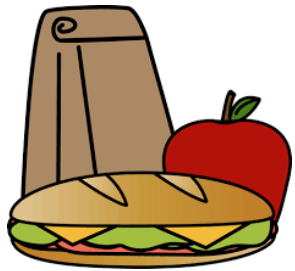




# Healthy Holiday Food Hygiene **Daily** Checklist



Organisation Name:

Managers Name:

Date of completion:

# Daily Checklist

## Opening Checks (Please sign once complete)

Your fridges are working properly? (Temp: 8 degrees Celsius or below)	
Staff are fit for work and wearing clean clothes?	
Preparation and serving areas are clean and disinfected.	
All areas are free from pest activity. (Walk round and check all areas for evidence)	
Hand washing and cleaning materials are fully stocked. (soap, paper towels Etc.)	
Hot water is available at all sinks and hand wash basins. – Staff wash hands before giving out food.	
Thermometer is working	
Allergen information is accurate for all items that are available.	

## Fitness To Work

Staff should be aware that they need to report any diarrhoea/vomiting to their manager. Staff who have diarrhoea/vomiting should not return to work until they have no symptoms for 48 hours.

## Washing Hands Effectively

- Wash your hands before and after handling/preparing/serving any food items
- After using the bathroom
- After smoking
- After coughing/sneezing/touching your face

## Hand washing tips



## Temperature Checks

	Time AM	Temperature
<b><u>Chilled Delivery:</u> Check temp when you receive products-8 degrees Celsius or below (reject food if higher)</b>		
<b><u>Your Fridge</u> (8 degrees Celsius or below)</b>		

### The 4 Hour rule

You can keep ready to eat foods such as sandwiches/sausage rolls/salads Etc. at ambient for a maximum of **4 hours** and then they need to be disposed of. Food consumed after this 4-hour period is unsafe and should not be consumed after this time.

If you are using the 4 hour rule, you must record the times below

Food item(s)	Time out of refrigeration	Time food eaten/disposed of

# Allergens

You must ensure you are aware of any allergies and ensure the correct meal goes to the correct child.

													
<b>1</b> Celery	<b>2</b> Cereals containing gluten	<b>3</b> Crustaceans	<b>4</b> Eggs	<b>5</b> Fish	<b>6</b> Lupin	<b>7</b> Milk	<b>8</b> Molluscs	<b>9</b> Mustard	<b>10</b> Nuts	<b>11</b> Peanuts	<b>12</b> Sesame seeds	<b>13</b> Soya	<b>14</b> Sulphur Dioxide

Child name and allergy	Prepared on site or pre-ordered (circle)	Confirmed meal is free of stated allergy	Confirmed meal has been provided to correct person.	Staff signature/comments
	Prepared on site / pre-ordered	Y/N	Y/N	
	Prepared on site / pre-ordered	Y/N	Y/N	
	Prepared on site / pre-ordered	Y/N	Y/N	
	Prepared on site / pre-ordered	Y/N	Y/N	
	Prepared on site / pre-ordered	Y/N	Y/N	
	Prepared on site / pre-ordered	Y/N	Y/N	

## Cleaning Effectively - Two stage cleaning.

1. **Use hot soapy water** to remove visible dirt, grease, and debris from surfaces/equipment.
2. **Disinfect:** Following the instructions on the product in use, apply disinfectant to all surfaces/equipment and leave for the required contact time. Wipe dry with disposable blue roll or cloth.

### Check Cleaning Product

Before using disinfectant product check **manufacturer instructions**.

These instructions should tell you how to correctly dilute the product (if needed) and how long you need to leave the product on the surface/equipment.

Sanitisers and disinfectants should meet either **BS EN 1276** or **BS EN 13679**.

**The BS EN will be clearly labelled on the product.**

**Closing Checks** (Checks to be done at the end of the day)

All food is covered, labelled, and put in the fridge/freezer (if applicable).	
Food on its Use By date has been thrown away.	
Dirty cleaning equipment has been cleaned or thrown away (if applicable)	
Waste has been removed and new bags put in bins. (if applicable)	
Food preparation areas are clean and disinfected (Work surfaces, equipment, utensils etc.) (if applicable)	
All washing up has been finished. (if applicable)	
Floors swept and clean. (if applicable)	
All paperwork has been completed and signed.	

**Manager signature:****Date:**