

Health and Safety

3.8 Basic kitchen opening and closing checks template

St Joseph’s Nympsfield Out of School Club

This form, to be completed daily, is for small Out of School Clubs providing breakfast and afternoon snacks. St Joseph’s Nympsfield Out of School Club (OOSC) is registered as a food provider with the local authority Environmental Health Department.

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. • 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.					

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

Associated policies and procedures

- No 3.7 Food hygiene

Version Number	Author	Purpose of change	Date
1.0	NP and HS	Updating policies	23.01.2023
2.0	KC	Formatted and inclusion of <ul style="list-style-type: none"> • confirmation that the OOSC is registered with the Local Authority Environmental Health Department; and • “Associated Policies and Procedures” section 	17.10.2023 Cttee Mbr (R Steele)