



Fyfield Village Pre-School

5.8 Basic kitchen opening and closing checks template

The pre-school has designed a specific risk assessment for the kitchen area which is completed daily. We maintain the highest possible food hygiene standards with regard to the purchase, storage, preparation and serving of food:

	MON	TUES	WEDS	THURS	FRI
Work surface clean and disinfected					
Floors clean					
Daily check to ensure that there are no signs of pests in the kitchen.					
Check no dirt/ debris on window ledge adjacent to sink					
Check mastic joints clean					
Hands washed.					
Clean apron and gloves					
Hair tied back					
Fridge/freezer					
Working properly					
Temperature checked – record temps.					
Raw and cooked food separate.					
Separate containers for shared fridge.					
Cooker working					
Kettle working					
Dish Cloth clean					
Surface Cloth clean					
Children’s food allergies checked (see list).					
Food fresh and in-date.					
Packed lunches to be used within 4 hours of school day					
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					

Any problems/ Action Taken:

Further guidance

Safer Food Better Business (Food Standards Agency 2011)

<input type="checkbox"/> This policy was adopted at a meeting of	Fyfield Village Pre-School Ltd
Held on	January 2019
Date to be reviewed	January 2020
Signed on behalf of the provider	
Name of signatory	Lisa Carey
Role of signatory (e.g. chair, director or owner)	Director