

Food Safety and Hygiene - Nominated Supervisor

NQS 2.1.2 Health practices and procedures

NQS 7.1.2 Management systems

Name of the person conducting the checklist: _____ Date: _____

Storage

Are all containers with food in them dated?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Is all food covered and dated in sealable food grade containers, inside and outside the refrigerator?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Are items rotated eg last in first out (check use by dates)?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Are all storage areas clean?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
If there are visible signs of pests, is appropriate action taken to eradicate the pests?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Are food containers stored off the floor?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Are chemicals stored well away from storage areas that contain food?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Is all perishable food brought from home is placed in the fridge on arrival?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA

Fridge and Freezer

Is the fridge temperature between zero to less than 5°C?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Is the freezer temperature at least minus 15°C?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Is raw food separated from and stored below cooked food?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Is food thawing in the fridge covered and stored below cooked foods (to prevent juices dripping onto and contaminating other food)?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Is all food in the fridge within the food's expiry period?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Is any ice which builds up in the freezer removed as soon as possible?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Is the fridge clean and tidy?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Are the fridge door seals clean and in good repair?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA

Food Preparation

Is perishable food prepared within two hours?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Are temperatures of at least 60°C, and 75°C for meat, reached when cooking?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Do you only refrigerate perishable food that's been in the temperature danger zone between 5°C and 60°C for two hours or less?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Do you only reheat perishable food that's been in the temperature danger zone between 5°C and 60°C for two hours or less?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Is perishable food that has been in the temperature danger zone for more than 4 hours thrown away (including leftovers)?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Is cooked food cooled as quickly as possible (to 21°C in under 2 hours and then to 5°C in under 4 hours)?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Is food only reheated once?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Is leftover food (that has not left the kitchen) reheated rapidly to at least 60°C (70°C is preferable) or discarded?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Is leftover food that has been served to children thrown out?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Are fruit and vegetables washed thoroughly before use?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Are utensils and equipment clean and in good repair?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Is non-porous crockery and cutlery used?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Do cooks take all practical measures to ensure nothing from their body contaminates the food eg wear gloves, wear only plain jewellery like wedding band or no jewellery, not wearing nail polish or artificial nails, using band-aids that are easy to see eg blue?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA

Allergies

Are the names and medical management /risk minimisation plans of children with special dietary requirements easy to see/read? Yes No NA

Are allergen products stored away from other food products to prevent risk of cross contamination? Yes No NA

Are all educators aware of children's special dietary requirement during meal service? Yes No NA

Are allergy policies (eg nut policy) strictly adhered to? Yes No NA

Diary Notes

Do you diarise to regularly (eg every 6 months) ask families to update their child's allergy/medical information? Yes No NA

Actions required