



HO1

Opening and closing checks

Opening checks

You should do these checks at the beginning of the day:

- All fridges, chilled equipment and freezers are working properly.
- All other equipment (e.g. oven) is working properly.
- Staff are fit for work, wearing clean work clothes, have removed jewellery and covered or tied hair back where applicable.
- Food preparation areas are clean (work surfaces, equipment, utensils etc.)
- Handwashing basins are stocked with adequate supplies (hot water, soap and paper towels).
- There are plenty of cleaning materials (disposable cloths, degreaser and antibacterial spray).

Closing checks

You should do these checks at the end of the day:

- No food is left out.
- Open food has been covered and labelled with a 'use by' date.
- Food past its 'use by' date has been thrown away.
- Dirty cloths have been removed for cleaning and replaced with clean ones.
- Waste has been removed and new bags put into the bins.
- The SFBB diary has been completed (including reporting any problems and corrective actions), signed and dated.