6.7 Basic kitchen opening and closing checks template

		(name of provider)									
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 <i>Safer Food Better Business</i> 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 the problem is resolved											
sign and date.											
TO BE COMPLETED DAILY											
Open	ing checks date:										
Perso	nal hygiene:										
	Hands washed.										
	Clean apron.										
	Hair tied back.										
Fridge/freezer:											
	Working properly.										
	Temperature checked – record temps.										
	Raw and cooked food are 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)