|  |  |
| --- | --- |
| **UNIT NAME:** | **UNIT NUMBER:**  |
| **TODAY’S DATE:**  |
| **CHECKS**  | **YES** | **NO** |
| 1. Are the catering premises free of evidence of pests?
 |  |  |
| ***Guidance:*** *Look along skirting boards, under counters and fixed equipment for droppings or smear marks. Check any traps for new evidence of pest activity. Check for evidence of damaged stock or gnaw marks to furniture.* |
| 1. Is the kitchen clean and tidy?
 |  |  |
| ***Guidance:*** *Check if the cleaning from the previous day / shift been undertaken adequately. Has the kitchen been left in a tidy manner with all rubbish removed.* |
| 1. Is there a supply of hot running water to wash hand basins and wash sinks?
 |  |  |
| ***Guidance:*** *Look for presence of hand soap or hand sanitiser and blue roll.* |
| 1. Are all hand wash basins provided with suitable hand wash facilities?
 |  |  |
| ***Guidance:*** *Look for presence of hand soap and blue roll.* |
| 1. Are all services and utilities working correctly?
 |  |  |
| ***Guidance:*** *Check that water /drainage / gas / electricity / heating / ventilation systems are present and working correctly.* |
| 1. Is all catering equipment in good working order?
 |  |  |
| ***Guidance:*** *Check the previous day / shift closing checklist for evidence or any reported damaged equipment.* |
| 1. Are all staff reporting for work fit and well and wearing the correct uniform / PPE?
 |  |  |
| ***Guidance:*** *Check all staff are fit to work and not suffering from any symptoms of sickness or diarrhoea. Ensure the correct uniform and PPE are provided and worn by colleagues?* |
| 1. Have all agency staff been properly inducted?
 |  |  |
| ***Guidance:*** *Check if the agency induction record been completed before they commence work including site specific H&S / fire evacuation procedures and the Compass allergen information process.* |
| 1. Are all fire exit routes kept clear and is the fire-fighting equipment available in the relevant locations?
 |  |  |
| ***Guidance:*** *Check all fire exit routes from the kitchen and restaurant ae clear of obstructions and that fire fighting equipment such as fire blankets or fire extinguishers are available.* |
| 1. Is all relevant allergen information available?
 |  |  |
| ***Guidance:*** *Ensure your allergen folder is up to date and contains accurate information about today’s menu.* |
|  |
| **Actions Required:**  |
|  |
| **Signed:** |  |