



Date: 01 February 2019	Name: Glass Policy
Module: Good Food Handling	Approved by Group Food Safety Manager: Tessa Morris
Policy Number: 05	Revision:

### Policy

It is best practise to remove or limit the hazard of broken glass in SPAR stores and ensure the risk to customer's health because of broken glass being consumed is as low as practically possible.

### Procedure

When any glass or hard plastic item breaks near open food the following action must take place:

1. Production in the area must be stopped immediately.
2. All products in the immediate vicinity must be quarantined.
3. The area at risk must be cordoned off using tape, a 5M radius from where the breakage has taken place.
4. The manager must be informed immediately of any breakage in any area.
5. No food items, equipment or glass is to be removed until the site has been examined by the manager.
6. All food product that is open in a 5M radius of the glass or hard/brittle plastic area must be discarded.
7. On leaving the area, staff shoes must be inspected to ensure they are not contaminated with glass.
8. On leaving the area, affected staff protective clothing must be changed to ensure that there will be no further cross contamination.
9. A nominated staff member on instruction will pick up/sweep all the glass fragments. Ensure all involved are wearing appropriate protective clothing and gloves.
10. Broken glass will be placed in a plastic bag directly into the external refuse area.
11. All food contact surfaces, food machinery and floor surface areas must be wiped down using a damp cloth.
12. The store must have a dedicated set of cleaning equipment i.e.: brushes, shovels and brooms used to collect broken glass, these must be removed from the department and thoroughly cleaned and inspected before returning these to the food area.
13. Cloths must be placed in a plastic bag and disposed of immediately in the external refuse area.
14. The tape is only to be removed once the manager agrees that all broken glass has been removed from the affected area/s.
15. The affected area is then left in a safe condition. The manager must ensure the area can cause no further damage before resuming production in this area and place a warning sign for staff advising that care needs to be taken when working in the area where broken glass was found.
16. The manager must ensure all action is recorded on the glass breakage form.

Complete the **glass breakage form** found under records section in this file.

