

Kitchen Food Safety Checklist

Opening and closing checks for a commercial kitchen: fridges, handwashing, cleanliness, pests, allergens, date labels, waste and close-down, with problems and sign-off.

1. Details

Which kitchen, and which checks.

Project

Filled in from the project in SiteSurvey.

Business

Kitchen or premises *

Address

Date *

Checked by

Which checks? * (choose one)

☐ Opening checks ☐ Closing checks ☐ Both: manager check

2. Opening checks (if applicable)

Before any food is prepared.

Fridges, chilled displays and freezers are working properly (choose one)

☐ Yes ☐ No ☐ Not applicable

If applicable: The Food Standards Agency recommends fridges between 0 and 5 °C and freezers at around -18 °C. In England it is an offence to keep food that needs chilling above 8 °C.

Other equipment, such as ovens and hot holding, is working (choose one)

☐ Yes ☐ No ☐ Not applicable

Staff are fit for work and wearing clean work clothes (choose one)

☐ Yes ☐ No ☐ Not applicable

Handwash basins have soap, hot water and paper towels (choose one)

☐ Yes ☐ No ☐ Not applicable

Food preparation areas, surfaces and equipment are clean (choose one)

☐ Yes ☐ No ☐ Not applicable

A clean probe thermometer and probe wipes are to hand (choose one)

☐ Yes ☐ No ☐ Not applicable

There are no signs of pests (choose one)

☐ Yes ☐ No ☐ Not applicable

If applicable: Do not prepare food in the affected area. Tell the manager and the pest contractor now, and record what was found on page 4.

Use-by dates checked and out of date food removed (choose one)

☐ Yes ☐ No ☐ Not applicable

Allergen information for today's menu is up to date and staff know where it is (choose one)

☐ Yes ☐ No ☐ Not applicable

If applicable: Food businesses must tell customers if any food they provide contains any of the 14 allergens named in food law. If you cannot avoid cross-contamination in preparation, the Food Standards Agency says you should tell customers you cannot provide an allergen-free dish.

Cleaning chemicals are stored away from food (choose one)

☐ Yes ☐ No ☐ Not applicable

3. Closing checks (if applicable)

Before the kitchen is left.

All food is covered, labelled, dated and put away in the fridge or freezer (choose one)

☐ Yes ☐ No ☐ Not applicable

No food has been left out (choose one)

☐ Yes ☐ No ☐ Not applicable

Food on its use-by date has been thrown away (choose one)

☐ Yes ☐ No ☐ Not applicable

The day's cleaning schedule is complete (choose one)

☐ Yes ☐ No ☐ Not applicable

Dirty cloths removed and clean ones ready for tomorrow (choose one)

☐ Yes ☐ No ☐ Not applicable

Waste removed and bins emptied and cleaned (choose one)

☐ Yes ☐ No ☐ Not applicable

Floors swept and clean (choose one)

☐ Yes ☐ No ☐ Not applicable

Fridges and freezers are closed and working (choose one)

☐ Yes ☐ No ☐ Not applicable

Cooking equipment is switched off (choose one)

☐ Yes ☐ No ☐ Not applicable

Doors and windows are closed against pests (choose one)

☐ Yes ☐ No ☐ Not applicable

Anything to defrost or prepare for tomorrow

4. Problems and sign-off

Write it down, even if it has been put right.

Did you find any problems?

☐ Yes ☐ No

Problems (copy this block for each one; if applicable)

What was wrong? *

What was done about it?

Status (choose one)

☐ Put right ☐ Reported, not yet put right

Photos (photos: attach, or note the file names)

Name

Signature