**3.8 Basic kitchen opening and closing checks template**

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| Jack and Jill Pre-school | (name of setting) |

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* 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:   * 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. |  |  |  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **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)