

3.8 Basic kitchen opening and closing checks

Tywardreath Preschool Playgroup

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 and name of staff:					
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. Toaster. Washing machine.					
Cloths clean: Dish. Surface. Tea 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 and name of staff:					
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 cleaned with disinfectant (bleach only to be used on Fridays).					

Report any problem(s) here

Action taken

Further guidance

Safer Food Better Business (Food Standards Agency)