Christmas kitchen checklist

Tick each one before the festive rush.

Business: _____ Checked by: _____ Date: _____

A. Before December

Check	Done	Notes
Allergen information updated for every new Christmas dish (all 14 allergens)	☐	
Labels for food we pack on site before it is ordered: name and full ingredients, with allergens emphasised	☐	
Supplier swaps checked for allergens	☐	
Extra fridge space planned for big deliveries	☐	
Probe thermometer checked and working	☐	
Christmas opening times and closed days written in the diary	☐	

B. New and temporary staff (one line per person)

Name	Start date	Handwashing	Allergens	Illness rule (48 hours)	Temp checks	Briefed by
		☐	☐	☐	☐	
		☐	☐	☐	☐	
		☐	☐	☐	☐	
		☐	☐	☐	☐	

C. Every day in December

Check	Done	Notes
Chilled food at 8°C or below, fridges set at 5°C or below, checked more often when full	☐	
Hot food held at 63°C or above	☐	
Food cooled quickly before it goes in the fridge	☐	
Raw meat stored below and away from ready-to-eat food	☐	
Clean as you go, with daily cleaning signed off	☐	
Opening and closing checks and the diary filled in	☐	
Problems written down, with what we did	☐	

D. In January

Check	Done	Notes
4-weekly review done (SFBB, or your own system's review), including the Christmas changes	☐	
Training records kept for temporary staff	☐	

Illness rule: staff with diarrhoea or vomiting must not work until they have had no symptoms for 48 hours.

Hot holding: below 63°C for up to 2 hours, once. Then cool quickly to 8°C or below, or throw it away.

Reheating: until steaming hot, and only once. In Scotland, to at least 82°C.

Based on Food Standards Agency and GOV.UK guidance. Use it alongside your own food safety system (Safer Food, Better Business, CookSafe or Safe Catering).

Free printable template from **foodsafetyrecords.co.uk**. You may copy and use it in your business.

Prefer your phone? **Food Hygiene Record Book** for iPhone and Android.