



## 01 Health and safety procedures

### 01.3 Kitchen

#### General safety

- Doors to the kitchen are kept closed.
- Shutters to hatches are kept closed when cooking is taking place.
- Children do not have unsupervised access to the kitchen.
- Staff do not take tea-breaks 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 is washed at least daily.
- All work surfaces are cleaned regularly with anti-bacterial agent.
- Cupboard doors and handles are cleaned regularly.
- Fridge and freezer doors are wiped down regularly
- Ovens/cooker tops are wiped down after use;
- If dishwashers break down and washing up is done by hand items are rinsed separately.
- Where possible all crockery and cutlery are air dried.
- Plates and cups are only put away when fully dry.
- Tea towels, if used, are used once.
- Any cleaning cloths used for surfaces are washed and replaced daily.
- Any repairs needed are recorded and reported to the manager.

#### 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](http://www.food.gov.uk/business-guidance/safer-food-better-business)