3.9 Basic kitchen opening and closing checks.

Stowey Bears Pre-School

This form is for 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 not satisfactory 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.					
▪ Kettle.					
▪ Washing Machine					
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

Action taken

Further guidance

- Safer Food Better Business (Food Standards Agency 2011)