

## What to do when temporarily closing your food business



Council of the  
ISLES OF SCILLY

### Temporary closure checklist

The Council understands that some food business operators will have to close their food business during this difficult time. The following checklist is intended as additional guidance for those businesses temporarily closing. It should be used in conjunction with, and to supplement the business's own food policy (Safer Food Better Business, or equivalent).

<p><input type="checkbox"/> Food to be placed in frozen storage is placed in food grade packaging and appropriately labelled including, where relevant, with allergen information and date labelled. Food to be frozen should be within its 'use by' date and preferably have at least 48 hours use by shelf life remaining in order to have an adequate shelf life on defrosting. Food should be given around a 3-month frozen shelf life. Raw food i.e. meat and fish should be stored separately to ready to eat food.</p>	
<p>Opened ambient food/ingredients to be kept are placed in sealed containers, or equivalent.</p>	
<p>Throw away any food past its 'use by' date. (or will be when opening is planned)</p>	
<p>Consider donating any redundant food/ingredients to a local charity or food bank. Check with them in advance if they will accept. If delivering very locally with a short journey time the food will not need to be in a cool box. Bag the food so raw is separate to ready to eat food.</p>	
<p>If switching off any fridges or freezers, defrost and clean. Ensure doors are left slightly ajar to allow air flow and prevent mould growth.</p>	
<p>Food preparation areas are clean and disinfected (work surfaces, equipment, utensils, etc.).</p>	
<p>Floors and ceilings are clean.</p>	
<p>Dirty cleaning equipment has been cleaned or preferably thrown away. If sanitiser, is made up on-site it will likely have a limited shelf life once diluted and this should be checked and disposed of accordingly.</p>	
<p>Waste has been removed and bins cleaned.</p>	
<p>If applicable, dishwasher emptied and cleaned. Also, left slightly open to allow air flow.</p>	
<p>Check that areas are free from evidence of pest activity and if applicable, any pest proofing work required is carried out.</p>	
<p>If applicable, isolate gas supply.</p>	
<p>Make a brief note in your Safer Food Better Business diary that a close down process has been completed.</p>	