

01 Health and safety procedures

01.3 Kitchen

General safety

- The safety gate to the kitchen is always kept closed.
- Children do not have access to the kitchen.
- Children are not taken to the kitchen at any time.
- Staff do not normally take tea breaks in the kitchen unless there is no alternative, in which case, tea-breaks are not taken in the kitchen when food is being prepared.
- Wet spills are mopped immediately.
- A clearly marked and appropriately stocked First Aid box is kept in the kitchen.

Cleanliness and hygiene

Staff follow the recommended cleaning schedules in Safer Food Better Business (SFBB).

- Floors are washed down at least daily.
- All surfaces are cleaned regularly using antibacterial cleaner, including contact points, such as cupboard doors and handles.
- Inside of cupboards are cleaned monthly.
- The microwave oven is wiped down daily after use.
- If the dishwasher breaks down, washing up is done by hand.
- Plates and cups are only put away when fully dry.
- Tea towels are used once. They are laundered before their next use.
- Any cleaning cloths used for surfaces are disposable and changed daily.
- There is a mop head and dustpan and brush set aside for kitchen use only.
- Any repairs needed are recorded and reported to the Manager.
- Chip pans are not used.

Further guidance

Safer Food Better Business: Food safety management procedures and food hygiene regulations for small business: www.food.gov.uk/business-guidance/safer-food-better-business