SITE survey. APP

SITE SURVEY REPORT

Kitchen Food Safety Checklist

Prepared for	Wheatsheaf Inns Ltd
Date	27 Sep 2026
Site	The Wheatsheaf, Ludlow
Prepared by	G. Bennett

FORM

Kitchen Food Safety Checklist

1. Details

Project	The Wheatsheaf, Ludlow: kitchen food safety checks (completed example)
Business	Wheatsheaf Inns Ltd
Kitchen or premises	The Wheatsheaf
Address	12 Corve Street, Ludlow SY8 1DA
Date	27 Sep 2026
Checked by	G. Bennett, kitchen manager
Which checks?	Both: manager check
Opening checks done at	08:30
Closing checks done at	22:40
Closing checks by	T. Hughes, chef de partie

2. Opening checks

Fridges, chilled displays and freezers are working properly	Yes
Fridges over 5 °C	0
Fridges over 8 °C	0
Other equipment, such as ovens and hot holding, is working	Yes
Staff are fit for work and wearing clean work clothes	Yes
Handwash basins have soap, hot water and paper towels	No
Food preparation areas, surfaces and equipment are clean	Yes
A clean probe thermometer and probe wipes are to hand	Yes
There are no signs of pests	Yes
Use-by dates checked and out of date food removed	Yes

Allergen information for today's menu is up to date and staff know where it is	No

> Food businesses must tell customers if any food they provide contains any of the 14 allergens named in food law. If you cannot avoid cross-contamination in preparation, the Food Standards Agency says you should tell customers you cannot provide an allergen-free dish.

Cleaning chemicals are stored away from food	Yes
Opening: Yes	8
No	2
Not applicable	0

3. Closing checks

All food is covered, labelled, dated and put away in the fridge or freezer	Yes
No food has been left out	Yes
Food on its use-by date has been thrown away	Yes
The day's cleaning schedule is complete	Yes
Dirty cloths removed and clean ones ready for tomorrow	Yes
Waste removed and bins emptied and cleaned	Yes
Floors swept and clean	Yes
Fridges and freezers are closed and working	Yes
Cooking equipment is switched off	Yes
Doors and windows are closed against pests	No
Anything to defrost or prepare for tomorrow	Take 2 lamb shoulders out of the freezer to defrost in the walk-in fridge on the bottom shelf
Closing: Yes	9
No	1
Not applicable	0

4. Problems and sign-off

Did you find any problems?	Yes

Problems 1: Hand wash basin by the pass had no paper towels at opening

What was wrong?	Hand wash basin by the pass had no paper towels at opening
What was done about it?	Refilled. Spare towels now kept under the basin
Status	Put right

Problems 2: Allergen matrix not updated for the new Sunday specials

What was wrong?	Allergen matrix not updated for the new Sunday specials
What was done about it?	Updated before service and staff briefed at 11:30
Status	Put right

Problems 3: Back door fly screen torn, door propped open at close

What was wrong?	Back door fly screen torn, door propped open at close
What was done about it?	Door closed. Screen repair reported to the owner
Status	Reported, not yet put right
Who will put it right, by when	Owner to book the fly screen repair by 2 October
Name	G. Bennett, kitchen manager
Checker signature	
Checked by manager	G. Bennett, kitchen manager
Manager signature	