



## 01 Health and safety procedures

### 01.3 Kitchen

#### General safety

- Doors to the kitchen are always kept closed.
- Children do not have unsupervised access to the kitchen.
- Wet spills are mopped immediately.
- Kitchen should not be used as a short cut for children
- Green, Yellow (staff belongings), Red (small & Drawer) Cupboards should be kept locked at all times

#### 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 doors are wiped down regularly
- 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.
- Any cleaning cloths used for surfaces are washed and replaced daily.

#### 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)

This policy was adopted by

K Platt

Role of Signatory

\_\_\_\_\_  
Manager

Date

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23/07/2021

Date to be reviewed

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23/07/2022