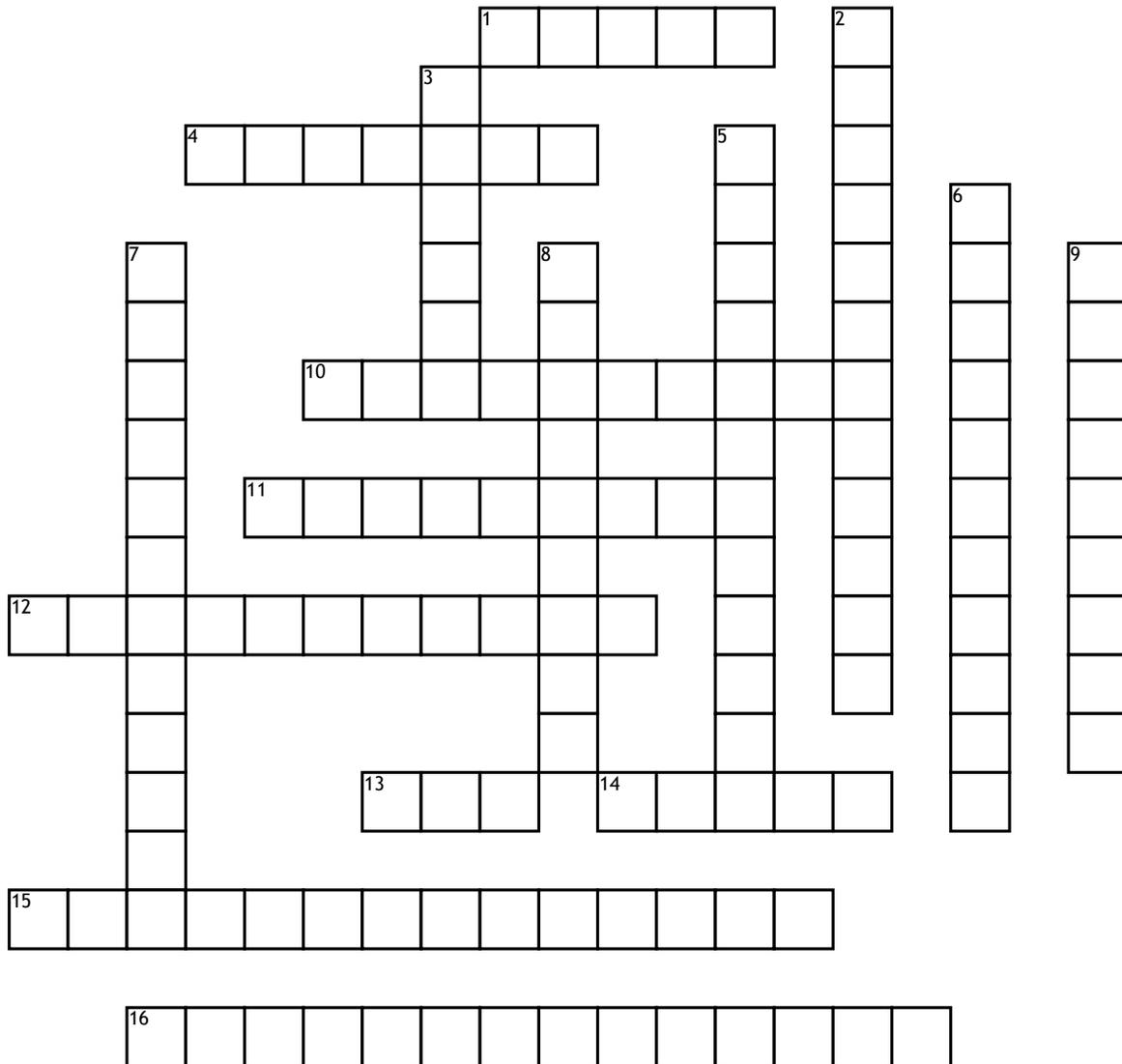


Name: \_\_\_\_\_

# Hospitality and Catering Documentation



## Across

1. Used to prevent hazards that could cause food safety problems.

4. Forms that are used to record the number and sizes of goods ordered.

10. Used to prevent and control fires and their evacuation.

11. Used to organise staffing on particular days or shifts.

12. Certificate given if staff have a good knowledge of food safety.

13. Certificate given to portable electrical equipment if it is safe.

14. For recording information on hazardous chemicals and substances.

15. Has details of the goods ordered including sizes and numbers when delivered.

16. Use to assess the likelihood, severity and to prevent injuries to staff.

## Down

2. Examples are water, gas and electricity.

3. Documentation for recording injuries and dangerous occurrences.

5. These are recorded for fridges and freezers.

6. Used to prevent problems with rats, mice and insects.

7. Details of the numbers of stored stocks.

8. Used to cover damage to premises and staff.

9. Used to record the working hours of individual staff.