

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 chilled display equipment, fridges and freezers are working properly.
Staff are fit for work and wearing clean work clothes.
There are plenty of handwashing and cleaning materials (soap, paper towels, cloths etc.)
Check for signs of pests (droppings, damage to doors, walls, etc. that could let pests in.)
Surfaces are clean and disinfected where appropriate (counter tops, floors, equipment etc.)
The shop is 'fit to trade', i.e. clean and tidy, shelves stocked up etc.

CLOSING CHECKS
You should do these checks at the end of the day. You can also add your own checks to the list.
Food that has passed its '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 placed in a special area if being returned to a supplier.
No unwrapped food is left out.
Waste has been removed and new bags put into the bins.



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. You might find it helpful to have all these checks written down in one place.

In the table below there are examples of some extra checks. Write down the details of extra checks that you do and how often you do them. You can add other checks below. When you carry out extra checks, do not forget to make a note of them in the diary.

WHAT TO DO		DETAILS OF CHECK	HOW OFTEN?
Deep clean (example)	e.g. clean behind equipment, dry goods shelving, walls, ceilings, vents, outside waste areas etc.	Deep clean display and storage areas and outside waste areas, including walls, ceilings, and vents.	Every 6 weeks usually on a Thursday
Deep clean	e.g. clean behind equipment, vents, walls, ceilings, outside waste areas etc.		
Maintenance	e.g. freezers defrosted.		
Temperature probe	If you use a probe, check regularly that it is accurate. See the 'Prove it – Chilled and Frozen storage' Safe method and the 'Prove it – Cooking' Safe method on how to check your probe.		
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.		