

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.