



CLEANING

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This section tells you about handwashing, cleaning effectively, how to 'clear and clean as you go' and developing a cleaning schedule.

SAFE METHOD:

HANDWASHING



Effective handwashing is essential to help prevent bacteria spreading to food.

Make sure that all staff who work with food wash their hands properly before handling or preparing food. Harmful bacteria can spread very easily from people's hands to food, work surfaces, equipment etc. Effective handwashing helps to prevent this. Following the steps below will make sure hands are washed properly.

WASHING HANDS EFFECTIVELY

Step 1:

Wet your hands thoroughly under warm running water and squirt liquid soap onto your palm.



Step 2:

Rub your hands together palm to palm to make a lather.



Step 3:

Rub the palm of one hand along the back of the other and along the fingers. Repeat with the other hand.



Step 4:

Put your palms together with fingers interlocked and rub in between each of the fingers thoroughly.



Step 5:

Rub around your thumbs on each hand and then rub the fingertips of each hand against your palms.



Step 6:

Rinse off the soap with clean water and dry your hands thoroughly on a disposable towel. Turn off the tap with the towel and then throw the towel away.



CHECK IT

For hands to be washed properly, you need warm running water, liquid soap and preferably disposable towels.

Do you use liquid soap?

Yes No If no, what do you use?

Do you use disposable towels?

Yes No If no, what do you use?



WHEN TO WASH YOUR HANDS

Before touching or handling any food, especially ready-to-eat food and after touching raw meat, poultry, fish, eggs or unwashed vegetables



When entering the kitchen e.g. after a break or going to the toilet.



After touching or emptying bins.



After any cleaning.



After touching a cut or changing a dressing.



After touching items such as phones, light switches, door handles, cash registers and money.



THINK TWICE!

If you use disposable gloves in your business, they should never be used as an alternative to effective handwashing.

When using disposable gloves make sure you:

- Wash your hands thoroughly before putting them on and after taking them off.
- Always change them regularly, especially between handling raw food and ready-to-eat food.
- Throw them away after use or if damaged.

Hygienic hand rubs and gels can be useful when used as an additional precaution, but should **never** be used as a replacement for effective handwashing.

WHAT TO DO IF THINGS GO WRONG

- If you think a member of staff has not washed their hands, make sure they wash them straight away and emphasise how important it is to wash their hands when working with food.

HOW TO STOP THIS HAPPENING AGAIN


- Make sure that hand basins are convenient with plenty of soap and disposable towels.
- Train staff again on this safe method.
- Improve staff supervision.

SAFE METHOD:




CLEANING EFFECTIVELY



Effective cleaning is essential to get rid of harmful bacteria and stop them spreading.

SAFETY POINT	WHY?
Cleaning needs to be carried out in two stages. First use a cleaning product to remove visible dirt from surfaces and equipment, and rinse. Then disinfect them using the correct dilution and contact time for the disinfectant, after rinse with fresh clean water if required.	Chemical disinfectants only work if surfaces have been thoroughly cleaned first to remove grease and other dirt.
Follow the manufacturer's instructions on how to use cleaning chemicals. Disinfectants and sanitisers should meet BS EN standards. You can find out more in the 'cleaning terms' in the 'Your cleaning schedule' safe method.	This is important to make sure that chemicals work effectively.
Wash work surfaces and equipment thoroughly between tasks, follow the manufacturer's cleaning instructions if there are any. Wash and then disinfect them after preparing raw food.	This will help prevent dirt and bacteria spreading onto other equipment. 

HIGH-PRIORITY CLEANING

Regularly wash/wipe and disinfect all the items people touch frequently, such as work surfaces, sinks, taps, door handles, switches, can openers, cash registers, telephones and scales. Where possible, allow these to dry naturally at the end of each day/shift.	This will help prevent dirt and bacteria being spread to people's hands and then to food or other areas. Drying naturally helps prevent bacteria being spread back to these items on a towel/cloth used for drying. 
Wash and disinfect fridges regularly at a time when they do not contain much food. Transfer food to another fridge or a safe cold area and keep it covered.	To clean a fridge thoroughly, you should take out all the food and keep it cold somewhere else. If food is left out at room temperature, bacteria could grow. 
Ideally use a dishwasher. Do not overload the dishwasher and make sure it is maintained and serviced regularly. If you do not have a dishwasher, wash plates, equipment etc. in hot soapy water using diluted detergent. Remove grease and any food and dirt. Then immerse them in very hot, clean water. Leave to air dry, or dry with a clean disposable cloth.	Dishwashers wash items thoroughly at a high temperature so this is a good way to clean equipment and kill bacteria (disinfect) and remove allergens. If you overload the dishwasher, it may not wash effectively. 



OTHER CLEANING

SAFETY POINT	WHY?
Items that do not touch food are not as high a priority but they should still be cleaned effectively. Examples include dry storage areas and floors.	This prevents dirt and bacteria building up in the kitchen. It also removes any food which has fallen on the floor, which can attract pests e.g. mice and cockroaches.
For equipment or areas that are hard to clean, you may wish to employ a contract cleaner.	Contract cleaners have special equipment and experience of more difficult cleaning.



THINK TWICE!

Effective cleaning needs to be carried out in two stages. Disinfectants will only work on clean surfaces. Always use a cleaning product to remove visible dirt and grease before disinfecting. Always check the manufacturer's instructions for the correct dilution and contact time for disinfectants or sanitisers.

When you are cleaning, remember to move food out of the way, or cover it. This is to prevent dirt, bacteria or cleaning chemicals from getting onto food.

MANAGE IT	WHY?	HOW DO YOU DO THIS?
Fill out the cleaning schedule in the diary to show how you manage cleaning in your business. (See the 'Your cleaning schedule' safe method.)	This is to make sure that staff know what to clean, when and how.	Have you completed the cleaning schedule from the diary? Yes No If no, are you using another cleaning schedule? Yes No
Make sure you always have a good supply of cleaning chemicals, materials and equipment. It can be helpful to put a reminder in your diary of when you should buy more.	Staff are more likely to clean properly if the right cleaning chemicals, materials and equipment are available.	Do you make sure you have a good supply of cleaning products? Yes No

WHAT TO DO IF THINGS GO WRONG	HOW TO STOP THIS HAPPENING AGAIN
<ul style="list-style-type: none">If you find that any item in your kitchen is not properly clean, wash and disinfect it and allow it to dry.	<ul style="list-style-type: none">Review your cleaning schedule, including how you clean and how often.Make sure your cleaning chemicals, materials and equipment are suitable for the tasks you use them for and are being used correctly.Train staff again on this safe method.Improve staff supervision.

Write down what went wrong and what you did about it in your diary.








SAFE METHOD:

CLEAR AND CLEAN AS YOU GO

Keeping your kitchen clear and clean makes it safer.



SAFETY POINT	WHY?
Take off outer packaging from food and throw it away before you bring food into the kitchen or storeroom.	Outer packaging could have touched dirty floors etc. when it has been stored or transported before. 
Take extra care with how you throw away packaging and food waste from raw food. If packaging from raw food touches work surfaces make sure you wash and then disinfect them afterwards.	Packaging and food waste from these foods are more likely to spread harmful bacteria and allergens to food and surfaces. 
Keep your kitchen free from clutter and rubbish. Clear away dirty kitchen equipment as soon as possible.	Work surfaces are easier to keep clean when they are not cluttered. It is also important to clear away used equipment to prevent bacteria and allergens spreading from it to surfaces or food. 
Keep sinks clear and clean them regularly.	This stops dirt building up and helps prevent bacteria and allergens from spreading.
Wash or wipe away spills as soon as they happen. Clean and then disinfect work surfaces after wiping up spills from raw food.	This stops dirt building up and helps prevent bacteria and allergens from spreading. 
Wash work surfaces thoroughly between tasks. Use a new cloth (or one that has been washed and disinfected) to clean work surfaces before preparing ready-to-eat food.	This will help prevent dirt and bacteria and allergens spreading onto other foods from the surface. A dirty cloth could spread bacteria and allergens to the surface. 



MANAGE IT

'Clear and clean as you go' is the recommended way of keeping your kitchen clean as you work. How do you do this?

MANAGING FOOD WASTE

Managing food waste can help prevent fat, oils and grease from blocking your sinks, pipes and drains. Check with your environmental health department if there are specific requirements in your area.

SAFETY POINT	WHY?	HOW DO YOU DO THIS?
Scrape food waste into the bin before washing. Ideally, use a separate bin just for food waste.	This will help prevent food blocking pipes and drains at your business.	Do you remove left-over food from plates before washing? Yes No Do you have a bin just for food waste? Yes No
Use a strainer over the plughole to stop food going down the sink.	This will help stop food from blocking your sinks, pipes and drains.	Do you use strainers in your sinks? Yes No
Food waste should be stored in a specific place, away from food preparation, before it is collected. This area should be cleaned and disinfected regularly.	Food waste can contaminate food preparation areas with bacteria and allergens. Regular collection of waste is very important. If left too long, waste can smell, attract pests and can be a risk to food safety.	Do you have a specific place for food waste? Yes No Do you clean and disinfect this area regularly? Yes No How often is food waste collected at your business?

WHAT TO DO IF THINGS GO WRONG	HOW TO STOP THIS HAPPENING AGAIN
<ul style="list-style-type: none">• If you find that work surfaces or equipment are not properly clean, wash, disinfect and dry them before using them to prepare food.• If you find any packaging or waste lying around, throw it away immediately and clean and then disinfect the work surface thoroughly.• If sinks, pipes or drains get blocked check food is being scraped into bins before washing and that strainers are being used.	<ul style="list-style-type: none">• Review your clearing and cleaning practices.• Review staffing levels.• Consider changing the order/timing of tasks to make it easier to keep surfaces clear and clean.• Train staff again on this safe method.• Improve staff supervision.

Write down what went wrong and what you did about it in your diary.



YOUR CLEANING SCHEDULE



A cleaning schedule is a useful tool to help you clean effectively in your business.

WHAT TO DO

You can use the cleaning schedule supplied in the diary to write down how you clean in your business. This safe method should help you do this.

Alternatively, you may already have a cleaning schedule. If so, you can continue to use it, but it is a good idea to look at this safe method and review your schedule to make sure that it covers the right things.

It is important to write down how you do your cleaning, so you can show what you do. It is also useful for staff to be able to check how they should clean things, so you may wish to put your cleaning schedule on the wall.

SAFETY POINT	HOW DO YOU DO THIS?
<p>Walk through your premises and make a list of everything that needs cleaning. This will depend on what you do in your business.</p> <p>Some items should be cleaned more frequently than others and some should also be disinfected. You do not need to disinfect everything – concentrate on those items that will be touched by food and frequently touched items such as door handles.</p> <p>You will also need to clean and then disinfect surfaces or items that have been touched by raw food, or leaks or spills from these.</p> <p>See the next page of this safe method.</p>	<p>You may find it helpful to go through the following examples of items that need cleaning and disinfecting:</p> <p>Items that come into contact with food</p> <ul style="list-style-type: none"> • Work surfaces and chopping boards • Equipment e.g. knives • Fridges and freezers • Equipment with moving parts e.g. food mixers, slicers, vacuum packing machines and processors • Sinks and soap dispensers • Re-usable cloths and work clothes • Ice machines <p>Frequently touched items</p> <ul style="list-style-type: none"> • Rubbish bins, broom and mop handles • Door handles, taps, switches, controls, cash registers and scales • Can openers, telephones <p>Other items</p> <ul style="list-style-type: none"> • Floors, walls, ceilings • Storage areas • Waste areas and drains • Microwaves, ovens, dishwashers, hot-holding and display cabinets • Self-service and staff areas
<p>For each item, or group of items, write down what you do on your cleaning schedule.</p>	<p>Include details on:</p> <ul style="list-style-type: none"> • How you clean the item(s) • What chemicals you use and how to use them • What equipment you use • How often you clean the item(s)
<p>Review your schedule regularly and check that all cleaning is being done properly.</p>	<p>Train staff on the cleaning schedule, so they know what they have to do, and when. Supervise cleaning.</p>



EXAMPLE OF A CLEANING SCHEDULE

Fill in details of all the items you clean

Item	Frequency of cleaning					Precautions e.g. wear gloves or goggles	Method of cleaning
	After use	Every shift	Daily	Weekly	Other		
Work surface	X					Wear gloves	<ol style="list-style-type: none">1. Remove any obvious food and dirt.2. Wash the surface with hot soapy water (detergent diluted according to manufacturer's instructions) to remove grease and any other food and dirt.3. Rinse with clean water to remove the detergent and loosened food and dirt.4. Apply a disinfectant. Make sure you leave it on for the contact time recommended by the manufacturer.5. Rinse with clean water to remove the disinfectant.6. Leave to dry naturally or use a clean disposable cloth.
Fridge				X		Wear gloves	<ol style="list-style-type: none">1. Remove all food and store it in a cool place, ideally another fridge or cool box.2. Remove shelves and compartments from the fridge and wash them in hot soapy water and then disinfect. Allow to dry naturally or use a clean or disposable cloth.3. Wash and then disinfect all surfaces of fridge with hot soapy water and dry with a clean or disposable cloth.4. Replace shelves and compartments, and put the food back in the fridge.5. Wash and disinfect the outside including the handles and door seals.

CLEANING TERMS

Detergent

A chemical (e.g. washing-up liquid) used to remove grease, dirt and food. Used for general cleaning.

Disinfectant

A chemical which kills bacteria. Check that surfaces are clean of grease, dirt and food before you use a disinfectant.

Sanitiser

A two-in-one product that acts as a detergent and a disinfectant. If you use a sanitiser, make sure you use it first to clean and remove grease, and then again to disinfect.

BS EN standards

Disinfectants and sanitisers should meet either BS EN 13697 or BS EN 1276 standards.

Dilution rate

Most cleaning chemicals are concentrated, so you need to add water to dilute them before they can be used. It is important to follow the manufacturer's instructions on how much water to use with the chemical. This is the 'dilution rate'. If you add too much or too little water, then the cleaning chemical might not work effectively.

Contact time

This is how long a cleaning chemical needs to be left on the item you are cleaning. It is important to follow the manufacturer's instructions on contact time for the chemical to work effectively.