

6.7 Basic kitchen opening and closing checks template

CRICK PRE-SCHOOL

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 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:

- Oven/Grill
- Kettle.

Cloths clean:

- Dish.
- Surface.- 2 stage cleaning
- T-towels.

Food fresh and in-date.

No physical or chemical or pest contamination of stored food.

	Monday	Tuesday	Wednesday	Thursday	Friday
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:					
▪ Oven/Grill					
▪ Kettle.					
Cloths clean:					
▪ Dish.					
▪ Surface.- 2 stage cleaning					
▪ T-towels.					
Food fresh and in-date.					
No physical or chemical or pest contamination of stored food.					



Crick Pre-School



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)