



Kitchen Checklist

This checklist is part of the Safety and Risk Management Program of the Diocese of Wangaratta.

Instructions for use:

- 1. Complete the checklist annually for all church/parish kitchens**
- 2. Note any issues (where a "NO" response is given)**
- 3. Parish Council to action any identified risks**
- 4. Completed checklist to be filed with risk management documentation**

Source: This checklist is a modified form of the one used by the Anglican Diocese of Brisbane.

Kitchen Checklist:

Inspection Item	Yes	No	N/A	Action Required / Person Responsible
Are Food Safety Rules posters prominently displayed in the kitchen?				
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)				
Are there suitable shelving and cupboards available for storage?				
Are the cupboards, shelves and equipment free of any signs of vermin activity?				
Are the floors in good condition and cleaned regularly?				
Is the area free of clutter and obstructions?				
Are fire exits kept clear?				

Inspection Item	Yes	No	N/A	Action Required / Person Responsible
Is a fire blanket and/or fire extinguisher available near the stove?				
Is a first aid kit easily accessible from the kitchen?				
Is all food stored in sealed containers with expiry dates written on their packaging?				
Are all food products, crockery, glassware, cups and cutlery (including disposables) stored separately from cleaning chemicals?				
Is the cupboard or allocated cleaning chemical storage child-proof?				
Are all chemicals and cleaning products clearly labelled and kept in the allocated storage area?				
Is there a regular pest control routine?				
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 into contact with hot metal surfaces?				
Are the urns or hot water dispenser spouts/outlets positioned over a draining board or drip catcher to prevent splashes?				
Does the fridge contain a thermometer to ensure refrigeration temperatures remain at or below 5°C?				
If bain maries are used is there a thermometer to ensure they are kept at 60°C or hotter?				
Is there a process for ensuring kitchen users are trained in safe food handling practices or supervised by someone who is certified?				