

Food hygiene spot-check record

Watch the person at work and ask a question or two in a quiet moment. Write down what you saw. You don't need to cover every area at once.

Name _____ Job _____ Checked by _____

Area	What good looks like	A question to ask	Date	What you saw or heard	All good ✓	Needs help ✓
Handwashing	Washes hands properly with soap before handling food, after the toilet, and after touching raw meat or bins	<i>"When do you need to wash your hands?"</i>				
Raw and cooked food	Keeps raw meat away from ready-to-eat food, with separate boards and utensils	<i>"Why do we keep raw chicken away from the salad?"</i>				
Temperatures	Checks and records fridge and hot food temperatures as your safe methods say	<i>"What temperature should the fridge be?"</i>				
Allergens	Checks every order for allergies and knows where to find allergen information	<i>"What would you do if a customer said they had a nut allergy?"</i>				
Cleaning	Cleans as they go and follows the cleaning schedule	<i>"How do you clean this surface after raw meat?"</i>				
Illness	Knows they must tell you before coming in if they have sickness or diarrhoea	<i>"What should you do if you've had a stomach bug?"</i>				

If someone gets it wrong: show them the right way, explain why it matters, and check again in a few days. Note the follow-up on the next page. A quick note like "watched Ali's handwashing and prep, all good" is good evidence that training is working.

Repeat checks and follow-ups

Date	Area	What you saw or heard	What you did next (showed them again, refresher, etc.)	Check again on	Checked by