

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 Business¹ 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■ Clean clothes					
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.					
Food preparation surfaces are clean and disinfected: <ul style="list-style-type: none">■ Work surfaces.■ Equipment.■ Utensils.					
Children's food allergies checked (see list).					
Food fresh and in-date. Packed lunches checked and used within 4 hours preparation.					
Plenty of handwashing and cleaning materials <ul style="list-style-type: none">■ Soap.■ Paper towels.■ Sanitiser etc.					

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

Opening checks date:					
Hot running water is available at all sinks and water basins					
No physical or chemical or pest contamination of stored food.					

TO BE COMPLETED DAILY

Closing checks date:					
Unused food put away correctly <ul style="list-style-type: none"> ■ Covered. ■ Labelled. 					
Leftover food and past sell-by-date food discarded.					
Crockery and utensils washed up and put away dry.					
Rubbish removed/bin cleaned and new bag put in bin					
Dirty cloths removed for washing and replaced.					
Work surface clean and disinfected.					
Floors clean.					

Report any problem(s) here

Action taken

Recommended extra checks

ie. those that are less frequent than the above but still require regular completion.

What to do		Details of checks	How often?
Deep clean	e.g. Clean behind equipment, vents, walls, ceilings, outside waste areas, etc	Deep clean of whole kitchen area and outside waste area including walls, ceilings, extractor fan, vents	
Maintenance	e.g. Clear drains and fridge/ freezer condensers.	Check kitchen for damage to equipment or surfaces	
		Follow up on any outstanding repairs	
Dishwasher	Remove food debris and limescale from water jets, filters and drains. Clean around door seals, etc	Remove internal parts and deep clean	
		Check effectiveness of washing and report any problems	
Pest control	e.g. Look for signs of damage to walls, doors, etc. that could let in pests, and signs of pests.	Check all areas inside and outside the building for signs of pest activity	
		Make sure food is covered properly in storage areas	
		Check structure for holes and other places where pests could get in	
Additional Checks			

Report any problem(s) here

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Action taken

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Associated policies and procedures

- 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 July 2019 AGM
4.0	K Coupe & N Powers	Updated to include <ul style="list-style-type: none">• “associated policies and procedures” as required by EY safeguarding audits175/157 2023; and• removal of two obsolete bullets under “Fridge/Freezer”	17 July 2023 Chair (A Hitchings)
5.0	K Coupe	Reviewed and updated <ul style="list-style-type: none">• contents checked against the Food Standards Agency’s “Safe Methods: Opening and Closing checks” document• hyperlink to above document included	7 April 2025 Committee Member (S Long)