



Kitchen Safety Cook & Nominated Supervisor

NQS Element 2.1.2 Health practices and procedures

NQS Element 2.2.1 Supervision

NQS Element 3.1.1 Fit for purpose

NQS Element 3.1.2 Upkeep

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

Facilities

Is the kitchen located and designed in a way that prevents children from accessing potentially harmful substances and objects?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Are sharp knives kept in a locked draw/cupboard?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Are (cleaning) chemicals and medications properly labelled and stored securely?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Are Material Safety Data Sheets readily available in areas where chemicals are kept?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Are there see through sections or warning signs fitted to doors in high traffic areas, especially where they open into hallways/walkways?			
Are doors in good repair and do they swing easily?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Are doors free of splinters or sharp surfaces?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Does the layout give employees space to work and move freely?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Are appliances like microwaves mounted at a height that every adult in the workplace can access?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Are power boards used rather than double adapters?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Do all power boards have overload protection?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Is there access to natural light?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Is the kitchen well ventilated?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Is an exhaust fan installed?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Are electrical cords placed so they don't obstruct movement or present a safety hazard?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Is a fire blanket kept next to cooking facilities?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA

Hygiene

Are colour coded chopping boards used? eg RED for meat, YELLOW for chicken, GREEN for fruit and vegetables?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Are ovens clean and in good repair?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Are light fittings clean and free of dust?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Are tiles and cooking utensils clean and in good repair?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Are refrigerators and cooking appliances regularly cleaned and the contents checked?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Are different coloured sponges used in the kitchen compared to bathrooms and children's rooms?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Are cutlery, mugs and dishes regularly cleaned and put away?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Is the kitchen cleaning schedule displayed and signed off when completed?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Are clean dishcloths and tea towels always available?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Is dedicated cleaning material (eg paper towels) used for cleaning spills on the floor?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Are floors clear of substances that may cause falls and slips?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Is the kitchen always clear of garbage and litter?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Do all bins have liners and lids?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA

Practices

Are drawers and cupboards closed immediately after use?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
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Are hot food and drinks prepared and consumed away from children and areas they can access?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Are water containers emptied after use?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Are cleaning materials put away after each use?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Are rubbish containers emptied before they overflow?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Are garbage bins emptied every day, and washed, sanitised and dried when dirty (at least once a week)?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Are electrical appliances unplugged when not in use and stored appropriately?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Is electrical equipment (exposed to moisture, heat etc) regularly tested (tagged) by a licensed tradesperson and a record kept eg tag or other record?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA



Actions required