



SAFEGUARDING & WELFARE REQUIREMENT: HEALTH

6.7 Basic Kitchen Opening & Closing Checks Template

This form (see attached) 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.

Further guidance

- Safer Food Better Business (Food Standards Agency 2011)

Kitchen Opening and Closing Checks



OPENING CHECKS	MON	TUES	WEDS	THURS	FRI
Hands washed					
Clean apron & gloves					
Hair tied back					
Fridge temp. checked					
Milk cleaned & stored					
Raw & cooked food separate					
All appliances in working order					
Surfaces cleaned					
Tea towels					
Food fresh and in date					
Food allergies list checked					
Staff initials					

CLOSING CHECKS	MON	TUES	WEDS	THURS	FRI
Unused food stored correctly & dated					
All surfaces cleaned & empty					
Bin emptied					
Floor swept & washed					
Staff initials					