6.7 Basic kitchen opening and closing checks

Rowhedge Under 5's Pre-School

This form is for early years settings providing snacks.

Enter a tick $\sqrt{}$ 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.
- Clean nails

Fridge

- Working properly.
- Temperature checked record temps.
- Raw and cooked food separate.
- Separate containers for shared fridge.

Appliances working:

- Cooker.
- Microwave.
- Kettle.

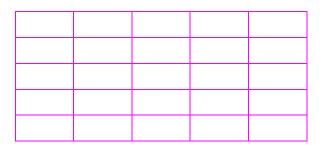
Cloths clean:

- 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)