Hotel Inspection Checklist

Get a 5* Food Hygiene Rating

Navitas Safety

Hey there!

Thank you for downloading this checklist! We hope you find it useful for your next inspection!

If you need any help with your food and health & safety, please reach out to us!

An EHO visit can be a daunting experience for some, however it shouldn't be anything to worry about if you are following the correct procedures.

EHO's can turn up unannounced to enter and inspect your food premises, so keeping on top of your safety at all times is important. That's why we're here to help!

When an Environmental Health Officer comes to visit your premises to conduct a Food Hygiene Inspection they look at 3 areas:

- Structure: including condition, cleanliness, layout, lighting, ventilation and pest control
- Food Hygiene: including how the food is stored, prepared, cooked, cooled, re-heated
- Safety Management

That's where this checklist comes in.

Follow these checks to ensure you've got everything covered for your next inspection.

Pre Visit Checklist - Part 1

Following this checklist below will help you achieve a 5* Food Hygiene Rating.

Food Safety Practices and Procedures	Yes	No
Do workers change into protective clothing before work?		
Use of appropriate protective clothing and accessories, such as hair and beard nets?		
Are suitable BS EN approved cleaning chemicals available and stored correctly and are proper cleaning methods used, including two stage cleaning?		
Are suitable washing methods in place for raw salad vegetables and fruit to be eaten unpeeled?		
Are all fridges and freezers working at the required temperature range?		
Separate equipment available for raw and RTE food which is designated and stored separately when not in use?		
Colour coded equipment used correctly to reduce cross-contamination risks?		
Raw foods stored below/separately from RTE foods in fridges?		
Different preparation areas for raw and RTE foods, clearly designated, effectively cleaned and sanitised after each use?		
Separate equipment and preparation space for allergens?		
Are foods correctly labelled?		
Is regular and effective hand washing carried out by staff, and hand wash basins used for hand washing only?		
Hand wash basins to be clean, with hot water, soap and hygienic hand drying facilities?		
Opening and Closing checks are in place to maintain a hygienic work environment?		

Pre Visit Checklist - Part 2

Following this checklist below will help you achieve a 5* Food Hygiene Rating.

Premises Structure	Yes	No
Are food rooms and equipment well laid out, in good condition, clean and well maintained?		
Waste areas are clean, secure, appropriate and emptied regularly?		
Pest Preventive equipment and monitoring procedures appropriate?		
Structure adequately proofed against access by pests?		
Appropriate Changing Facilities available for food handlers?		
Suitable space available for Dry Goods Storage?		
Adequate storage and preparation space available for size/volume of events?		
Is the lighting working and adequate?		
Is ventilation clean and appropriate?		
Are grease traps, extractors, dishwashers and all major catering equipment, serviced and clean?		
Is equipment working appropriately?		
Constant supply of hot water and suitable drainage facilities available?		

Pre Visit Checklist - Part 3

Following this checklist below will help you achieve a 5* Food Hygiene Rating.

Safety Management	Yes	No
HACCP or Food Safety Management System in place and followed?		
Safe methods in place for all process steps including Room Service, Meetings & Events and Hospitality?		
Are correct temperatures being adhered to, monitored and recorded?		
Are there due diligence sheets available which are up to date, checked and verified?		
Have appropriate corrective actions been taken where necessary and recorded?		
Is there a site-specific cleaning schedule in place and available?		
Are all employees trained to the appropriate level?		
Can the team demonstrate knowledge of food safety for their role?		
Are probes and other food safety equipment appropriate and calibrated where appropriate?		
Do you have a stock control procedure in place and is it up to date?		
Are pest checks are in place?		
Pest control procedures are effective and can be implemented if needed?		
Arrangements in place to manage fitness to work of food handlers?		
Accurate and comprehensive Allergen information documented to match current menu's including Specials, Room Service, Meetings and Events?		

Do you need help with your food safety?

Navitas Safety is the complete safety net for the foodservice, hotel and hospitality industry.

You can put your trust in our 33+ years of safety expertise 🧡

94% of kitchens that use our digital food safety system have been awarded a 5* safety rating ⭐

But we don't just help you to ace your audit ✅

You get a partner that can focus all your compliance, training, policies and every-day routines to the highest safety standards 🏆

Everything can be viewed and traced in seconds 🕛

With 33+ years of expertise in environmental health, we know that things don't always go to plan. When that happens, our advisors can swoop in to take the pressure off and save the day 🦸‍♀️

It's never been easier to keep your people, customers and reputation safe ✨

Find out more:
www.navitassafety.com
hello@navitassafety.com