

# Food Safety Checklist for Playgroups, Pre and After School Groups serving only drinks, biscuits etc and food provided by parents

*Record all problems on the safe food diary*

## Safe Chilled Food

Is milk being put into fridge straight away.

Is the fridge below 8°C:

Is there a thermometer to check fridge temperature?

## Safe Stock Control

Has all high-risk food got a use-by date?

Is all food within its use-by date?

Is food used within 3 days once opened?

## Safe Personal Hygiene

Are hands being washed properly and often enough?

Are clean overclothing and hats being worn?

Is there hot water, soap, paper towels and a pedal bin at the wash hand basin?

Is food being handled as little as possible?

## Safe Cleaning and Maintenance

Is there enough hot water for washing up?

Do all surfaces look clean?

Are food contact surfaces sanitised daily?

Are surfaces in good condition?

Are cleaning chemicals stored and used properly?

Is cleaning equipment clean and in good condition?

Is all lighting and ventilation working and being used properly?

Are bins and surrounding areas kept clean?

Are cleaning schedule and methods being complied with?

## Safe Pest Control

Are there any signs of mice, flies or other pests?

## Cross contamination

Are surfaces used for food sanitised before use?

Are cleaning cloths used only once before being sterilised?

## Other contamination

Is all open food covered properly?

Is all food checked for intact packaging and use-by dates on delivery and storage?

Is any food or food equipment near the floor?

Is food kept away from chemicals, toys and play equipment?

## Thermometers

Are probe thermometers being used?

Have probe thermometers been calibrated?