



Basic kitchen opening and closing checks

To be completed if providing snacks.

Enter a tick 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:					
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Personal hygiene:

Hands Washed					
Clean apron					
Hair tied back					

Fridge:

Working properly					
Temperature checked – record temp					
Raw & cooked food separate					
Separate containers for shared fridge					

Appliances working:

Cooker					
Kettle					
Microwave					

Cloths clean:

Dish					
Surface					

Children's food allergies checked					
Food fresh and in-date					
No physical/chemical/pest contamination of stored food					

Closing checks date:					
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Unused food put away correctly					
Leftover food & past sell-by-date food discarded					
Washing up completed & put away					
Rubbish removed/bin clean					
Dirty cloths removed & replaced					
Work surfaces clean & disinfected					
Floors clean					

Report any problems here

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Action taken

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Further guidance:

- Safer Food, Better Business (Food Standards Agency 2011)