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| **Kitchen Area** | **Yes / No**  **or NA** | **Actions Required** | **Person(s) Responsible** |
| Are kitchen wall charts for hand hygiene, food handling, and sanitising of equipment displayed in the kitchen? |  |  |  |
| Are kitchens and food preparation areas cleaned and disinfected regularly? |  |  |  |
| Food contact surfaces are designed so they can be effectively cleaned and sanitised? The surfaces are in good condition, impervious, no chips/cracks, made of suitable material to prevent contamination? |  |  |  |
| Is there suitable equipment which is clean and in good condition for general purpose catering? (i.e. refrigerator/freezer/stove/dishwasher/ sink/cooking utensils and equipment) |  |  |  |
| Is there suitable shelving and cupboards available for storage? |  |  |  |
| Is there a regular pest control program in place? Are there any signs of vermin activity in cupboards and on shelves? |  |  |  |
| Are the floors in good condition and cleaned regularly? |  |  |  |
| Is the area free of clutter and obstructions? |  |  |  |
| Leads/power points in good condition, leads not being run over/walked over/sufficient number of power points, no piggybacks? Is a safety switch installed and /or electrical test and tag current? |  |  |  |
| Are fire exits kept clear and a fire blanket and/or fire extinguisher available in key areas? |  |  |  |
| Is the first aid kit easily accessible from the kitchen? |  |  |  |
| Is all food stored in sealed containers with expiry dates written on their packaging? |  |  |  |
| Food Storage - Is food kept at the right temperatures? (frozen food solid, hazardous food below 5°C, visible thermometer on freezer/fridge? |  |  |  |
| Are all food products, crockery, glassware, cups and cutlery (including disposables) stored separately from cleaning chemicals? Are knives inaccessible to children? |  |  |  |
| Are all chemicals and cleaning products clearly labelled and kept in their allocated storage area and child proof? |  |  |  |
| Is there a hand washing station providing liquid soap and paper towels close to the food preparation area? |  |  |  |
| Are the Urns or Hot Water Dispenser positioned to prevent limbs coming in contact with hot metal surfaces? |  |  |  |
| Is the water heater or Urn spout positioned over a draining board or drip catcher to prevent splashes? |  |  |  |