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:** | | Mon am  Time: | Mon  pm  Time: | | Tues  Am Time: | Tues pm  Time: | | Wed am  Time: | Wed  pm  Time: | | Thurs am  Time: | Thurs pm Time: | | Fri am Time: | Fri  pm Time: |
| 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 | |  |  | |  |  | |  |  | |  |  | |  |  |
| SIGNATURE  Appliances 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:** | Mon Time: | | | Tues  Time: | | | Wed Time: | | | Thurs  Time: | | | Fri Time: | | | |
| 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 |  | | |  | | |  | | |  | | |  | | | |

SIGNATURE

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

**Further guidance**

 Safer Food Better Business (Food Standards Agency 2011)