01 Health and safety procedures

**01.03 Kitchen**

**General safety – *we do not prepare full meals, only snacks***

* Gate to the kitchen is always kept closed and bolted when no adult is in there
* Children do not have unsupervised access to the kitchen.
* Staff do not normally take tea breaks in the kitchen unless there is no alternative, in which case, tea-breaks are not taken in the kitchen when food is being prepared.
* 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 monthly.
* Cupboard doors and handles are cleaned regularly.
* Fridge and freezer doors are wiped down regularly
* Ovens/cooker tops are wiped down daily after use; ovens are fully cleaned monthly.
* If dishwashers break down, washing up done by hand is carried out in double sinks, where available, one to wash, one to rinse.
* 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. They are laundered daily, if drying up needed use disposable paper towel.
* Any cleaning cloths used for surfaces are washed and replaced daily.
* There is a mop head, broom, dustpan, and brush set aside for kitchen use only.
* Any repairs needed are recorded and reported to the manager.

**Other documents used**

**1.03a – Kitchen Opening and closing checks**

**1.03b – Detailed kitchen procedures**

**1.03c – Kitchen cleaning schedule**

**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)