



Hambledon Youth Hut
West Street
Hambledon
PO7 4RW
02392 632242
www.hambledonpreschool.co.uk

6.7 Basic kitchen opening and closing checks template

This form 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 not satisfactory and make a note below. Add action taken and if problem is resolved, sign and date.

TO BE COMPLETED DAILY

Opening checks date:

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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:

- Microwave.
- Kettle.

Cloths clean:

- Dish.
- Surface.

Hambledon Pre-School

Safeguarding and Welfare Requirement: Health

- T-towels.

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Children's food allergies checked (see list).

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Food fresh and in-date.

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Packed lunches checked and used within 4 hours of preparation.

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No physical or chemical or pest contamination of stored food.

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Closing checks date:

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Unused food put away correctly.

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Leftover food and past sell-by-date food discarded.

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Crockery and utensils washed up and put away dry.

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Rubbish removed/bin cleaned.

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Dirty cloths removed for washing and replaced.

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Work surface clean and disinfected.

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Floors clean.

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Report any problem(s) here

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Action taken

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Further guidance

- Safer Food Better Business (Food Standards Agency 2011)