



### 3.8 Basic kitchen opening and closing checks

Medstead Pre-School & Nursery

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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 *Safer Food Better Business* opening and closing checks.

Enter a tick ✓ 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

##### Opening checks date:

Personal hygiene:

- Hands washed.
- Clean apron.
- Hair tied back.

Fridge /freezer:

- Working properly.
- Temperature checked – record temps.
- Raw and cooked food 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

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Action taken

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**Further guidance**

*Safer Food Better Business* (Food Standards Agency)

[www.food.gov.uk/foodindustry/regulation/hygleg/hyglegresources/sfbb/sfbbcaterers](http://www.food.gov.uk/foodindustry/regulation/hygleg/hyglegresources/sfbb/sfbbcaterers)