



HSE Priority Checklist

Priority	Comments
Logbook completed in full with all due diligence records completed; Quarterly Record and Probe Calibration completed monthly	
Food Safety Management System v2 Reviewed, Hazard Analysis Records signed, Safety Conversations Read and Training Matrix signed, and all HACCP processes being adhered to	
Do the Team know the Surface Sanitiser Contact time? (1-minute BOH)	
Does the kitchen have an adequate supply of hot water throughout the day and is thorough and frequent hand washing taking place?	
Have the Team completed Allergen Aware Training? Has Natasha's Law been implemented if in scope?	
Are recipes from Source being followed and current Allergen Cards available for customers in the Green Folder?	
Has the unit been checked for signs of pests and pest control records available?	
Has Food Hygiene and H&S E Learning been completed?	
Have Risk Assessments in the WSMS been reviewed, priority to higher risk tasks, and signed TRC's?	
Has each colleague received and signed off an induction, and have a Training Record Card and an Issue of PPE Record?	
Are there any structural issues identified and has the Client been informed in writing to request close out?	
Are all Incidents reported on AIR3, investigated with actions followed up and a complete IIP Pack submitted?	

Name of School.....

Signature

Date