

Kitchen Safety Checklist (non-commercial)



Presbytery:	
Congregation:	
Address:	
Date inspected:	
Inspected by:	
Contact phone:	

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, have 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?			

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Are all chemicals and cleaning products clearly labeled and kept in their allocated storage area and childproof?			
Is there a hand washing station providing liquid soap and paper towels close to the food preparation area?			
Are the Urns or Hot Water dispensers positioned to prevent limbs from 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?			
Food handling gloves available and used (where required)?			
Are pedal-operated waste disposal bins used?			
Are names /contact details of first aid officers displayed in the kitchen?			
Does your First Aid Kit contain a burns module?			
Emergency procedures and emergency contact numbers displayed?			
Instructions for use of equipment available (where required) and kitchen personnel provided with training?			
Allergen management – kitchen personnel instructed at induction?			