

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 and disinfected (work surfaces, equipment, utensils, etc.).

All areas are free from evidence of pest activity.

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

Hot running water is available at all sinks and hand wash basins.

Probe thermometer is working and probe wipes are available.

Allergen information is accurate for all items on sale.

Has cleaning been carried out according to the cleaning schedule

CLOSING CHECKS

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

All food is covered, labelled and put in the fridge/freezer (where appropriate).

Food on its Use By date has been thrown away.

Dirty cleaning equipment has been cleaned or thrown away.

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

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

All washing up has been finished.

Floors are swept and clean.

'Prove it' checks have been recorded.

Has cleaning been carried out according to the cleaning schedule



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



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 but still require regular completion.

In the table below there are examples of some recommended extra checks. Write down the details of any extra checks you do and how often you do them. When you carry out an extra check, make a note of it in the diary on the day you completed it along with details of what you did.

WHAT TO DO		DETAILS OF CHECK	HOW OFTEN?
Deep clean	e.g. Clean behind equipment, vents, walls, ceilings, outside waste areas, etc.	Deep clean of whole kitchen area and outside waste area including walls, ceilings, extractor fan, vents.	
Maintenance	e.g. Clear drains and fridge/freezer condensers.	Check kitchen for damage to equipment or surfaces.	
		Follow up on any outstanding repairs.	
Dishwasher	Remove food debris and limescale from water jets, filters and drains. Clean around door seals, etc.	Remove internal parts and deep clean.	
		Check effectiveness of washing and report any problems.	
Temperature probe	Check it is working accurately.	Placing in boiling water and melting ice (should be within 1°C of 100°C and 0°C).	
Pest control	e.g. Look for signs of damage to walls, doors, etc. that could let in pests, and signs of pests.	Check all areas inside and outside the building for signs of pest activity.	
		Make sure food is covered properly in storage areas.	
		Check structure for holes and other places where pests could get in.	
Additional checks			