

3.8 Basic kitchen opening and closing checks template

(name of setting)

This form, to be completed daily, is for small early years settings providing snacks and/or packed lunches only. Settings providing full meals should use *Safer Food Better Business* opening and closing checks.

Enter a tick ✓ and initial if satisfactory.

Enter X and initial if a problem and make a note below. Add action taken and if problem is resolved sign and date.

TO BE COMPLETED DAILY

Opening checks date:

Personal hygiene:

- Hands washed.
- Clean apron.
- Hair tied back.

Fridge /freezer:

- Working properly.
- Temperature checked – record temps.
- Raw and cooked food separate.
- Separate containers for shared fridge.

Appliances working:

- Cooker.
- Microwave.
- Kettle.
- Blender.
- Dishwasher.

Cloths clean:

- Dish.
- Surface.
- T-towels.

Children’s food allergies checked (see list).

Food fresh and in-date.
Packed lunches checked and used within 4 hours of preparation.
No physical or chemical or pest contamination of stored food.

Closing checks date:

Unused food put away correctly.
Leftover food and past sell-by-date food discarded.
Crockery and utensils washed up and put away dry.
Rubbish removed/bin cleaned.
Dirty cloths removed for washing and replaced.
Work surface clean and disinfected.
Floors clean.

Report any problem(s) here

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Action taken

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Further guidance

Safer Food Better Business (Food Standards Agency)