

3.8 Basic kitchen opening and closing checks template

St Joseph's Pre School

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. 					
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. Packed lunches checked and used within 4 hours preparation.					
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

Associated policies and procedures

- No 3.7 Food hygiene

Version Number	Author	Purpose of Change	Date
1.0	K Coupe	Reviewed and page numbered	Sept 2015
2.0	Committee	Reviewed	Oct 2016
3.0	K Coupe & H Elliott	Reviewed, updated and version controlled	10/07/2019 AGM
4.0	K Coupe & N Powers	Updated to include • “associated policies and procedures” as required by EY safeguarding audits175/157	17/07/2023 Chair (A Hitchings)

Version Number	Author	Purpose of Change	Date
		2023; and • removal of two obsolete bullets under “Fridge/Freezer”	