

Safe method:

Clear and clean as you go

Keeping your kitchen clear and clean makes it safer.



Safety point	Why?
Take off outer packaging 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 meat/poultry and eggs.	Packaging and food waste from these foods are more likely to spread harmful bacteria to food and surfaces. 
Clear away small kitchen equipment as soon as possible and put it in the cleaning area.	Work surfaces are easier to keep clean when they are not cluttered. It is also important to clear away used equipment to prevent bacteria spreading from it to surfaces or food. 
Wash or wipe away spills as soon as they happen. Disinfect work surfaces after wiping up spills from raw meat/poultry or eggs.	This stops dirt building up and helps prevent bacteria 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 spreading onto other foods from the surface. A dirty cloth could spread bacteria to the surface. 

Handwashing

Safety point	Why?
Make sure that all staff who work with food wash their hands properly: • when entering the kitchen e.g. after a break or going to the toilet • before touching ready-to-eat foods • after touching raw meat/poultry and eggs • after emptying bins • after cleaning • after touching a cut or changing a dressing	Harmful bacteria can spread very easily from people's hands to food, work surfaces, equipment etc. Effective handwashing helps to prevent this.

Washing hands effectively

Step 1:

Wet your hands thoroughly under warm running water and squirt liquid soap onto the palm of one hand.



Step 4:

Rub in between each of your fingers on both hands and round your thumbs, then your fingertips and nails.



Step 2:

Rub your hands together to make a lather.



Step 5:

Rinse off the soap with clean water.



Step 3:

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



Step 6:

Dry hands thoroughly on a disposable towel. Turn off the tap with the towel and then throw the towel away.



Manage it

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

Do you do this? Yes ☐ No ☐

If you answered 'no', what do you do instead?

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.
- 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 then clean the work surface thoroughly.

How to stop this happening again

- Make sure that hand basins are convenient with plenty of soap and disposable towels.
- 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.

