

# **NURSERY POLICIES**

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.

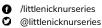
Policy Date:	01 May 2022
Author(s): Little Nick Nursery and Preschool	
Policy Review Date:	01 March 2023
Review Regularity:	Annually

Signed:  $\mathcal{K}.\mathcal{N}icholas$ Signed:  $\mathcal{R}.\mathcal{D}owns$ 



Little Nick Nursery and Preschool 106A West Street, Ewell, Surrey, KT17 1XR Telephone: **07576 043123** 

Email: karl.nicholas@littlenicknurseryandpreschool.co.uk www.littlenicknurseryandpreschool.co.uk





## Basic kitchen opening and closing checks template

Little Nick Nursery and Preschool	
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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  $\sqrt{}$  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

O	pening checks date:			
Personal hygiene:				
	Hands washed.			
	Clean apron.			
	Hair tied back.			
Fr	idge /freezer:			
į.	Working properly.			
	Temperature checked – record temps.			
	Raw and cooked food separate.			
÷	Separate containers for shared fridge.			
Αı	opliances working:			
	Cooker.			
÷	Microwave.			
•	Kettle.			
÷	Blender.			
•	Dishwasher.			
CI	oths clean:			
	Dish.			
	Surface.			
	T-towels.			
Cł	nildren's food allergies checked (see list).			
Fc	od fresh and in-date.			
Pa	cked lunches checked and used within 4			
hc	ours of preparation.			
No	physical or chemical or pest			
СО	ntamination 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.					
			I		
Report any problem(s) here					
Action taken					

### Further guidance

Safer Food Better Business (Food Standards Agency)