

Safe method:

Opening and closing checks

It is essential that you and your staff do certain checks every time you open and close. This helps you maintain the basic standards you need to make sure that your business makes food safely.



Opening checks

You should do these checks at the beginning of the day. You can also add your own checks to the list.

Your fridges, chilled display equipment and freezers are working properly.

Your other equipment (e.g. oven) is working properly.

Staff are fit for work and wearing clean work clothes.

Food preparation areas are clean (work surfaces, equipment, utensils etc.)

There are plenty of handwashing and cleaning materials (soap, paper towels, cloths etc.)

Closing checks

You should do these checks at the end of the day. You can also add your own checks to the list.

No food is left out.

Food past its 'use by' date has been thrown away.

Dirty cloths have been removed for cleaning and replaced with clean ones.

Waste has been removed and new bags put into the bins.

The opening and closing checks are also listed in the diary.

Safe method:

Extra checks

Carrying out extra checks regularly helps you make sure your methods are being followed.



Some of the safe methods in the rest of the pack advise you to check certain things regularly. These are less frequent than the daily opening and closing checks. You might find it helpful to have all these checks written down in one place.

In the table below there are examples of some extra checks. Write down the details of extra checks that you do and how often you do them. You can add other checks below.

When you carry out extra checks, do not forget to make a note of them in the diary.

What to do		Details of check	How often?
Deep clean <i>(example)</i>	<i>e.g. Clean behind equipment, vents, walls, ceilings, outside waste areas etc.</i>	<i>Deep clean of whole kitchen area and outside waste area including walls, ceilings, extractor fan, vents</i>	<i>Every 6 weeks usually on a Thursday</i>
Deep clean	e.g. Clean behind equipment, vents, walls, ceilings, outside waste areas etc.		
Maintenance	e.g. Clear drains, clean extractor fans/filters and fridge/freezer condensers.		
Temperature probe	If you use a probe, check regularly that it is accurate.		
Pest control check	e.g. Look for signs of damage to walls, doors etc. that could let in pests, and signs of pests.		