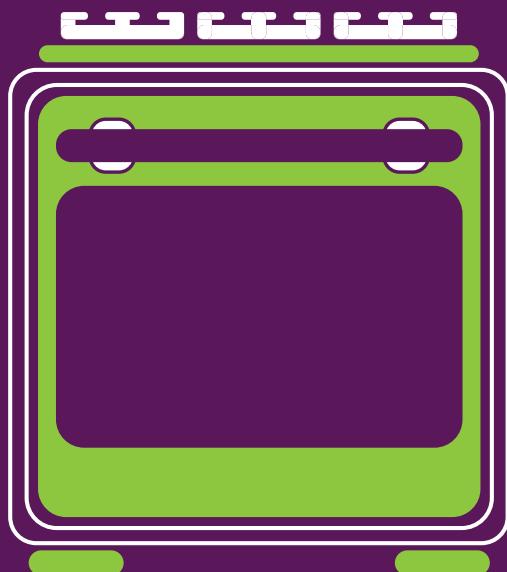
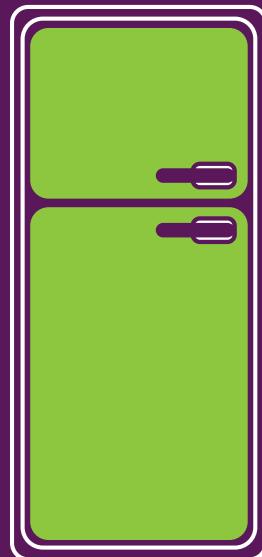
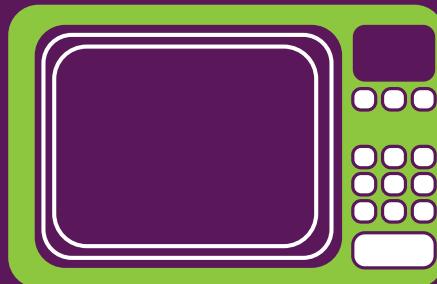


KITCHEN EQUIPMENT GUIDE



PRIFYSGOL
BANGOR
UNIVERSITY

KITCHEN EQUIPMENT GUIDE



SAFEGUARD

When using electrical appliances, basic safety precautions should always be taken, including the following:

- Remember to turn all cooking electrical appliances off after use.
- Do not operate any appliance with a damaged cord or plug, or after the appliance malfunctions, or has been damaged in any manner.
Report any faults or damages to the Halls Office immediately.
- To protect against fire, electric shock and injury to people, do not immerse cords, plugs, or power base units in water or other liquids.
- Do not leave cooking unattended.
- Only people that normally reside in this flat are permitted to use University owned electrical equipment provided in this kitchen.
- Keep all kitchen surfaces clean and mop up any spills as they happen.
- Leave the kitchen in the condition in which you find it.
- Dispose of waste carefully.

KITCHEN RULES

- Never leave the kitchen when you are cooking. Make sure the oven and hobs are completely switched off after cooking.
- Do not cook under the influence of alcohol.
- Ensure you use the cooker hood when cooking to vent away any steam or smoke.
- Don't allow any pans of water or food to boil over. If any liquid does escape onto the hob rings please clear up immediately.
- Do not overfill toasters. Please ensure any pieces of bread and crumbs are cleared out into the bin before and after use.
- Store foods and utensils in the appropriate storage unit.
- Do not overfill the fridge and freezers. Make sure all freezer drawers are closed properly to avoid over icing.
- After cooking please clean any equipment you have used and clean the surfaces.
- Any fat or grease you have left over after cooking must be stored in a suitable container when cool and disposed of. Do not pour down the sink as this will block the drains.
- Wash your own dishes as soon as you have finished with them. Do not allow dirty dishes to stack up.
- Regularly clean all the white goods equipment such as the fridge.
- Regularly clean the hobs and especially any build-up of fat and grease from the bottom of the oven.
- Brush & mop the kitchen floor if it gets dirty.
- Dispose of your rubbish in the relevant bins.
- Respect your flat mates' possessions.
- Do not have posters on the wall by the cooking equipment. Any posters elsewhere can only be put up with white-tak.
- Kitchens will be inspected monthly by the Halls Office team.

SAFETY IN YOUR KITCHEN

When used properly all kitchen equipment is completely safe. But as with all electrical equipment there are precautions you must take in its use.

More than half of accidental fires at home are started by cooking. Many kitchen fires happen when people are not paying attention or they leave things unattended.

There are several things you can do to prevent fires in the kitchen. Make sure you don't get distracted when you are cooking, and:

- Don't cook if you have been drinking alcohol or taken prescription drugs - you may get drowsy or lose concentration.
- Keep the oven, hob and grill clean - built-up fat and bits of food can start a fire.
- Do not deep or shallow fry food. Chip pans are not permitted in Halls of Residence, as these pose a significant fire risk.
- Do not line the oven or grill compartment with tin foil.
- Take pans off the heat or turn the heat down if you're called away from the cooker.
- Take care if you're wearing loose clothing as it can catch fire easily.
- Only people that normally reside in this flat are permitted to use University owned electrical equipment provided in this kitchen.
- Any fault or damage should be reported to the Halls Office immediately for repair.
- Refer to the cooking instructions for cooking durations. i.e. food that is placed in the microwave for too long can cause a fire.

DO NOT LEAVE COOKING UNATTENDED

FOOD HYGIENE



Good food hygiene is all about controlling harmful bacteria, which can cause serious illness. The four main things to remember for good hygiene are:

Storage

- Check labels to know how to correctly store individual items.
- Keep raw meat and fresh seafood separate from other foods in airtight containers at the bottom of the fridge.
- Do not store open tins in the fridge – transfer into an airtight container.
- Allow left over food to cool to room temperature (for no more than 2 hours) before you put it in the fridge.
- Do not re-freeze food once it has thawed.

Preparing

- Never cut any food on a chopping board that has had uncooked meat or fish on it previously.
- Use separate knives for cutting different foods.
- Always wash and dry your hands before preparing food and touching raw meat.
- Always remove rings from your fingers before you handle food.
- Do not eat any foods that have passed their use by date.

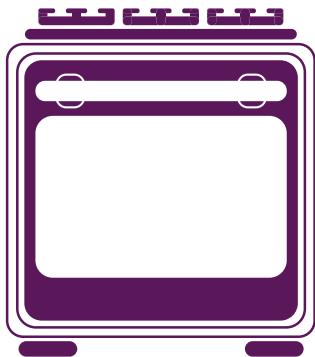
Cleaning

- Clean the area you are working in and the utensils you are using.
- Clean up any spilt food straight away.
- Change your tea towels and dish clothes regularly.
- Clean and disinfect food areas and equipment between different tasks.
- Use cleaning and disinfectant products that are suitable to the job. Always follow the manufacturing instructions.
- Do not allow dirty dishes to pile up.

Cooking

- Follow the instruction for cooking time and temperature.
- Always reheat pre-cooked food thoroughly.
- Only reheat pre-cooked food once.
- If you are cooking food in a microwave, stir it well from time to time to ensure that it is evenly cooked all the way through.

USING THE COOKER



COOKING INSTRUCTIONS

- Switch on the power supply at the wall socket.
 - Using the appropriate control to turn the desired setting on
 - Place food you have prepared in a suitable pan/baking tray/dish.
 - Using oven gloves, place food on the hob and/or in the oven/grill.
 - Once cooked, firstly turn off the heat by turning the control knob/s to the 'off' position.
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● The hob is used to:

Fry – e.g. onions or bacon.

Boil – e.g. boiled egg or potatoes.

Simmer – e.g. soup or sauces.

When using the hob you should:

- Turn saucepan or frying pan handles away from the edge of the cooker.
- Turn the heat down to avoid food burning or boiling over liquids.
- Turn off the hob after use.

● The grill is used to:

Toast foods - e.g. slices of bread, crumpets or bagels.

Grill foods - e.g. such as sausages or bacon.

When using the grill:

- Preheat it before you need it.
- Be careful when handling the grill pan handle - it might be hot – use oven gloves to protect your hands.
- Ensure grill pan handles are not closed inside the grill/oven when in use as they will melt.
- Use a fish slice or tongs to position, turn over or remove hot items.
- Watch the food under the grill carefully – it can burn easily.
- Turn off the grill after use.

● The oven is used to:

Bake – e.g. flapjacks or muffins.

Roast – e.g. beef or potatoes.

Casserole – e.g. meat and/or vegetables slowly cooked in liquid.

When using the oven you should:

- Make sure that the shelves are in the right positions.
- Pre-heat the oven at the start of cooking.
- Always place and remove foods using oven gloves.
- Turn off the oven after use.

USING THE KETTLE



1. Remove kettle from base.
2. Open the lid until it stands vertically. Do not bend lid further back!
3. Fill with the desired amount of fresh cold water. The kettle has minimum and maximum markings. Never under fill or overfill the kettle.
4. Always make sure that lid is closed during operation. Scalding may occur if lid is open during operation.
5. Place kettle on Power Base.
6. Plug cord into wall outlet.
7. Gently push the on-switch. The kettle will begin to heat the water.
8. When the water comes to a boil the kettle will turn off automatically, the on-switch will jump up and the light will shut off.
9. Lift kettle from base and pour water out slowly.
10. Replace kettle on base.

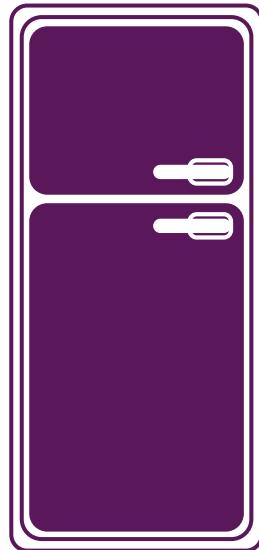
USING THE TOASTER



1. Check crumb tray to make sure it is in place and there is nothing in the toaster slot.
2. Make sure loading handle is in the raised position. Plug power cord into the wall unit.
3. Place bread centrally into toaster slots.
4. Adjust the selector switch for proper toasting.
5. Press the handle down until it latches. This will begin toasting.
6. When toasting is complete, the handle will automatically return to the raised position.
7. Never place foods in toaster that may drip fillings or coatings while being toasted. This may create a fire hazard.
8. Clean the crumbs out of the toaster weekly. To remove crumbs, disconnect the unit from the power outlet, pull out the crumb catching tray and dispose of in the food waste bin.

FRIDGE AND FREEZER

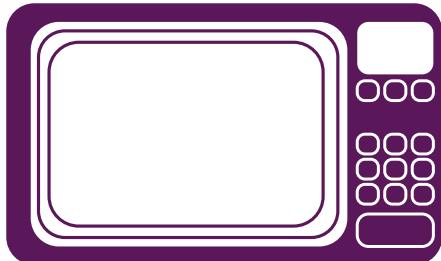
- Do not adjust the temperature settings, and never switch off the power supply.
- The fridge should be set at 5°C or lower. Freezers should run at around -18°C.
- Do not over fill the fridge/freezer with food, as this will reduce the circulation of air. This will increase the temperature of the fridge and freezer.
- Ensure that the door is kept closed at all times. This will save energy, and prevent excessive ice developing in the freezer compartments. If you have any difficulty with the door not closing correctly or damage to the seal, report to the Halls Office right away.
- If the power supply to the fridge or freezer fails, report to the Halls Office immediately. If this happens outside office hours, please call the Security Lodge. In the meantime, try not to use the fridge or freezer as this allows warm air to enter, and food can perish faster. If the door is kept shut, the freezer can stay cold enough for up to 12 hours after power failure. This is plenty of time for an electrician to arrive and deal with the problem. For this reason, the University cannot accept responsibility for the loss or damage due to power failure or the failure of an electrical appliance.



- Keep raw meat and fresh seafood separate from other foods in airtight containers at the bottom of the fridge.
- Do not store open tins in the fridge – Transfer into an airtight container.
- To prevent increase of humidity, with consequent increase of ice, liquids should not be stored uncapped or uncovered inside the fridge or freezer.
- Do not hang or lean on the doors.

USING THE MICROWAVE

- Only use the microwave for its intended purpose.
- Do not use the microwave for deep-frying and canning.
- Do not dry or disinfect clothing or other articles in the microwave because of the risk of fire.



COOKING TIME IS APPROXIMATE

Check that food is fully cooked. Add more time if necessary. Do not leave food unattended, and always refer to cooking instructions for cooking duration times. E.g. microwaving popcorn heat build-up can cause a fire. Follow the cooking instructions but lean toward the shorter time.

KNOW THE WATTAGE OF YOUR MICROWAVE

One of the most important factors in microwave cooking is the cooking time. Make sure you know the wattage of your microwave oven to avoid over cooking your food (which is in itself a fire risk) or under-cooking your food, posing a health risk.

COOKING FOOD IN THE MICROWAVE.

When cooking food in the microwave make sure all the food is piping hot. The centre of the food will take longer to heat up than the outside. Half way through cooking it is important to take the food out of the microwave and stir the food with a spoon to avoid this happening.

COVER YOUR FOOD

Use a microwave lid to cover food. It is vented and designed for microwave cooking. When using cling film, cut a small hole to vent the steam. When removing the lid or wrap, escaping steam will be hot- please be careful! Using a lid when cooking food will also keep your microwave oven clean.

USE COMPATIBLE EQUIPMENT

There are microwave-safe utensils and those that are not suitable for microwave use i.e. foil and tins. Containers that are safe to use in a microwave will usually have a symbol to indicate this suitability. If in any doubt, don't use it.

MAINTAINING YOUR KITCHEN AND EQUIPMENT

- Please ensure that all kitchen equipment is cleaned on a regular bases. Do not use abrasive such as a scouring pad as this may damage the equipment.
 - Cleaning equipment will make the kitchen more hygienic, reduce chance of food poisoning and equipment will not rust.
 - Do not place any hot items on the worktop. This will cause damage.
 - Clean up any spilt food or liquid straight away.
 - Any damage to any equipment or not maintained properly may result in a fine.
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SUMMARY

- As with all electrical appliances, please ensure that you understand and adhere to the basic safety precautions to ensure safe use for all electrical equipment
- Do not use any equipment for anything other than its intended use.
- To avoid electrical shock, do not place any cables in or around water or any other liquid.
- Do not operate the appliance with a damaged cord or plug or has been damaged in any manner. Report the fault immediately to the Halls Office.
- Do not let any cords hang over the edge of table or counter, or touch any hot surfaces.
- Do not cover any equipment or place near flammable materials.
- Do not leave cooking unattended.
- Ensure that all equipment is cleaned regularly.