

FREE PRINTABLE PACK

Food Hygiene Record Book

Daily food safety record sheets for UK food businesses. Print, copy and keep them with your food safety pack.

Business:

Address:

Person in charge:

Pack started on:

What's inside

1. **Opening and closing checklist:** the daily start and end of day checks.
2. **Fridge and freezer temperature log:** one page per month, with actions for wrong readings.
3. **Hot holding temperature log:** hot food kept at 63°C or above.
4. **Kitchen cleaning schedule:** what is cleaned, how, and by whom.
5. **Staff training record:** who was trained in what, and when.
6. **Probe thermometer check record:** the monthly iced water and boiling water check.
7. **4-weekly review:** look back at the last 4 weeks and fix what keeps going wrong.
8. **Inspection-ready checklist:** a self-check before an inspection.

How to use it: print the daily sheets as often as you need, fill them in at the time you do each check, and keep completed sheets together. Write what you did whenever something was wrong: that is the part inspectors look for most.

Use it alongside your pack: these sheets support Safer Food, Better Business (England and Wales), CookSafe (Scotland) and Safe Catering (Northern Ireland). They do not replace them. Food Hygiene Record Book is independent and not linked to the Food Standards Agency.

Tick each check when it has actually been done. Never pre-tick.

Problem? Write it below with what you did about it.

Based on the FSA SFBB opening and closing checks safe method.

Opening checks

Check	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Fridges, chilled display equipment and freezers are working properly							
Cooking and other essential equipment is working properly							
Staff are fit for work and wearing clean work clothing							
Food-preparation areas, equipment and utensils are clean and disinfected							
There is no evidence of pest activity							
Soap, paper towels, sanitiser and cleaning materials are available							
Hot running water is available at sinks and hand-wash basins							
The probe thermometer works; probe-cleaning materials are available							
Allergen information is accurate for the food being sold							

Closing checks

Check	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Food is covered, labelled and chilled or frozen where appropriate							
Food reaching its use-by date is dealt with correctly							
Dirty cleaning equipment is cleaned or discarded							
Waste is removed and bins are prepared							
Preparation areas, equipment and utensils are clean and disinfected							
Washing up is complete and floors are clean							
Required monitoring and prove-it checks have been recorded							

Day	Problems or changes, and what was done	Signed
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		
Sunday		

Fridge and freezer temperature log

Business: _____

Month: _____

Year: _____

Chilled food: FSA guidance says keep it at 8°C or below (England, Wales, NI); set fridges at 5°C or below.

Freezers: use the target in your food-safety system (commonly -18°C or colder).

Out of range? Re-check, move food if needed, and write what you did under "Action taken".

Day	Fridge 1: _____		Fridge 2: _____		Freezer: _____		Checked by	Action taken (if any)
	AM °C	PM °C	AM °C	PM °C	AM °C	PM °C		
1								
2								
3								
4								
5								
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Hot holding temperature log

Business:

Week starting: _____

63°C or above: hot food kept for service must be at or above 63°C. Check the centre with a clean, disinfected probe.

Below 63°C: food can be kept below 63°C for up to 2 hours. After that, cool it as quickly as possible to 8°C or below, or throw it away.

Reheating means cooking again until steaming hot all the way through. Food can only be reheated once.

[illegible]

Kitchen cleaning schedule

Business:

Week starting:

Two-stage clean: clean off dirt and grease first, then disinfect the visibly clean surface for the full contact time.

Disinfectant: FSA guidance says it should meet BS EN 1276 or BS EN 13697 (or equivalent). Follow the label dilution.

Initial each task when done. Note problems (e.g. broken equipment) and what you did.

[illegible]

Staff food hygiene training record

Business: _____

Year: _____

The law: food handlers must be supervised, instructed and/or trained for their work. A certificate is not required.

Keep a record of the training each person completes so you can show it at an inspection.

Illness: staff with diarrhoea or vomiting must not return to work until 48 hours after symptoms stop (GOV.UK).

Name	Role	What the training covered	How (course, in-house, supervised shift)	Trainer and certificate ref.	Date completed	Refresh by

Probe thermometer check record

Business:

Year:

Iced water: put the probe in a mix of crushed ice and a little cold water. It should read between **-1°C and 1°C**.

Boiling water: put the probe in water that is boiling. It should read between **99°C and 101°C**.

How often: check each probe regularly, for example once a month. If a reading is outside the range, replace the probe or return it to the maker to be calibrated.

Hygiene: clean and disinfect the probe before it goes into food, and again after use.

[illegible]

4-weekly review

Business: _____

Period from: _____

to: _____

Walk around: take a few minutes to watch whether your safe methods are really being followed in the kitchen.

Look back: read the last 4 weeks of daily records. Note any serious problem, or anything that went wrong 3 times or more, find out why, and write what you did.

Do it every 4 weeks, even if nothing went wrong. Keep it with your Safer Food, Better Business pack.

Problems in the last 4 weeks and what you did

Problem, why it happened, and what was done to stop it happening again:

Checklist

Question	Yes	No	Notes or action
Have you looked again at your safe methods, and do they still match what you do?	☐ Yes	☐ No	
Has allergen information been updated for any menu or ingredient changes?	☐ Yes	☐ No	
Have you changed any equipment or processes in a way that changes your safe methods?	☐ Yes	☐ No	
Are new suppliers written down with their contact details?	☐ Yes	☐ No	
Does the cleaning schedule need updating?	☐ Yes	☐ No	
Have new staff been trained in all your safe methods?	☐ Yes	☐ No	
Do any existing staff need refresher training?	☐ Yes	☐ No	
Are any extra opening or closing checks needed?	☐ Yes	☐ No	
Have any food complaints been looked into, and your safe methods reviewed?	☐ Yes	☐ No	
Have probe thermometers been checked in the last 4 weeks, with results written down?	☐ Yes	☐ No	
Are the extra checks you planned being done and recorded?	☐ Yes	☐ No	

Signed

Name:	Signature:	Date:
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Based on the 4-weekly review in the Food Standards Agency's Safer Food, Better Business pack (England and Wales). Use alongside your pack, not instead of it.

Free printable template from foodsafetyrecords.co.uk. You may copy and use it in your business.

Prefer your phone? **Food Hygiene Record Book** for iPhone and Android.

Inspection-ready checklist

Business: _____

Checked on: _____

Use it as a self-check before an inspection, or once a month. Tick each item, and write what you will fix.

Inspectors look at three things: how hygienically food is handled, the condition of the premises, and how you manage food safety.

Paperwork and records

Check	OK	To fix
Food business registered with your council	☐	
Food safety management system to hand (for example Safer Food, Better Business, CookSafe or Safe Catering)	☐	
Daily opening and closing checks, filled in and up to date	☐	
Fridge and freezer temperature records, with actions for any wrong readings	☐	
Cooking, cooling, reheating and hot holding records	☐	
Cleaning schedule, initialled	☐	
Delivery checks and a list of suppliers with contact details	☐	
Staff training records	☐	
Allergen information for every dish, up to date	☐	
4-weekly reviews done	☐	
Pest control records or contract, if you have one	☐	

In the kitchen

Check	OK	To fix
Hand-wash basin with hot water, soap and paper towels, and nothing blocking it	☐	
Raw and ready-to-eat food kept apart, with separate equipment or proper cleaning between uses	☐	
Food covered, labelled and in date	☐	
Fridges at 8°C or below (5°C or below is a common target)	☐	
Clean, working probe thermometer and disinfectant wipes	☐	
Surfaces, floors and equipment clean and in good repair	☐	
No signs of pests	☐	
Staff in clean clothing, hair tied back, and fit to work	☐	

A general self-check based on Food Standards Agency guidance. It does not replace your council's advice or guarantee a rating.

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