



THE ULTIMATE *back to school* *checklist*

PRINT
ME OUT



It's that time of year again! The kitchen may be quiet with the kids away but there's important prep work to do to get ready for September. Here's our handy guide



Look at your menus:

- Do a menu audit. Revisit last year's offering – what went down well with the children and what wasn't so popular? What new dishes could you add? Do you have enough options for vegetarians and vegans?
- Perform a stock take. Is everything still in date? Can you preserve anything in the freezer? What do you need for the new menus?
- Place your order with your wholesaler or add a diary reminder to do it nearer the time. Don't forget the non-food and drink items such as napkins.



Get on top of allergen considerations:

- Read up on the new allergen legislation – Natasha's Law – which starts 1 October. Are you ready? Go here for more information: brws.it/natasha
- Request the latest allergen details for all children, including new starters.



Make sure your team are ready:

- Assess the staff rota. Is everyone keeping the same hours? Do you need to recruit any extra staff?
- Look at staff training. Is everyone up-to-date with their food hygiene certificates? Do they need training on new dishes you're adding to the menu?
- Ensure all staff members are aware of the latest allergen information – the new legislation, allergens in your new menus and the children's allergies.



Don't forget the practical tasks:

- Do the big pre-term clean or schedule it in.
- Review your kit. Is all the equipment working well? Arrange to have items fixed or order new ones if necessary.
- Look at your current risk assessment and update where needed.