

Safeguarding and Welfare Requirement: Health

The provider must promote the good health of the children attending the setting. They must have a procedure, discussed with parents and/or carers, for responding to children who are ill or have infections, take necessary steps to prevent the spread of infection, and take appropriate action if children are ill.



Basic kitchen opening and closing checks

Enter a tick ✓ and initial if satisfactory. Enter X and initial if not satisfactory and make a note below. Add action taken and if problem is resolved, sign and date. These checks are to be done by whoever is on kitchen/snack duty.

TO BE COMPLETED DAILY

Week Commencing:

Mon	Tues	Weds	Thurs	Fri
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Personal hygiene:

- Hands washed.
- Clean apron.
- Hair tied back.

Fridge/freezer:

- Working properly.
- Temperature checked – record temps.
- Raw and cooked food separate.
- Separate containers for shared fridge.

Water temperature checked:

- Kitchen
- Bathroom

Appliances working:

- Cooker.
- Microwave.
- Kettle.
- Dishwasher.

Cloths clean:

- Dish.
- Surface.
- T-towels.

Other:

Children's food allergies checked (see list).

Food fresh and in-date.

Packed lunches checked; used within 4 h of prep.

No physical, chemical or pest contamination of stored food.

Closing checks:

- Unused food put away correctly.
- Leftover food and past sell-by-date food discarded.
- Crockery and utensils washed up and put away dry.
- Rubbish removed/bin cleaned.
- Dirty cloths removed for washing and replaced.
- Work surface clean and disinfected.
- Floors clean.


Mon	Tues	Weds	Thurs	Fri

Report any problem(s) here

Action taken

Further guidance

- Safer Food Better Business (Food Standards Agency 2011)
- Allergy and intolerance (Food Standards Agency)
- Food allergen labelling (Food Standards Agency 2014)

Policy approved and adopted by LWPS Board of Trustees on 17 October 2016	
Signed on behalf of the provider	
Name of signatory	Jenny Caw
Role of signatory	Co-Chair
Reviewed February	Signed: Dated:
Reviewed June	Signed: Dated:

