

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 |
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| 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/ hot holding) 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.) |
| Running hot water is available at all sinks and hand wash basins. |
| Probe thermometer is working properly and probe wipes are available. |
| Allergen information is accurate for all items on sale. |
| The shop is 'fit to trade', i.e. clean and tidy, shelves stocked up, etc. |
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| CLOSING CHECKS |
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| You should do these checks at the end of the day. You can also add your own checks to the list. |
| Food on it's 'use by' date, or any damaged or unfit (e.g. mouldy) food has been removed from sale. |
| Food removed from sale has been disposed of correctly or labelled as 'not for sale' and kept in a separate area (if being returned to a supplier). |
| All food is covered, labelled and put in the fridge/freezer (if needed). |
| Dirty cleaning equipment has been cleaned and disinfected 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.) |
| Floors are swept and clean. |
| 'Prove it' checks have been recorded. |
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The opening and closing checks are also listed in the diary.



SAFE METHOD:

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, ventilation fan, vents. | |
| Maintenance | e.g. clear drains, clean extractor fans/filters and fridge/freezer condensers. | Check kitchen for damage to equipment or surfaces. Follow up on any outstanding repairs. | |
| 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). | |
| Date checks and stock rotation for 'best before' coded products | e.g. check tins, jars, boxes, freezer products, etc. Remember, eggs must be sold seven days before the 'best before' date. | | |
| Pest control check | 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 in storage areas. Check equipment and structure for signs of pest activity and holes where pests could get in. | |
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