

Preparing checklists – REC4

Subject	Details
Overview of activity:	To introduce the learner to the key areas to include on opening and closing checklists.
Learning objective:	To produce opening and closing checks for a named operational area.
Target audience:	Level 2/3, support staff, lecturers
Additional resources required:	SFBB 'Opening and closing checks' safe method Examples of opening and closing checks (HO1, HO2 and HO3) Whiteboard/flipchart/pens, SFBB packs
Estimated duration of activity:	25 minutes
Links to other resources:	Links to all other recording system activities (REC1, REC2, REC3 and REC5).
Guidance notes:	Identify areas for which opening and closing checklists would need to be prepared. Split the group into twos or threes. Allocate a production, restaurant or stores area for each group to investigate.

Preparing opening and closing checklists

1. Working in your groups, you are asked to prepare an opening and a closing checklist for a specific area.
2. Make a list of all the tasks that would need to be completed at the start and end of shift for that area.
3. Using the information in the SFBB pack as a guide, prepare an opening and closing checklist and record on the flipchart paper provided.
4. Review all checklists to produce final versions for the named areas.