



Opening and closing checklist – REC1

Overview of activity:	For the learner to undertake an opening and closing check.
Learning objective:	Describe the procedures to be followed when undertaking an opening and closing check. To complete the relevant paperwork.
Target audience:	Level 1
Additional resources required:	Opening and closing checklists for the relevant area. Diary sheets. HO1, HO2 and HO3 – provide examples of opening and closing checklists.
Estimated duration of activity:	25 minutes
Links to other resources:	Links to all other recording system activities (REC2, REC3, REC4 and REC5).
Guidance notes:	<p>Using an opening and closing checklist as a guide, take your learners into a catering area i.e. production kitchen. Show them what is included on the checklists and either explain or ask the learners to identify the importance of including items on a checklist. (For example, if there is no handwashing soap available, what should you do?)</p> <p>Lots of questions and answers can be used with the learners to ensure they understand. Handouts are available with examples of opening and closing checks.</p> <p>Relate the checks back to the ticking of the opening and closing boxes in the diary sheets, linking it back to the legal requirements.</p>