# West Sussex Trading Standards food standards checklist

**This checklist covers food law key requirements and associated best practice which may be inspected by Trading Standards**

If you answer ‘don’t know’ or ‘no’, **you must put it right.** Write down what has to be done and who will do it.

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| **Food Allergens** | **Yes/ No/ Don’t know** | **Action to be taken** |
| You know which products have been recalled by signing up to the Food Standards Agency [Food Alerts](https://www.food.gov.uk/news-alerts/news/stay-up-to-date-with-the-fsa) (https://bit.ly/2JrFSBC) |  |  |
| Does your food safety management system contain:   * [Managing food allergen information](https://www.food.gov.uk/sites/default/files/media/document/managing-food-allergen-information.pdf) (https://bit.ly/2Jw3bds) * [food allergies](https://www.food.gov.uk/sites/default/files/media/document/food-allergies.pdf) (https://bit.ly/2Li7w5P) * (more information can be found at [Safer Food, Better Business](https://www.food.gov.uk/sites/default/files/media/document/sfbb-caterers-pack.pdf)) |  |  |
| There is a clear [notice](https://www.food.gov.uk/sites/default/files/media/document/allergen-signage.pdf) letting customers know where to obtain allergen information if they need it (https://bit.ly/2uq1tpe) |  |  |
| Staff members are trained to provide the information verbally, or you provide it in writing on your menu or allergy folder. |  |  |
| Staff know where allergen information can be found and are able to handle allergen information requests. |  |  |
| The information provided by staff, is accurate, consistent and up-to-date, e.g. using [chefs cards](https://www.food.gov.uk/sites/default/files/media/document/recipe-sheet.pdf) (https://bit.ly/2mm0XUS); a [dish matrix](https://www.food.gov.uk/sites/default/files/media/document/allergen-chart.pdf) (https://bit.ly/2NSzu9S) or food labels. |  |  |
| Staff have received [food allergy](http://westsussexbusinesstraining.tradingstandards.uk/Course/Details/1ec98753-0c59-49e0-baa5-974e76bd4754) training on induction and regularly throughout their employment. (<https://bit.ly/2Cqflpp>). |  |  |
| Allergen training records are up-to-date |  |  |
| Menu, chef cards and [dish matrix](https://www.food.gov.uk/sites/default/files/media/document/allergen-chart.pdf) are updated when recipes change. |  |  |
| Containers are clearly labelled with their ingredients so you know what allergens are in them. |  |  |
| Pre-packed food labels are checked so you know what allergens are in them.  Loose foods specifications are checked so you know what allergens are in them too. If you are not provided with a specification contact your supplier for the information |  |  |
| Your delivery contains the items and brands you ordered and labelling information is provided |  |  |
| When you have been asked to prepare a dish that does not contain an allergen, all work surfaces and equipment are thoroughly cleaned first and hands are washed thoroughly before preparing the dish. |  |  |
| Staff are trained in what to do in the event of anaphylaxis |  |  |

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| **Common food descriptions used in catering** | **Yes/ No/ Don’t know** | **Action to be taken** |
| **Pure, fresh, natural, homemade etc. -** Food descriptions are true e.g. “fresh” fish hasn’t been frozen |  |  |
| [Organic and free range](https://www.businesscompanion.info/en/quick-guides/food-and-drink/labellling-and-describing-organic-food) **–** it is essential that you ask for prooffrom your suppliers if claims are made about their food. Only use the description yourself if you have seen labelling/certification to verify the claim. |  |  |
| **Scampi** - only products made from complete wholetails of the species Nephrops norvegicus are being used. |  |  |
| **King prawn and Tiger Prawn -** This description can only be used where the prawns are one of three specific species of prawn listed in Defra's [*Commercial Designations of Fish*](https://www.gov.uk/government/publications/commercial-designations-of-fish-united-kingdom) document and are the correct size (<https://bit.ly/2uCLTWV>) |  |  |
| **Chicken fillet & breast –** must be 100% chicken breast or fillet and not a chicken product that has been chopped and shaped; or water added and other proteins. |  |  |
| **Meat products -** Sausages, beef burgers, pasties, pies, sausage rolls, etc. meet the [minimal compositional requirements](https://www.businesscompanion.info/en/quick-guides/food-and-drink/composition-of-meat-products) e.g. if you “ economy burgers” you must say so (https://bit.ly/2Jsq6GF) |  |  |
| **Ham -** should be sliced from a whole cured piece of meat from the hindquarters of a pig, and not a ‘formed’ or reformed’ product or one that contains more than 5% added water by weight. |  |  |
| **Roast –** is only be used when a meat has been subjected to conventional oven cooking for at least 30 minutes at a temperature high enough to give all the characteristics of roasted meat |  |  |
| **Smoked -**is only being used where the product has been subject to a smoking process not one where a smoke flavouring has been added. |  |  |
| **Vegetarian -** must have been produced without any contact or contamination with meat, fish or seafood.Use separate boards, pans and oils. Remember that many traditional cheeses such as Parmesan are not vegetarian, and neither are many wines and beers. |  |  |
| **Colours -**The law sets maximum levels for colours in various foods, and only certain colours may be used. Care should be taken if you use colours or mixes containing colours. More information can be found in ['Colours in food'](https://www.businesscompanion.info/en/quick-guides/food-and-drink/colours-in-food) (https://bit.ly/2uElub1) |  |  |
| [EU protected food names](https://www.gov.uk/guidance/eu-protected-food-names-how-to-register-food-or-drink-products) **–**Descriptions such as Cornish Pasties and Traditional Cumberland Sausages must meet compositional and origin requirements (<https://bit.ly/2dYdJ8b>). In particular, cheese described as “parmesan” must be parmigiano reggiano. |  |  |
| **Irradiated and genetically modified ingredients -** described on menus or noticeboards as 'irradiated' or 'treated with ionising radiation' or “genetically modified”. Many catering vegetable oils contain genetically modified soya. |  |  |
| **Raw milk –** described on menus or noticeboards as 'Milk supplied in this establishment has not been heat-treated and therefore may contain organisms harmful to health'. |  |  |

## Allergenic reaction: What to do

* Do not move the victim
* Ring 999 and ask for an ambulance with a paramedic straight away – have the post code to hand
* Explain that your customer could have anaphylaxis (pronounced ‘**anna-fill-axis**’)
* Send someone outside to wait for the ambulance
* If the customer has an adrenalin or Epi pen, help them to get it.