

Health and Safety

3.8 Basic kitchen opening and closing checks template

St Joseph's Out of School Club

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*¹ 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: <ul style="list-style-type: none">• Hands washed.• Clean apron.• Hair tied back					
Fridge/freezer: <ul style="list-style-type: none">• Working properly.• Temperature checked – record temps.• Raw and cooked food separate.• Separate containers for shared fridge.					
Appliances working: <ul style="list-style-type: none">• Microwave.• Kettle.• Toaster.					
Cloths clean: <ul style="list-style-type: none">• Dish.• Surface.• T-towels.					
Children's food allergies checked (see list).					
Food fresh and in-date.					
No physical or chemical or pest contamination of stored food.					

¹ www.food.gov.uk/business-guidance/safer-food-better-business

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

Version Number	Author	Purpose of change	Date
1.0	NP and HS	Updating policies	23.01.2023