Ofsted Registration Number: EY431739

**Kitchen opening and closing checks template**

***Our Lady’s Pre-School***

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.

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Opening Checks Date:** | MonamTime:  | MonpmTime: | TuesAmTime: | TuespmTime: | WedamTime: | WedpmTime: | ThursamTime: | ThurspmTime: | FriamTime: | FripmTime: |
| Personal hygiene: |
| Hands washed |  |  |  |  |  |  |  |  |  |  |
| Clean apron |  |  |  |  |  |  |  |  |  |  |
| Hair tied back |  |  |  |  |  |  |  |  |  |  |
| Gloves on  |  |  |  |  |  |  |  |  |  |  |
| Fridge/Freezer |
| Working properly |  |  |  |  |  |  |  |  |  |  |
| Temperature Checked – record temperature: | ­­­\_\_\_\_°C | \_\_\_\_°C | \_\_\_\_°C | \_\_\_\_°C | \_\_\_\_°C | \_\_\_\_°C | \_\_\_\_°C | \_\_\_\_°C | \_\_\_\_°C | \_\_\_\_°C |
| Raw and cooked food separate |  |  |  |  |  |  |  |  |  |  |
| Separate containers for shared fridge |  |  |  |  |  |  |  |  |  |  |
| SIGNATUREAppliances working: |
| Cooker |  |  |  |  |  |  |  |  |  |  |
| Microwave |  |  |  |  |  |  |  |  |  |  |
| Dishwasher |  |  |  |  |  |  |  |  |  |  |
| Cloths clean: |
| Dish |  |  |  |  |  |  |  |  |  |  |
| Surface |  |  |  |  |  |  |  |  |  |  |
| T-towels |  |  |  |  |  |  |  |  |  |  |
|  |
| **Children’s food allergies checked** **(see list on fridge & Register)** |  |  |  |  |  |  |  |  |  |  |
| Food fresh and **in-date** |  |  |  |  |  |  |  |  |  |  |
| Packed lunches checked (food that needs to be in the fridge taken out and labelled) and used within 4 hours of preparation |  |  |  |  |  |  |  |  |  |  |
| No physical chemical, or pest contamination of stored food |  |  |  |  |  |  |  |  |  |  |
| SIGNATURE78 |
| **Closing Checks Date:** | MonTime: | TuesTime: | WedTime: | ThursTime: | FriTime: |
| 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 disposed of and replaced. |  |  |  |  |  |
| Work surface and cupboards, clean and disinfected. |  |  |  |  |  |
| Floors swept and cleaned |  |  |  |  |  |
| Microwave disinfected inside and out and behind. |  |  |  |  |  |
| Fridge cleaned thoroughly (doors, door rubbers, inside and out |  |  |  |  |  |
| Cleaning equipment put away in secure cupboard  |  |  |  |  |  |

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|  |  |
| --- | --- |
| Report any problem(s) here: |  |
| Action taken: |  |

**Further guidance**

 Safer Food Better Business (Food Standards Agency 2011)