



6.7 Basic kitchen opening and closing checks template policy

This form is for early years settings providing snacks and/or packed lunches only. Settings providing full meals should use *Safer Food Better Business* opening and closing checks.

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:

--	--	--	--	--

Personal hygiene:

- Hands washed
- Clean apron
- Hair tied back

Fridge/freezer:

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

Appliances working:

- Cooker
- Microwave
- Kettle
- Blender
- Dishwasher

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.



Bizzy Bees Pre-School CIO
 Memorial Hall Bedford Road
 Wootton
 Bedford
 MK43 9JB
 Tel: 01234 767785
 Website: www.bizzybeespreschool.org
 Email: bizzybeespre_school@btconnect.com
 Charity Number: 1172751
 Ofsted: EY556019

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)