

## 6.7 Basic kitchen opening and closing checks template

St Paul's Pre-School

(name of provider)

This form is for early years settings providing snacks and/or packed lunches only. .

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:

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#### 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.
- Paper-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:**

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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 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 2011)

Checked by Manager on Fridays (or last day of week pre-school present)

signed and then filed