

Policy Name:

Kitchen Opening and Closing Templates

General Welfare Requirement:

Safeguarding and Promoting Children's Welfare:

- The provider must promote the good health of the children, take necessary steps to prevent the spread of infection, and take appropriate action when they are ill.

Policy Date:	01 May 2022
Author(s):	Little Nick Nursery and Preschool
Policy Review Date:	01 March 2023
Review Regularity:	Annually

Signed: *K. Nicholas*

Signed: *R. Downs*



Basic kitchen opening and closing checks template

Little Nick Nursery and Preschool

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.



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

Action taken

Further guidance

Safer Food Better Business (Food Standards Agency)