Re-Opening Checklist

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Date Labels Carry out date label checks on all food and drink products that are in the business, throwing away anything that has expired. Ensure you check all fridges, freezers (both in the kitchen & bar), dry stores and drink storerooms. Take extra care when checking the freezers in case there have been any long-term power cuts whilst you were closed that could have caused items to defrost. Visually check frozen items for signs of thawing, ice crystals or freezer burn. Whilst checking dates in the dry store also check the packaging to ensure it has not been eaten by pests, suffered water ingress or become mouldy and therefore contaminating the food.	
Comment all areas checked and action completed:	
Equipment & premises cleaning Before using any kitchen equipment, crockery/cutlery and glassware it should be passed through the dishwasher / glass washer to ensure it is cleaned and sanitised thoroughly. Ice Machine needs to be sanitised and all parts which can be removed placed through dishwasher before turning back on. Any beer lines must be cleaned through prior to use. All work surfaces and cooking appliances should be cleaned using your sanitiser chemical, be sure to follow the correct dilution and contact time of your sanitiser before wiping surfaces down. You may need to order more chemicals if you have used all or most of your supply during the close down. Implement 20 minute cleaning program log for teams. Follow usual Health & Safety precautions, such as not moving, cleaning or emptying equipment when hot.	
List all equipment and areas checked and sanitised: **20-minute cleaning programs are held:**	
Pest activity checks Carry out pest activity checks in every room in the building. Make sure you check behind fridges, freezers and other equipment, underneath any banquette / bench seating you may have and any known pest hotspots. If you find any evidence of pests this should be cleaned away immediately, the area sanitised and reported to your pest contractor. Just because there was no pest activity previously, do not assume that there has been none over the closure period. It is advisable to arrange a visit from your pest control company as soon as possible prior to re-opening.	
Areas where pest activity was found, and action taken:	
Legionella water checks With no taps or water systems in use for a period of time it is important that the system is flushed through to reduce the risk of Legionella. Follow the Legionella check flow chart for re-opening and action the correct process. Ensure this is documented within your risk assessment. If you require additional support contact your line manager or SureFoot on 02074 344 535	
Flow chart option taken and actions completed:	
Allergens Do you have the correct allergen information for the current menu including any updates or substitutes? Is it available at different points for the team? If you do not have the correct or latest allergen information, then contact your line manager immediately.	
What allergen information is being used, where is it available:	

Turn everything (required) back on
Whilst walking around the building turn back on all of the equipment you turned off when closing the site once it has been cleaned. Not all equipment may be needed at first but try to check that it is working safely. In particular, all required fridges and freezers, so they are ready for food deliveries. Ensure that units have reached the correct temperature before restocking. Calibrate probes prior to opening to ensure that temperature checks are accurately completed.
If you have diverted the site telephone number remember to cancel the divert.

List all equipment turned on and whether working correctly:

Probe 1: ID_____   Boiling Temp_____   Ice Temp_____   Safe to use ✓ ✗

Probe 2: ID_____   Boiling Temp_____   Ice Temp_____   Safe to use ✓ ✗

Probe 3: ID_____   Boiling Temp_____   Ice Temp_____   Safe to use ✓ ✗

Probe 4: ID_____   Boiling Temp_____   Ice Temp_____   Safe to use ✓ ✗

Deliveries
Try to stagger delivery times so that not all temperature-controlled items arrive at once. Temperature check items and record in the usual way. See Deliveries guidance on how to do so properly.
Stock may have been in the warehouse some time, so pay extra attention to shelf life of products. Also check no suppliers or products have changed; any substitutes may contradict allergen information and menu claims.
If using different products to previously, this may affect allergen information and must be reported to line manager immediately.

List when deliveries are arriving and which team member is designated to the check and pack of the delivery:

Security
Check the premises for any signs of criminal damage. Reporting anything you find to Head Office and the local Police. Consider Lone Working policy; always have two people on site where possible or at least have an emergency contact to notify that you are going onsite and have left site. Ensure alarm codes are correct and CCTV is working.

List controls implemented for team security:

Maintenance contractors notified
Contact your planned maintenance contractors to inform them that you are back open. Ensure that any scheduled visits that should have taken place during the closure are rearranged. Ensure these are completed when minimal people are on site.

Any maintenance planned in for the next month, if so list below what it is and controls that have been put in place for when they visit:

Fire alarm tests and checks
Carry out your usual fire safety checks including testing the alarm, testing emergency lighting, checking fire exits aren't blocked and that extinguishers are in place. Walk all escape routes in full to ensure no obstructions. If completing physical distancing with team, create a plan for evacuation drills to ensure team leave with distance and assemble in an area where they can distance.

Where are the alarm tests logged, what process is in place for evacuation drills if completing physical distancing with team:

Re-Opening Risk Assessment This has been completed with specific controls for the site documented, template can be found within the risk assessment section, non-applicable controls have been removed.	
Re-Opening Risk Assessment is held:	
Medical Questionnaires with Team Completed Complete the COVID-19 return to work questionnaires with all team physical distancing guidance and personal hygiene refresher session with the team, ensuring that they are safe, well and ready to return to work.	
Medical questionnaires are held:	
Team trained on risk assessments Run through all new risk assessments, HACCPs, allergen information updates with the team and ensure they sign off the team checklist	
List new risk assessments and where these are held:	
Working on site policy Implement family units, physical distancing or both with team members. Ensure the team are trained on the process in place and understand their responsibilities. All areas requiring tape marking on site within kitchen, front of house and any outside queue has been completed.	
Which system is being implemented, where is the family log or floor plan for physical distancing held:	
Team Checklist All team members have completed the team checklist, understand the new policies and their responsibilities	
Team Checklists are held:	
Dine-In Customer Controls Have queuing and booking systems been finalised, is there a designated host, signage in place, alternative means of communication considered for those with sight or hearing impairments, sanitiser stations (if using) available to those with restricted mobility, policy established on use of screens and / or distancing, layout revised in line with 2m or 1m+ requirements, performance and music considered, payment methods (cashless and contactless considered), system in place to support NHS Test & Trace and toilets effectively managed	
Has this is all been considered in the COVID-19 risk assessment and where is it kept:	
Visitor Policy This is in place, has been circulated with all visitors required and signed before or on arrival	
Visitor policy is kept:	

Completed checklists to be stored with your COVID-19 and Re-Opening Risk Assessment.