

**Food Safety Guidance**

**Cross Contamination Checklist**

The following checklist can be used by you to carry out checks on your business to make sure you are controlling cross contamination risks from *E. coli* O157 and other harmful bacteria.

It covers parts of an officer’s inspection that will look closely at the management of cross contamination and the safety of ready-to-eat (RTE) foods and helps you to ensure that you are fully prepared prior to an inspection.

It is intended to help you and your staff comply with the law and keep food and your customers safe.

Food Standards Scotland has published the [E. Coli O157 Control of Cross Contamination Guidance for Food Business Operators and Local Authorities](https://www.foodstandards.gov.scot/downloads/E.coli_O157_Control_of_Cross_-_Contamination_.pdf). This document provides further detailed information and guidance.

We have produced a shorter Cross Contamination Guidance Note which may also be of use.

Additional information is also available within the [Cross Contamination section of the CookSafe Manual](https://www.foodstandards.gov.scot/downloads/CookSafe_-_House_Rules_-_Cross_contamination_Prevention_-_Guidance.pdf)

If you would like help, or need any further advice, then please contact the Food & Safety team on fs@falkirk.gov.uk. Alternatively speak to your area Environmental Health Officer/Food Safety Officer.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Key area** | **Issues for consideration** | **Yes** | **No** | **N/A** | **Comments** |
| **Separation (Areas)** | Has a permanent room or areabeen provided for ready-to-eat (RTE) food preparation?*This must be separate from any room or area used for raw food preparation.*Is this room/area clearly identified? |  |  |  |  |
| **Separation (Foods purchased)** | If permanent separation is not possible can raw food contact be avoided? *For example purchase of ready to eat foods only.* |  |  |  |  |
| **Separation (Areas)** | If a permanent room or area cannot be achieved and raw foods cannot be avoided, has a **temporary clean area,** used for RTE foods only, been provided?*Work surfaces must not be used as* ***food contact surfaces*** *in a temporary clean area. Chopping boards or another suitable barrier must be used.**Appropriate time separation, as well as effective cleaning and disinfection, must be in place when using a temporary clean area before preparing RTE food* |  |  |  |  |
| **Separation (Complex Equipment)** | Is there complete separation of complex (hard to disinfect) equipment?This includes slicers, vacuum packing machines, mincers. *These must not be shared for raw and RTE foods.* |  |  |  |  |
| **Separation (Storage and Defrosting)** | Is there separation of raw and RTE foods in storage and display (including fridges **and** freezers)?Are areas for storage of raw and RTE in shared fridges/freezers clearly identified?*Where separate fridges and freezers cannot be provided, shared facilities are permitted. In such cases adequate separation is often achieved by storing raw foods on lower shelves.*Are frozen raw foods thawed away from RTE foods? |  |  |  |  |
| **Key area** | **Issues for consideration** | **Yes** | **No** | **N/A** | **Comments** |
| **Separation (Sinks)** | If the same sink(s) is used for washing raw and RTE food and equipment is there separation by time of washing the equipment and is the sink(s) being properly disinfected in between?*Where sinks are used for food preparation, the food must not come into direct contact with the sink. A container can be used to avoid contact.* |  |  |  |  |
| **Separation (Equipment)** | Are separate probe thermometers provided for raw and RTE?Are separate chopping boards, utensils, knives, food containers and other equipment used for raw and RTE food?Are these clearly identified?*If heat disinfection (dishwasher) is not available you must provide separate equipment and utensils for raw and RTE. This includes chopping boards, food containers, tongs, knives etc.*Can dirty equipment be kept separate from clean areas and equipment before cleaning?Are separate cleaning materials available and stored separately?Is wrapping and packaging for RTE foods stored in the clean area?*Equipment, wrapping and packaging for RTE foods must never be stored under a raw preparation surface.*Have separate cash registers been provided (if staff are handling raw and RTE food at point of sale)? |  |  |  |  |
| **Separation (Food handlers)** | Is movement of staff kept to a minimum between raw and RTE food areas?If staff are required to handle raw and RTE food are the personal hygiene guidelines below being followed, including the changing of protective clothing between tasks and handwashing? |  |  |  |  |
| **Key area** | **Issues for consideration** | **Yes** | **No** | **N/A** | **Comments** |
| **Cleaning and****disinfection****(Food and hand contact surfaces, equipment and****utensils)** | Is **heat disinfection** used?Is the dishwasher maintained, serviced regularly and used according to the manufacturer’s instructions in terms of pre-cleaning, loading, cleaning chemicals and cleaning of the machine.***If equipment or utensils are used for both raw and RTE foods heat disinfection must be used between uses.***Are chemical **cleaning products used for disinfection?**If so, do they meet a relevant standard (BS EN 1276 or BS EN 13697)?Are the chemicals provided being used correctly to ensure at least two separate stages are taking place i.e. cleaning and then disinfection?Are staff able to measure the chemical, for example pump dispenser?*The above standard is only required for the second (disinfection) stage. Any suitable detergent can be used for the first (cleaning) stage if it effectively removes grease, food residues and any other matter.*Are premises, equipment, hand contact points etc. visibly clean?Are food contact surfaces, equipment, and hand contact points being properly disinfected? |  |  |  |  |
| **Cleaning and Disinfection (Cleaning Equipment)** | Are separate and/or single use cloths/cleaning materials used for raw and RTE areas?*Ideally cloths should be disposable*Are cloths which can be used easily identified for use in specific areas (for example colour coded)?Are cloths which can be used again cleaned and washed at a suitably high temperature (above 82°C) or disinfectant suitable for cloths? |  |  |  |  |
| **Key area** | **Issues for consideration** | **Yes** | **No** | **N/A** | **Comments** |
| **Cleaning and Disinfection (Schedules)** | Are written cleaning and disinfection instructions available for staff to follow?Do these clearly detail the method, frequency, chemicals, dilution and contact times in a way that staff can easily follow?Has everyone involved in cleaning and disinfection been told and shown the correct methods/contact times/dilutions? |  |  |  |  |
| **Personal Hygiene (Practices)** | Do you try to avoid hand contact with RTE and raw food (use of tongs/utensils)?Do you minimise need for handwashing (foot operated pedal bins/time separation for handling raw and RTE/separate staff)? |  |  |  |  |
| **Personal****hygiene****(Hand washing)** | Are there proper facilities for hand washing (number and location of washbasins, hot/cold running water, liquid soap, hygienic drying facilities, accessible, clean and in good repair)?Are wash hand basins being used for handwashing only?Do washbasins have non hand operated taps or are single use towels used to turn off hand operated taps?Do management know the correct way to wash hands?Have staff been told and shown how to wash their hands correctly?Is there a poster available at wash hand basins to remind staff how to wash hands effectively?Do staff follow the rules for handwashing?Is there appropriate handwashing between raw and RTE food handling?Are hygienic hand rubs provided?*Hand rubs must NOT be used as a replacement for handwashing but can be used an additional protection.* |  |  |  |  |
| **Key area** | **Issues for consideration** | **Yes** | **No** | **N/A** | **Comments** |
| **Personal Hygiene (Protective Clothing)** | Is there appropriate changing of protective clothing (different aprons/ disposable aprons used for different activities)?Is over clothing, hats or other appropriate protective clothing being worn by staff? |  |  |  |  |
| **Personal Hygiene (Illness)** | Do management know the rules regarding preventing staff handling food when unwell?Do staff know their responsibilities in terms of reporting illness? |  |  |  |  |
| **Training and****supervision** | Does the food business operator or person responsible for managing the business have enough food safety knowledge to run the business safely and tell staff how to work hygienically?Do staff responsible for developing and managing the food safety management system (FSMS) have adequate training in food safety and HACCP (Hazard Analysis Critical Control Point) principles?Have all staff been told how to work hygienically with food within the business and been trained in your FSMS?Have staff handling raw and RTE food received formal training, for example to the Elementary Level/Level 2)?Have records of formal staff training been kept?*Records must include formal training courses, for example Elementary Food Hygiene Course* ***and*** *in-house instruction, for example induction, Food Safety Management System (FSMS) Rules.* |  |  |  |  |
| **Management****control** | Have cross contamination control procedures been written into the food safety management system (FSMS) document?Are these reviewed on a regular basis?*Your FSMS should be reviewed whenever there are changes in the food business, and at least annually.* |  |  |  |  |
| **Key area** | **Issues for consideration** | **Yes** | **No** | **N/A** | **Comments** |
| **Management****control****(continued)** | Does a supervisor regularly check that cross contamination controls are in place?Have records of any corrective actions taken by management been kept?*This can be achieved using the supervisor’s check sheet, Monthly Record, or similar. Checks and any issues can be recorded along with details of any corrective action taken* |  |  |  |  |