Follow manufacturers guidelines when using equipment	To ensure that equipment is used safely and effectively.
Clean work surfaces regularly and after each task. (Clean as you go)	Prevent the risk of cross contamination

**High Priority cleaning**

Ensure areas that are used frequently are kept clean i.e. taps, sinks, utensils	It is important to keep these areas clean to prevent bacteria from coming into contact with food handlers.
Wash and disinfectant fridges (when empty) regularly	Food should be taken out and temperature maintained (to prevent bacteria growth)
Ensure special attention is paid to equipment with moving parts where bacteria could grow.	These can be harder to clean and bacteria can grow.
When washing service equipment and utensils, in the absence of dishwashing facilities detergent and hot soapy water should be used and left to air dry.	Dishwashers clean to a very high temperature. If you are washing manually you will need two sinks.

**Notes**

**Cleaning – Safety Sheet – Clear and clean as you go****Safety Point****Reason**

Remove all packaging before you bring food into the preparation area.	Packing can produce physical hazards such as dirt etc.
Ensure packing from high risk foods is safely disposed of i.e. raw meats and poultry	Waste from these foods can carry and spread food poisoning bacteria.
Ensure all dirty utensils are placed in the cleaning area after use and keep the preparation area tidy.	It is easier to clean work surfaces when they are kept clean and uncluttered. Utensils can also become an indirect contamination vehicle if improperly cleaned.
Ensure all spillages are cleaned up as quickly as possible.	Prevents bacteria from spreading.
Work surfaces should be cleaned after each task and disinfected/sanitized appropriately.	To reduce bacteria to a safe level.

**Hand washing****Safety Point****Reason**

<p>Make sure that all employees who are food handlers wash their hands properly after:</p> <ul style="list-style-type: none"> <li>• When entering the kitchen after a break or toilet break</li> <li>• Before touching ready to eat</li> <li>• After touching raw foods</li> <li>• Disposing of waste</li> <li>• Cleaning</li> <li>• Applying first aid</li> </ul>	The most common bacteria is spread via food handlers and extra care should be taken when washing hands and touching different foods.
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**Notes**

## Cleaning – Safety Sheet – Your cleaning schedule

Safety Point	How
<p>You need to look at your premises and your daily operation and make a list of the areas and items that will need cleaning.</p> <p>Some areas/items may require more regular attention depending on the amount of use and other factors.</p> <p>You may also require specific chemicals to clean some areas.</p>	<p>Here is a list of areas you might wish to look at:</p> <p>Cleaning &amp; Disinfectant</p> <p><i>Items that come in contact with food</i></p> <ul style="list-style-type: none"> <li>• Work surfaces and chopping boards</li> <li>• Equipment</li> <li>• Fridges</li> <li>• Sinks</li> <li>• Clothes</li> <li>• Large equipment</li> </ul> <p><i>Frequently touched items</i></p> <ul style="list-style-type: none"> <li>• Rubbish bins, broom and mop handles</li> <li>• Door handles, taps, switches and controls</li> <li>• Can openers</li> </ul> <p>Cleaning</p> <ul style="list-style-type: none"> <li>• Floors, walls and ceilings</li> <li>• Storage areas, fridge/freezer</li> <li>• Waste areas</li> <li>• Equipment</li> </ul>
<p>Detail the specific cleaning task that should be carried out in each area</p>	<p>Details should include:</p> <ul style="list-style-type: none"> <li>• How should the item be cleaned</li> <li>• Details of chemicals (if required)</li> <li>• Information on equipment required</li> <li>• Frequency</li> </ul>
<p>Ensure that the schedule is checked regularly and that all tasks are being carried out.</p>	<p>Ensure that all employees are aware of their responsibilities</p>

### Notes

### Chilling – Safety Sheet – Chilled storage and displaying chilled food

Safety Point	Reason	System
<p>Some foods will require storing at a particular temperature to keep them safe.</p> <ul style="list-style-type: none"> <li>• Food that has a 'use by' date</li> <li>• Food that states 'keep chilled'</li> <li>• Cooked food not for immediate consumption</li> <li>• Ready to eat foods</li> </ul>	<p>If a certain temperature is not maintained then bacteria can multiply and cause food poisoning.</p>	<p>Do you regularly check temperatures of foods that need to be kept chilled</p> <p>Yes <input type="checkbox"/></p> <p>No <input type="checkbox"/></p>
<p>Foods that have exceeded the 'use by' date should be disposed of appropriately.</p> <p>All foods should be clearly marked to identify when they were prepared (or to be used by)</p> <p>As a general rule chilled foods can be kept for between 3 and 5 days</p>	<p>Foods that have 'use by' dates do not have a long shelf life and the quality will quickly deteriorate and potentially cause harm.</p>	<p>What system do you use to record 'use by' dates or when food should be disposed of:</p>
<p>Ensure all equipment is used in the correct manner</p>	<p>To ensure that all foods are stored at the correct temperature.</p>	<p>DO you train all on how to use the equipment correctly?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p>Ensure that display equipment is at the correct temperature and that food is not displayed hot.</p> <p>Do not keep food on display longer than necessary.</p>	<p>Food temperature must be maintained to prevent the growth of bacteria.</p>	<p>Do you display food?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Do you record temperatures?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>

**Chilling – Safety Sheet – Chilling down hot food****Safety Point****Reason**

If you are cooking food that is not for immediate consumption then it should be cooled down as quickly as possible.	Bacteria can multiply if not cooled down to a safe temperature with 90 minutes.
Unless required you should try and avoid cooking large quantities of food.	Large quantities of food should be split up so that they can be cooled down in a safe time.

**Cooling Options****Why****Tick if appropriate**

Divide Food into smaller portions	Food in smaller amounts chill quicker	<input type="checkbox"/>
Cover pans of hot food and stand in cold water	The cold water will assist the cooling process	<input type="checkbox"/>
Stir food regularly when cooling down	Stirring assists in cooling evenly	<input type="checkbox"/>
Place in a cool area (not a fridge)	Food will chill quicker in a cooler environment	<input type="checkbox"/>
Use 'cool' setting on the oven	If you have this setting it can cool food quickly	<input type="checkbox"/>
Blast Chiller	This piece of equipment is designed to chill food quickly and safely	<input type="checkbox"/>
Other Method		<input type="checkbox"/>

**Notes**

**Chilling – Safety Sheet – Defrosting**

Cooling Options	Why	Tick if appropriate
Plan ahead and allow sufficient time for food to defrost in a fridge.	Defrosting in a fridge ensures that the temperature of the food stays within the safe zone.	Do you use this method? Yes <input type="checkbox"/> No <input type="checkbox"/>
If you cannot defrost in the fridge, then place in a container under running cold water.	Cold water will assist in speeding up the defrosting process without warming up the food.	Do you use this method? Yes <input type="checkbox"/> No <input type="checkbox"/>
Use a microwave in 'defrost' mode.	This a fast and efficient way to defrost	Do you use this method? Yes <input type="checkbox"/> No <input type="checkbox"/>

**Safety Point****Reason**

Food can also be defrosted in room temperature. For ready to eat foods you should always follow the manufacturer's guidelines.	Food can defrost relatively quickly at room temperature however if not monitored can warm up allowing bacteria to grow.
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**Notes**



**Chilling – Safety Sheet – Freezing**

Safety Point	Reason	System
Put frozen food in the freezer as soon as it is delivered.	If food starts to defrost, it could enter the danger zone.	Is frozen food put in the freezer as soon as it arrives? <b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/>
If you are freezing fresh or cooked foods you should do it as quickly as possible.	The longer it takes for you to freeze food the higher risk becomes of bacteria growing.	Is fresh and cooked food put in the freezer as soon as it has been delivered, prepared or cooled down? <b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/>
Divide food into smaller portions and put into appropriate containers	Smaller portions will freeze and defrost quicker.	Is food divided into smaller portions? <b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/> Is frozen food stored in suitable containers? <b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/>

Notes

**Cooking – Safety Sheet – Cooking Safely**

<b>Safety Point</b>	<b>Reason</b>
Manufacturer's guidelines should always be followed when cooking food.	The manufacturer will have tested the most efficient method for cooking the food for both quality and safety.
You should always preheat cooking equipment before use.	Manufacturer will assume the equipment is preheated and therefore guidelines might not be sufficient.
Keep raw food away from cooked food to prevent contamination.	Raw food can carry bacteria and could contaminate the cooked food.
If you serve red meat bloody, ensure that the outside of the meat is fully cooked.	This will kill harmful bacteria on the outside, pork and poultry should not be served unless thoroughly cooked.
Turn meat throughout the cooking procedure.	This ensures an even cooking process
Soups and sauces should be kept at a simmer.	To ensure it reaches a sufficient temperature that bacteria can be killed.
Stir all liquids frequently	To ensure that the liquid is at a consistent temperature and there are no cold spots.

**Notes**

### Cooking – Safety Sheet – Foods that need extra care

Safety Point	Reason	System
<p><b>Eggs</b></p> <p>All foods containing eggs should be thoroughly cooked</p> <p>Use pasteurised egg in any dish that will not be cooked i.e. mayonnaise</p> <p>Do not use eggs after the use by date.</p>	<p>Eggs can contain harmful bacteria which will not be killed if not thoroughly cooked.</p> <p>Pasteurisation ensures that all harmful bacteria are killed.</p>	<p>What dishes do you cook that contain eggs?</p> <p>Do you cook eggs and food containing eggs thoroughly?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p><b>Shellfish</b></p> <p>Check your supplier</p> <p>Some shellfish may require specialist knowledge to prepare safely</p> <p>Ensure that all shellfish is fresh</p> <p>Ensure all shellfish is cooked thoroughly</p>	<p>To ensure they are stored and handled safely.</p> <p>Some parts of shellfish can be toxic.</p>	<p>Have you visited your supplier's premises?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Do your employees have the training to prepare and cook shellfish?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p><b>Rice</b></p> <p>It is very important that rice is made safe to eat.</p> <p>Cooked rice should be served immediately or chilled very quickly and placed in the fridge until ready to reheat.</p> <p>Rice can be cooled quickly by being placed under cold running water</p>	<p>Rice can contain <i>Bacillus Cereus</i> a spore forming bacteria that may not be killed by cooking or reheating.</p> <p>If cooked rice is left at room temperature then bacteria will multiply and cannot be killed through reheating.</p>	<p>How long do you keep rice hot for before serving?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>How do you chill rice down?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Do you reheat rice?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>

<p><b>Pulses</b></p> <p>Follow instructions on how to prepare pulses i.e. do they need to be soaked?</p>	<p>Pulses contain natural toxins that can cause illness and can be destroyed by soaking and cooking.</p> <p>Tinned pulses will have cooked and soaked already.</p>	<p>Do you use pulses?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Do you follow manufacturers guidelines?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
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**Notes**The logo for i-hospitality, featuring a stylized lowercase 'i' in light blue with a dot, followed by the word 'hospitality' in a light red, sans-serif font. A light blue swoosh underline is positioned below the text.

**Cooking – Safety Sheet – Reheating****Safety Point****Reason**

Make sure that all cooking equipment is used correctly and you follow the manufacturer's guidelines.	If equipment is used incorrectly and food is not heated up to the required temperature then bacteria will not be killed.
Ensure that equipment is preheated before use	Food will take longer to reheat if put straight into cold equipment.
If using a microwave be sure to follow manufacturers guidelines	The manufacturer would have tested a variety of methods and will recommend the best and safest one on the packaging.
Serve food immediately unless it is going to be stored at a suitable holding temperature.	If food is not served quickly then the temperature could fall into the danger zone.

**Notes**

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**Cooking – Safety Sheet – Checking your menu****Check****Types of Dish (State what dishes you serve)**

If you serve red meats you should ensure that all outside surfaces are cooked.	
Check that all poultry is fully cooked, the meat should not be pink and juices should be clear.	
Ensure that all processed meats i.e. sausages and burgers are cooked thoroughly.	
Ensure that liquids bubble rapidly when stirred.	
Ensure fish is fully cooked by identifying if texture and/or colour has changed.	
Any meats in curries, stews, hotpots etc should be checked to ensure they are fully cooked.	
Ensure that prepared dishes are hot all the way through i.e. cottage pie	
Ensure that shellfish have changed in texture and colour.	

**Notes**

**Cooking – Safety Sheet – Hot Holding**

Safety Point	Reason	System
If you need to keep food hot for any length of time you should use the appropriate equipment.	It is difficult and unsafe to hold food at the correct temperature without the appropriate equipment.	Do you hold hot food? Yes <input type="checkbox"/> No <input type="checkbox"/>
Hot holding equipment should be preheated before use.	Placing food into a unit that is not at the correct temperature could result in the food entering the temperature danger zone.	What equipment do you use?
Food should be cooked to the appropriate temperature before using hot holding equipment, you should not rely on the equipment to reheat foods.	Hot holding equipment should not be used for cooking or reheating food.	Do you check temperatures regularly? Yes <input type="checkbox"/> No <input type="checkbox"/>

**Notes**

*(This area contains a large, faint watermark reading "i-hospitality" with a green swoosh underneath.)*

### Cooking – Safety Sheet – Ready to Eat Foods

Safety Point	Reason	System
<p>To protect foods from harmful bacteria:</p> <ul style="list-style-type: none"> <li>• Keep ready to eat foods separate from all raw foods</li> <li>• Ensure work surfaces are cleaned after every task</li> <li>• Keep ready to eat foods covered</li> </ul>	<p>This minimises the risk of harmful bacteria contaminating foods that are ready to eat.</p>	<p>List the types of ready to eat foods you use:</p>
<p>Always follow manufacturer instructions on how to store and serve food items.</p>	<p>These are designed to cook the meal safely for the best quality.</p>	<p>Do you always follow manufacturer's instructions?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p>Preparing Salads and Vegetables:</p> <ul style="list-style-type: none"> <li>• Peel, trim and remove outer parts</li> <li>• Wash in clean water</li> </ul> <p>Should clean surfaces after the preparation of vegetables that are soiled.</p>	<p>Dirt's and possible chemical contaminants may be present and cause food poisoning.</p>	<p>Do you do this?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p>If you use ready to eat foods you should keep them chilled and use by the recommended date.</p> <p>Foods should be labelled if taken out of original packaging</p>	<p>If foods are not kept at a safe temperature then bacteria could grow</p> <p>Food past its 'use by' date may not be safe to eat.</p>	<p>Do you do this?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p>When slicing meats equipment should be cleaned thoroughly after use.</p> <p>Avoid handling the meat as much as possible</p>	<p>Improperly cleaned equipment can collect debris and allow bacteria to grow.</p> <p>Hands can spread bacteria onto food</p>	<p>Are all employees trained on the cleaning of equipment?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>



**Management - Opening & Closing Checks**

**Opening Checks**

	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	Yes <input type="checkbox"/>	No <input type="checkbox"/>

**Closing Checks**

	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	Yes <input type="checkbox"/>	No <input type="checkbox"/>
	Yes <input type="checkbox"/>	No <input type="checkbox"/>

**Notes**

## Staff Training Record

Name		Address		Tel. No.	
	Date	Initials		Date	Initials
Induction Training			Opening and closing checks		
Cross Contamination			Cleaning		
Chilling			Cooking		
Management			Other Training		

Name		Address		Tel. No.	
	Date	Initials		Date	Initials
Induction Training			Opening and closing checks		
Cross Contamination			Cleaning		
Chilling			Cooking		
Management			Other Training		

Name		Address		Tel. No.	
	Date	Initials		Date	Initials
Induction Training			Opening and closing checks		
Cross Contamination			Cleaning		
Chilling			Cooking		
Management			Other Training		

Name		Address		Tel. No.	
	Date	Initials		Date	Initials
Induction Training			Opening and closing checks		
Cross Contamination			Cleaning		
Chilling			Cooking		
Management			Other Training		

Name		Address		Tel. No.	
	Date	Initials		Date	Initials
Induction Training			Opening and closing checks		
Cross Contamination			Cleaning		
Chilling			Cooking		
Management			Other Training		

Name		Address		Tel. No.	
	Date	Initials		Date	Initials
Induction Training			Opening and closing checks		
Cross Contamination			Cleaning		
Chilling			Cooking		
Management			Other Training		

Name		Address		Tel. No.	
	Date	Initials		Date	Initials
Induction Training			Opening and closing checks		
Cross Contamination			Cleaning		
Chilling			Cooking		
Management			Other Training		

Name		Address		Tel. No.	
	Date	Initials		Date	Initials
Induction Training			Opening and closing checks		
Cross Contamination			Cleaning		
Chilling			Cooking		
Management			Other Training		

## Suppliers List

Business Name		Mon	Tues	Wed	Thurs	Fri	Sat	Sun
Contact Name	Order Date							
	Delivery Date							
Telephone		Goods Supplied						
Address								

Business Name		Mon	Tues	Wed	Thurs	Fri	Sat	Sun
Contact Name	Order Date							
	Delivery Date							
Telephone		Goods Supplied						
Address								

Business Name		Mon	Tues	Wed	Thurs	Fri	Sat	Sun
Contact Name	Order Date							
	Delivery Date							
Telephone		Goods Supplied						
Address								

Business Name		Mon	Tues	Wed	Thurs	Fri	Sat	Sun
Contact Name	Order Date							
	Delivery Date							
Telephone		Goods Supplied						
Address								

Business Name		Mon	Tues	Wed	Thurs	Fri	Sat	Sun
Contact Name	Order Date							
	Delivery Date							
Telephone		Goods Supplied						
Address								

Business Name		Mon	Tues	Wed	Thurs	Fri	Sat	Sun
Contact Name	Order Date							
	Delivery Date							
Telephone		Goods Supplied						
Address								



Business Name		Mon	Tues	Wed	Thurs	Fri	Sat	Sun
Contact Name	Order Date							
	Delivery Date							
Telephone		Goods Supplied						
Address								

Business Name		Mon	Tues	Wed	Thurs	Fri	Sat	Sun
Contact Name	Order Date							
	Delivery Date							
Telephone		Goods Supplied						
Address								

Business Name		Mon	Tues	Wed	Thurs	Fri	Sat	Sun
Contact Name	Order Date							
	Delivery Date							
Telephone		Goods Supplied						
Address								

Business Name		Mon	Tues	Wed	Thurs	Fri	Sat	Sun
Contact Name	Order Date							
	Delivery Date							
Telephone		Goods Supplied						
Address								

### Cleaning Schedule

Item	Frequency of Cleaning					PPE	Method of Cleaning
	After use	Every Shift	Daily	Weekly	Other		

### Cleaning Schedule

Item	Frequency of Cleaning					PPE	Method of Cleaning
	After use	Every Shift	Daily	Weekly	Other		




### Contacts List

<b>Local Authority</b>	<b>Contact for:</b>
<b>Contact Name</b>	<b>Advice and Information on Legislation</b>  <b>Pest Control</b>  <b>Food Hygiene</b>  <b>Licensing Issues</b>
<b>Telephone</b>	
<b>Address</b>	
<b>Email</b>	
<b>Website</b>	

<b>i-Hospitality</b>	<b>Contact</b>
<b>Contact Name - Our customer care team</b>	<b>Contact for:</b>  <b>Online Training inc:</b>  <b>Food hygiene</b> <b>Licensing law</b> <b>Health &amp; Safety</b>
<b>Telephone – 0845 1161592</b>	
<b>Address - UK</b>	
<b>Email – <a href="mailto:info@i-hospitality.co.uk">info@i-hospitality.co.uk</a></b>	
<b>Website – <a href="http://www.i-hospitality.co.uk">www.i-hospitality.co.uk</a></b>	


<b>i-Resources</b>	<b>Contact</b>
<b>Contact Name - Our customer care team</b>	<b>Contact for:</b>  <b>Free templates and downloads:</b>  <b>Health and Safety Policy</b>  <b>Employment Contracts</b>  <b>Company Policies</b>
<b>Telephone - 0845 1161592</b>	
<b>Address</b>	
<b>Email – <a href="mailto:info@i-resources.co.uk">info@i-resources.co.uk</a></b>	
<b>Website – <a href="http://www.i-resources.co.uk">www.i-resources.co.uk</a></b>	

<b>Organisation Name</b>	<b>Contact for:</b>
<b>Contact Name -</b>	
<b>Telephone -</b>	
<b>Address</b>	
<b>Email –</b> <b>Website –</b>	

<b>Organisation Name</b>	<b>Contact for:</b>
<b>Contact Name -</b>	
<b>Telephone -</b>	
<b>Address</b>	
<b>Email –</b> <b>Website –</b>	

<b>Organisation Name</b>	<b>Contact for:</b>
<b>Contact Name -</b>	
<b>Telephone -</b>	
<b>Address</b>	
<b>Email –</b> <b>Website –</b>	


<b>Organisation Name</b>	<b>Contact for:</b>
<b>Contact Name -</b>	
<b>Telephone -</b>	
<b>Address</b>	
<b>Email –</b> <b>Website –</b>	

<b>Organisation Name</b>	<b>Contact for:</b>
<b>Contact Name -</b>	
<b>Telephone -</b>	
<b>Address</b>	
<b>Email –</b> <b>Website –</b>	

<b>Organisation Name</b>	<b>Contact for:</b>
<b>Contact Name -</b>	
<b>Telephone -</b>	
<b>Address</b>	
<b>Email –</b> <b>Website –</b>	




<b>Organisation Name</b>	<b>Contact for:</b>
<b>Contact Name -</b>	
<b>Telephone -</b>	
<b>Address</b>	
<b>Email –</b> <b>Website –</b>	

<b>Organisation Name</b>	<b>Contact for:</b>
<b>Contact Name -</b>	
<b>Telephone -</b>	
<b>Address</b>	
<b>Email –</b> <b>Website –</b>	

<b>Organisation Name</b>	<b>Contact for:</b>
<b>Contact Name -</b>	
<b>Telephone -</b>	
<b>Address</b>	
<b>Email –</b> <b>Website –</b>	

<b>Organisation Name</b>	<b>Contact for:</b>
<b>Contact Name -</b>	
<b>Telephone -</b>	
<b>Address</b>	
<b>Email –</b> <b>Website –</b>	

<b>Organisation Name</b>	<b>Contact for:</b>
<b>Contact Name -</b>	
<b>Telephone -</b>	
<b>Address</b>	
<b>Email –</b> <b>Website –</b>	

<b>Organisation Name</b>	<b>Contact for:</b>
<b>Contact Name -</b>	
<b>Telephone -</b>	
<b>Address</b>	
<b>Email –</b> <b>Website –</b>	

## Weekly Check Sheets

<b>Week Commencing</b>			
<b>Opening Checks</b>	<input type="checkbox"/>	<b>Closing Checks</b>	<input type="checkbox"/>
<b>Incidents</b>	<b>Yes</b>	<input type="checkbox"/>	<b>No</b> <input type="checkbox"/>
<b>Details</b>			
<b>Name</b>		<b>Signature</b>	


 A large, semi-transparent watermark logo for 'i-hospitality' is centered on the page. The 'i' is a light blue vertical bar with a small blue dot above it. The text '-hospitality' is in a light red, sans-serif font. A light blue curved line sweeps from the top right towards the bottom right, partially overlapping the text.

<b>Week Commencing</b>			
<b>Opening Checks</b>	<input type="checkbox"/>	<b>Closing Checks</b>	<input type="checkbox"/>
<b>Incidents</b>	<b>Yes</b>	<input type="checkbox"/>	<b>No</b> <input type="checkbox"/>
<b>Details</b>			
<b>Name</b>		<b>Signature</b>	

## Weekly Check Sheets

<b>Week Commencing</b>			
<b>Opening Checks</b>	<input type="checkbox"/>	<b>Closing Checks</b>	<input type="checkbox"/>
<b>Incidents</b>	<b>Yes</b>	<input type="checkbox"/>	<b>No</b>
		<input type="checkbox"/>	<input type="checkbox"/>
<b>Details</b>			
<b>Name</b>		<b>Signature</b>	



i-hospitality

<b>Week Commencing</b>			
<b>Opening Checks</b>	<input type="checkbox"/>	<b>Closing Checks</b>	<input type="checkbox"/>
<b>Incidents</b>	<b>Yes</b>	<input type="checkbox"/>	<b>No</b>
		<input type="checkbox"/>	<input type="checkbox"/>
<b>Details</b>			
<b>Name</b>		<b>Signature</b>	

## Weekly Check Sheets

<b>Week Commencing</b>			
<b>Opening Checks</b>	<input type="checkbox"/>	<b>Closing Checks</b>	<input type="checkbox"/>
<b>Incidents</b>	<b>Yes</b>	<input type="checkbox"/>	<b>No</b> <input type="checkbox"/>
<b>Details</b>			
<b>Name</b>		<b>Signature</b>	



i-hospitality

<b>Week Commencing</b>			
<b>Opening Checks</b>	<input type="checkbox"/>	<b>Closing Checks</b>	<input type="checkbox"/>
<b>Incidents</b>	<b>Yes</b>	<input type="checkbox"/>	<b>No</b> <input type="checkbox"/>
<b>Details</b>			
<b>Name</b>		<b>Signature</b>	

**Weekly Check Sheets**

<b>Week Commencing</b>			
<b>Opening Checks</b>	<input type="checkbox"/>	<b>Closing Checks</b>	<input type="checkbox"/>
<b>Incidents</b>	<b>Yes</b>	<input type="checkbox"/>	<b>No</b> <input type="checkbox"/>
<b>Details</b>			
<b>Name</b>		<b>Signature</b>	



<b>Week Commencing</b>			
<b>Opening Checks</b>	<input type="checkbox"/>	<b>Closing Checks</b>	<input type="checkbox"/>
<b>Incidents</b>	<b>Yes</b>	<input type="checkbox"/>	<b>No</b> <input type="checkbox"/>
<b>Details</b>			
<b>Name</b>		<b>Signature</b>	

## Weekly Check Sheets

<b>Week Commencing</b>			
<b>Opening Checks</b>	<input type="checkbox"/>	<b>Closing Checks</b>	<input type="checkbox"/>
<b>Incidents</b>	<b>Yes</b>	<input type="checkbox"/>	<b>No</b> <input type="checkbox"/>
<b>Details</b>			
<b>Name</b>		<b>Signature</b>	



i-hospitality

<b>Week Commencing</b>			
<b>Opening Checks</b>	<input type="checkbox"/>	<b>Closing Checks</b>	<input type="checkbox"/>
<b>Incidents</b>	<b>Yes</b>	<input type="checkbox"/>	<b>No</b> <input type="checkbox"/>
<b>Details</b>			
<b>Name</b>		<b>Signature</b>	

## Weekly Check Sheets

<b>Week Commencing</b>			
<b>Opening Checks</b>	<input type="checkbox"/>	<b>Closing Checks</b>	<input type="checkbox"/>
<b>Incidents</b>	<b>Yes</b>	<input type="checkbox"/>	<b>No</b>
		<input type="checkbox"/>	
<b>Details</b>			
<b>Name</b>		<b>Signature</b>	



i-hospitality

<b>Week Commencing</b>			
<b>Opening Checks</b>	<input type="checkbox"/>	<b>Closing Checks</b>	<input type="checkbox"/>
<b>Incidents</b>	<b>Yes</b>	<input type="checkbox"/>	<b>No</b>
		<input type="checkbox"/>	
<b>Details</b>			
<b>Name</b>		<b>Signature</b>	



## Weekly Check Sheets

<b>Week Commencing</b>			
<b>Opening Checks</b>	<input type="checkbox"/>	<b>Closing Checks</b>	<input type="checkbox"/>
<b>Incidents</b>	<b>Yes</b>	<input type="checkbox"/>	<b>No</b>
			<input type="checkbox"/>
<b>Details</b>			
<b>Name</b>		<b>Signature</b>	



i-hospitality

<b>Week Commencing</b>			
<b>Opening Checks</b>	<input type="checkbox"/>	<b>Closing Checks</b>	<input type="checkbox"/>
<b>Incidents</b>	<b>Yes</b>	<input type="checkbox"/>	<b>No</b>
			<input type="checkbox"/>
<b>Details</b>			
<b>Name</b>		<b>Signature</b>	

## Weekly Check Sheets

<b>Week Commencing</b>			
<b>Opening Checks</b>	<input type="checkbox"/>	<b>Closing Checks</b>	<input type="checkbox"/>
<b>Incidents</b>	<b>Yes</b>	<input type="checkbox"/>	<b>No</b> <input type="checkbox"/>
<b>Details</b>			
<b>Name</b>		<b>Signature</b>	



i-hospitality

<b>Week Commencing</b>			
<b>Opening Checks</b>	<input type="checkbox"/>	<b>Closing Checks</b>	<input type="checkbox"/>
<b>Incidents</b>	<b>Yes</b>	<input type="checkbox"/>	<b>No</b> <input type="checkbox"/>
<b>Details</b>			
<b>Name</b>		<b>Signature</b>	

## Weekly Check Sheets

<b>Week Commencing</b>			
<b>Opening Checks</b>	<input type="checkbox"/>	<b>Closing Checks</b>	<input type="checkbox"/>
<b>Incidents</b>	<b>Yes</b>	<input type="checkbox"/>	<b>No</b> <input type="checkbox"/>
<b>Details</b>			
<b>Name</b>		<b>Signature</b>	



i-hospitality

<b>Week Commencing</b>			
<b>Opening Checks</b>	<input type="checkbox"/>	<b>Closing Checks</b>	<input type="checkbox"/>
<b>Incidents</b>	<b>Yes</b>	<input type="checkbox"/>	<b>No</b> <input type="checkbox"/>
<b>Details</b>			
<b>Name</b>		<b>Signature</b>	

## Weekly Check Sheets

<b>Week Commencing</b>			
<b>Opening Checks</b>	<input type="checkbox"/>	<b>Closing Checks</b>	<input type="checkbox"/>
<b>Incidents</b>	<b>Yes</b>	<input type="checkbox"/>	<b>No</b>
			<input type="checkbox"/>
<b>Details</b>			
<b>Name</b>		<b>Signature</b>	

i-hospitality

<b>Week Commencing</b>			
<b>Opening Checks</b>	<input type="checkbox"/>	<b>Closing Checks</b>	<input type="checkbox"/>
<b>Incidents</b>	<b>Yes</b>	<input type="checkbox"/>	<b>No</b>
			<input type="checkbox"/>
<b>Details</b>			
<b>Name</b>		<b>Signature</b>	

## Weekly Check Sheets

<b>Week Commencing</b>			
<b>Opening Checks</b>	<input type="checkbox"/>	<b>Closing Checks</b>	<input type="checkbox"/>
<b>Incidents</b>	<b>Yes</b>	<input type="checkbox"/>	<b>No</b>
		<input type="checkbox"/>	
<b>Details</b>			
<b>Name</b>		<b>Signature</b>	



i-hospitality

<b>Week Commencing</b>			
<b>Opening Checks</b>	<input type="checkbox"/>	<b>Closing Checks</b>	<input type="checkbox"/>
<b>Incidents</b>	<b>Yes</b>	<input type="checkbox"/>	<b>No</b>
		<input type="checkbox"/>	
<b>Details</b>			
<b>Name</b>		<b>Signature</b>	

## Weekly Check Sheets

<b>Week Commencing</b>			
<b>Opening Checks</b>	<input type="checkbox"/>	<b>Closing Checks</b>	<input type="checkbox"/>
<b>Incidents</b>	<b>Yes</b>	<input type="checkbox"/>	<b>No</b>
		<input type="checkbox"/>	<input type="checkbox"/>
<b>Details</b>			
<b>Name</b>		<b>Signature</b>	



i-hospitality

<b>Week Commencing</b>			
<b>Opening Checks</b>	<input type="checkbox"/>	<b>Closing Checks</b>	<input type="checkbox"/>
<b>Incidents</b>	<b>Yes</b>	<input type="checkbox"/>	<b>No</b>
		<input type="checkbox"/>	<input type="checkbox"/>
<b>Details</b>			
<b>Name</b>		<b>Signature</b>	

## Weekly Check Sheets

<b>Week Commencing</b>			
<b>Opening Checks</b>	<input type="checkbox"/>	<b>Closing Checks</b>	<input type="checkbox"/>
<b>Incidents</b>	<b>Yes</b>	<input type="checkbox"/>	<b>No</b>
			<input type="checkbox"/>
<b>Details</b>			
<b>Name</b>		<b>Signature</b>	



i-hospitality

<b>Week Commencing</b>			
<b>Opening Checks</b>	<input type="checkbox"/>	<b>Closing Checks</b>	<input type="checkbox"/>
<b>Incidents</b>	<b>Yes</b>	<input type="checkbox"/>	<b>No</b>
			<input type="checkbox"/>
<b>Details</b>			
<b>Name</b>		<b>Signature</b>	

## Weekly Check Sheets

<b>Week Commencing</b>			
<b>Opening Checks</b>	<input type="checkbox"/>	<b>Closing Checks</b>	<input type="checkbox"/>
<b>Incidents</b>	<b>Yes</b>	<input type="checkbox"/>	<b>No</b>
			<input type="checkbox"/>
<b>Details</b>			
<b>Name</b>		<b>Signature</b>	



i-hospitality

<b>Week Commencing</b>			
<b>Opening Checks</b>	<input type="checkbox"/>	<b>Closing Checks</b>	<input type="checkbox"/>
<b>Incidents</b>	<b>Yes</b>	<input type="checkbox"/>	<b>No</b>
			<input type="checkbox"/>
<b>Details</b>			
<b>Name</b>		<b>Signature</b>	



## Weekly Check Sheets

<b>Week Commencing</b>			
<b>Opening Checks</b>	<input type="checkbox"/>	<b>Closing Checks</b>	<input type="checkbox"/>
<b>Incidents</b>	<b>Yes</b>	<input type="checkbox"/>	<b>No</b>
		<input type="checkbox"/>	
<b>Details</b>			
<b>Name</b>		<b>Signature</b>	



The logo for i-hospitality features a stylized lowercase 'i' in light blue with a teal dot above it. To the right of the 'i' is the word 'hospitality' in a light red, lowercase, sans-serif font. A teal swoosh underline is positioned beneath the text.

<b>Week Commencing</b>			
<b>Opening Checks</b>	<input type="checkbox"/>	<b>Closing Checks</b>	<input type="checkbox"/>
<b>Incidents</b>	<b>Yes</b>	<input type="checkbox"/>	<b>No</b>
		<input type="checkbox"/>	
<b>Details</b>			
<b>Name</b>		<b>Signature</b>	

Temperature Check Record

Week Commencing		Mon		Tues		Wed		Thurs		Fri		Sat		Sun	
Unit		AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM

Week Commencing		Mon		Tues		Wed		Thurs		Fri		Sat		Sun	
Unit		AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM

Temperature Check Record

Week Commencing		Mon		Tues		Wed		Thurs		Fri		Sat		Sun	
Unit		AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM

Week Commencing		Mon		Tues		Wed		Thurs		Fri		Sat		Sun	
Unit		AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM

Temperature Check Record

Week Commencing		Mon		Tues		Wed		Thurs		Fri		Sat		Sun	
Unit		AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM

Week Commencing		Mon		Tues		Wed		Thurs		Fri		Sat		Sun	
Unit		AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM

Temperature Check Record

Week Commencing		Mon		Tues		Wed		Thurs		Fri		Sat		Sun	
Unit		AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM

Week Commencing		Mon		Tues		Wed		Thurs		Fri		Sat		Sun	
Unit		AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM

Temperature Check Record

Week Commencing	Mon		Tues		Wed		Thurs		Fri		Sat		Sun	
Unit	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM

Week Commencing	Mon		Tues		Wed		Thurs		Fri		Sat		Sun	
Unit	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM

Temperature Check Record

Week Commencing		Mon		Tues		Wed		Thurs		Fri		Sat		Sun	
Unit		AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM

Week Commencing		Mon		Tues		Wed		Thurs		Fri		Sat		Sun	
Unit		AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM

Temperature Check Record

Week Commencing		Mon		Tues		Wed		Thurs		Fri		Sat		Sun	
Unit		AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM

Week Commencing		Mon		Tues		Wed		Thurs		Fri		Sat		Sun	
Unit		AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM



Temperature Check Record

Week Commencing		Mon		Tues		Wed		Thurs		Fri		Sat		Sun	
Unit		AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM

Week Commencing		Mon		Tues		Wed		Thurs		Fri		Sat		Sun	
Unit		AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM

Temperature Check Record

Week Commencing		Mon		Tues		Wed		Thurs		Fri		Sat		Sun	
Unit		AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM

Week Commencing		Mon		Tues		Wed		Thurs		Fri		Sat		Sun	
Unit		AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM

Temperature Check Record

Week Commencing		Mon		Tues		Wed		Thurs		Fri		Sat		Sun	
Unit		AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM

Week Commencing		Mon		Tues		Wed		Thurs		Fri		Sat		Sun	
Unit		AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM

**Incident Report**

<b>Date</b>	<b>Name of Person</b>
<b>Details of Incident</b>	
<b>Actions</b>	
<b>Signed</b>	<b>Date</b>

<b>Date</b>	<b>Name of Person</b>
<b>Details of Incident</b>	
<b>Actions</b>	
<b>Signed</b>	<b>Date</b>

<b>Date</b>	<b>Name of Person</b>
<b>Details of Incident</b>	
<b>Actions</b>	
<b>Signed</b>	<b>Date</b>

<b>Date</b>	<b>Name of Person</b>
<b>Details of Incident</b>	
<b>Actions</b>	
<b>Signed</b>	<b>Date</b>

<b>Date</b>	<b>Name of Person</b>
<b>Details of Incident</b>	
<b>Actions</b>	
<b>Signed</b>	<b>Date</b>

<b>Date</b>	<b>Name of Person</b>
<b>Details of Incident</b>	
<b>Actions</b>	
<b>Signed</b>	<b>Date</b>

<b>Date</b>	<b>Name of Person</b>
<b>Details of Incident</b>	
<b>Actions</b>	
<b>Signed</b>	<b>Date</b>

<b>Date</b>	<b>Name of Person</b>
<b>Details of Incident</b>	
<b>Actions</b>	
<b>Signed</b>	<b>Date</b>

<b>Date</b>	<b>Name of Person</b>
<b>Details of Incident</b>	
<b>Actions</b>	
<b>Signed</b>	<b>Date</b>

<b>Date</b>	<b>Name of Person</b>
<b>Details of Incident</b>	
<b>Actions</b>	
<b>Signed</b>	<b>Date</b>

<b>Date</b>	<b>Name of Person</b>
<b>Details of Incident</b>	
<b>Actions</b>	
<b>Signed</b>	<b>Date</b>

<b>Date</b>	<b>Name of Person</b>
<b>Details of Incident</b>	
<b>Actions</b>	
<b>Signed</b>	<b>Date</b>

<b>Date</b>	<b>Name of Person</b>
<b>Details of Incident</b>	
<b>Actions</b>	
<b>Signed</b>	<b>Date</b>

<b>Date</b>	<b>Name of Person</b>
<b>Details of Incident</b>	
<b>Actions</b>	
<b>Signed</b>	<b>Date</b>

<b>Date</b>	<b>Name of Person</b>
<b>Details of Incident</b>	
<b>Actions</b>	
<b>Signed</b>	<b>Date</b>



The logo for i-hospitality features the letter 'i' in a teal color, followed by a hyphen and the word 'hospitality' in a reddish-orange color. A teal-colored swoosh underline is positioned beneath the text, starting from the left and curving under the word 'hospitality'.