

## 01 Health and safety procedures

### 01.3 Kitchen

#### General safety

- Doors to the kitchen has a safety gate across it.
- Children do not have unsupervised access to the kitchen.
- Children are not taken to the kitchen when meal preparation is taking place.
- Wet spills are mopped immediately.
- Mechanical ventilation is used when cooking.
- 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 work surfaces are washed regularly with anti-bacterial agent.
- Inside of cupboards are cleaned regularly.
- Cupboard doors and handles are cleaned regularly.
- Fridge is cleaned weekly and doors are wiped down regularly
- Ovens/cooker tops are wiped down daily.
- Washing up done by hand.
- Where possible all crockery and cutlery are air dried.
- Plates and cups are only put away when fully dry.
- Tea towels are changed on a daily basis. They are laundered daily.
- Disposable cloths used for surfaces and are replaced daily.
- There is a mop, bucket, broom, dustpan, and brush set aside in the kitchen.
- We have a separate mop and bucket for any incidents (bodily fluids).
- Any repairs needed are recorded and reported to the manager who will report to the landlord.

#### 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)