

Ready for an inspection: your food hygiene training folder

A quick check that your training records are together, up to date and easy to find.

Business

Checked on

Done	What to keep	Notes
	A training record for everyone who handles food Name, job, training done and when, and when a refresher is due. Our free training record spreadsheet does this.	
	Copies of certificates For any courses people have completed.	
	Notes of on-the-job training and briefings Who showed whom what, and when. This counts as training too.	
	Allergen training GOV.UK says staff must be trained to manage allergens. Note who has done it and when.	
	Training for whoever runs your food safety plan The person who looks after your food safety pack (Safer Food, Better Business, CookSafe or Safe Catering) needs adequate training in how it works.	
	New starter induction checklists One for each recent starter, showing they were supervised while they learned.	
	Spot-check notes Short notes showing you've checked people work the way they were trained.	
	A list of refreshers coming up Who is due a refresher and roughly when.	

Good to know

The law asks that staff who handle food are supervised and instructed or trained to a level that fits their job. It doesn't require a particular certificate. Records are how you show the training happened.

Inspectors also look at how your team actually works, so a tidy folder helps, but it isn't the whole picture.

This checklist covers training only. Your food safety pack lists the other records it asks you to keep, such as temperature checks and cleaning.

Not sure about something? Your local council's environmental health team can help.