HS9 Basic kitchen opening and closing checks

LITTLE FISHES PRE-SCHOOL

This form, to be completed daily, is for small early years settings providing snacks and/or packed lunches only.

Enter a tick ${\bf V}$ 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 – WEEK COMMENCING______

Opening checks date:	Mon	Mon	Tues	Tues	Wed	Wed	Thurs	Thurs	Fri	Fri
	A.M.	P.M.	A.M.	P.M.	A.M.	P.M.	A.M.	P.M.	A.M.	P.M
Date:										
Personal hygiene:										
 Hands washed. 										
 Clean apron. 										
 Hair tied back. 										
Fridge /freezer:		n/a		n/a		n/a		n/a		n/a
 Working properly. 										
 Temperature checked – 										
record temps.										
 Raw and cooked food 										
separate.										
 Separate containers for 										
shared fridge.										
Appliances working:		n/a		n/a		n/a		n/a		n/a
Cooker.										
 Microwave. 										
 Kettle. 										
Cloths clean:										
Dish.										
 Surface. 										
T-towels.										
Children's food allergies										
checked (see list).										

Food fresh and in-date.					
No physical or chemical or					
pest contamination of stored					
food.					

Closing checks date:	Mon	Mon	Tues	Tues	Wed	Wed	Thurs	Thurs	Fri	Fri
	A.M.	P.M.	A.M.	P.M.	A.M.	P.M.	A.M.	P.M.	A.M.	P.M
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)

https://food.gov.uk/business-guidance/safer-food-better-business-for-caterers