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AUTHORISED USE

The User ID and password are unique to the individual and must at no time be shared with another person. The information contained within the ECO System remains the property of Commercial Services at all times. This information is commercially confidential and must at no time be printed from equipment that is not Surrey County Council approved.

Any inappropriate/unauthorised use of the ECO System may result in disciplinary action being taken.
<table>
<thead>
<tr>
<th>STEP</th>
<th>HAZARD(S)</th>
<th>PREVENTATIVE MEASURES</th>
<th>MONITORING PROCEDURES</th>
<th>CCP(S)</th>
<th>CRITICAL LIMIT(S)</th>
<th>ACTION ON DEVIATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>PERSONNEL</td>
<td>Contamination of the product or ingredients by: being infected with or a carrier of food poisoning; not wearing adequate or appropriate protective clothing; not tying back long hair; not covering cuts or wounds with blue waterproof dressings; bad practices, wearing jewellery, nail varnish or other potential contaminants or not thoroughly washing their hands and keeping finger nails short.</td>
<td>Health screening of food handlers. Provision of clean protective clothing. Provision of first aid facilities. Staff awareness training on hazards of poor personal hygiene. Limit jewellery, no nail varnish and other potential contaminants. Adequate facilities for hand washing. Observe good practice notes. Issue personal hygiene notes.</td>
<td>Health questionnaires (ASC 2, 3, 4a &amp; 4b). Training record (ASC1). Internal Audit (ASC15).</td>
<td>Health status.</td>
<td>Satisfactory health questionnaire or medical. Staff aware of critical limits and action on deviation.</td>
<td>Exclusion from handling food until achieve medical approval. Retrain.</td>
</tr>
</tbody>
</table>
PROTECTIVE CLOTHING
All staff handling food will wear suitable clean protective clothing.

Flat closed in shoes or industrial safety clogs should be worn within the catering environment (not supplied as part of your uniform).

Protective clothing will be changed when soiled.

Protective clothing will be worn only for food handling duties. Uniform will be washable and only used in the kitchen. Armbands are recommended for use with short sleeves.

When involved in heavy cleaning, staff will wear the appropriate gloves and if necessary rubber aprons, goggles, boots and masks.

Staff will not wipe their dirty or wet hands on protective clothing.

Protective headgear will be worn to ensure that hair and dandruff do not contaminate food or surfaces. Hairnets will be worn to cover long hair.

Protective leg covering will be worn i.e. tights, stockings.

A notice will be displayed, where appropriate, instructing all visitors to wear suitable protective clothing.

Torn or damaged clothing will be reported to the Catering Supervisor / Manager, safety pins should not be used.

When required the appropriate safety clothing will be worn.

CHANGING AND STAFF FACILITIES
Adequate changing facilities will be provided to enable food handling staff to change from their outdoor clothing into clean protective clothing before entering a food handling area.

Hand washing facilities will be provided and will include hot and cold water supplies, liquid bactericidal soap and a suitable means of hand drying.

The changing rooms will be kept tidy and scrupulously clean.

Soiled protective clothing will be stored away from the storage of clean protective clothing.

Changing rooms will be well lighted and ventilated.

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September 2015
STAFF TOILETS

Where possible sanitary accommodation will be provided for the exclusive use of the food handling staff.

Where necessary separate and sufficient sanitary conveniences will be provided for both sexes.

A notice which instructs the user to wash his/her hands will be displayed in every sanitary convenience.

Wash hand basins will be provided within the areas, with adequate hot and cold water supplies, soap and a suitable hand drying facility.

The sanitary accommodation will be kept tidy and scrupulously clean.

PERSONAL HYGIENE GUIDANCE FOR FOOD HANDLERS

Even healthy people carry germs around with them - in the nose, skin and bowels - some of which can be responsible for food poisoning.

Skin lesions, boils, rashes, cuts and discharge from any site are hazardous and can contaminate food with food poisoning bacteria. Staff with diarrhoea or vomiting may also contaminate food with food poisoning bacteria.

All staff who handle food must take every precaution to ensure that such germs are not passed on to food. A few simple rules are, therefore, necessary and all who are employed in handling food must abide by them.

Scrupulous personal cleanliness is essential to safe food handling and the highest standard must be achieved and maintained at all times by those responsible for food storage, preparation, cooking and service.

Food should be touched by hand only when there is no alternative and hand cleanliness is the basic rule of hygiene.

Hands and arms must be washed with liquid bactericidal soap in running hot water and rinsed thoroughly in a wash hand basin designated specifically for such use:

- Before starting work;
- On returning to work after each break;
- After moving from one area to another;
- After using the toilet;
- Between handling raw and cooked food;
- After handling waste food and refuse;
- After handling chemicals;
- Before and after any cleaning procedure;
- After contact with pests or contaminated food;
- After touching any part of the head, mouth, ears or nose;
- After smoking.
Hands should be thoroughly dried, preferably with paper towels.

Nails must be kept short and scrupulously clean and not bitten. Nail varnish is not permitted.

Hair must be clean and if worn long, tied back off the face with the use of appropriate fastening.

Skin cleanliness is essential. Therefore a daily bath or shower is recommended. It is appreciated that make-up is part of good grooming but this should be tastefully applied and kept to a minimum at work.

Cuts, boils and septic cuts must be covered with a blue waterproof adhesive dressing. If a porous bandage is used, it must be covered by a water-proof dressing e.g. finger stall or glove.

Feet should be covered with suitable footwear. Plain low heeled shoes or industrial safety clogs must always be worn in catering areas. Sandals and slippers are dangerous and do not give enough support and protection to the feet and should not be worn. Footwear must always be kept clean.

Food or drink should not be consumed whilst working in the kitchen and food service areas.

Protective clothing must always be clean and in good repair. Personal clothing should not protrude under the protective clothing sleeves, above the neckline or below the hemline. All buttons/press studs must be fastened and not present a risk of contaminating the food.

Hats should be scrupulously clean and must be worn at all times when handling food or in a food room. Hairnets will be worn with long hair.

Jewellery including watches, is not generally permitted, although plain wedding rings, sleepers and medic alert neck chains are allowed as long as they are maintained in a clean condition.

Smoking - remember smoking in a room where open food is handled or stored is illegal and could lead to prosecution.

Authorised medication must not be brought into the kitchen, it must be stored and used away from food preparation areas. Checks will be made to ensure the employee is not too ill to work and the medication does not cause drowsiness.

Strong smelling perfume is not permitted to be worn by a food handler.
AVOIDANCE OF BAD PRACTICES

Bad habits are not easily broken and if they are exhibited by a food handler, and present a risk of contaminating food, careful and conscientious control is required.

Common bad habits include:
- Wetting fingers to open bags or to pick up sheets of wrapping paper;
- Picking the nose;
- Scratching the head or spots;
- Tasting food with an unwashed spoon;
- Coughing and sneezing on to hands and handling food without first washing;
- Using a sink for hand washing;
- Using a wash hand basin to rinse utensils;
- Handling the inner parts of crockery or glasses;
- Chewing gum, eating sweets or food in food rooms other than dining areas.

Catering Supervisor/Manager must ensure that staff are familiar with and practice good personal hygiene.

RULES FOR EMPLOYEES - MANUAL HANDLING

Injuries caused by incorrect handling form the largest category of work injury.

A back injury, once sustained, frequently causes permanent weakness.

Attention to the following simple rules can prevent years of suffering.

1. If the load is heavy or awkward, ensure a manual handling assessment has been done. If necessary GET HELP. Do not lift alone.
2. Mechanical aids should be used to lift and move all loads if practicable. Make sure you have been trained to use mechanical aids safely. If unsure, ASK for training.
3. Check before lifting that there is adequate room to lift the object and that an unobstructed path exists to the destination (height and width ways). Check that there is adequate room for setting down.
4. If a “team lift” is involved, one person must definitely be in charge. Rehearse the lift if necessary before attempting the real thing.
5. Check for sharp edges, wear protective gloves to protect your hands and give a better grip.
6. Wear suitable safety footwear.
7. Change size of the object i.e. sometimes the problem is an inappropriately sized container for the job. Consider the sequence of the operation too e.g. move the plants before you water them.
8. Select containers with handles or handgrips.
9. Position wheels e.g. castors on the base of a bucket allowing the cleaner to push rather than lift.
10. Protect your hands, use wrapping or wear gloves.
11. If you are a sole worker it is your responsibility to ensure guidelines are followed and help is sought when required.

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12. Order supplies in easy to carry packages.
13. Limit the maximum number of crates being moved on a trolley.
14. Design the task to reduce reach distances, reduce upward reaching, reduce large vertical movements etc.
15. Provide mechanical handling aids such as a conventional sack trolley.

When lifting a load remember these points:
1. Keep back straight.
2. Keep arms close to the body.
3. Tuck the chin in.
4. Stand facing the direction you intend to go with feet slightly apart, one slightly in front of the other.
5. Bend the knees and grip the load with the palm of your hand, not just your fingers.
6. Lift by straightening the legs, keeping the load close to your body.
7. Turn by moving your feet, not twisting the trunk.

Commercial Services will reduce the risk of manual handling injury by carrying out manual handling assessments.

How to Carry Out a Manual Handling Assessment

The following questions should be asked when carrying out an assessment:

Is the load: Heavy?
- Bulky or unwielding?
- Difficult to grasp?
- Unstable or with content likely to shift?
- Sharp, hot or otherwise potentially damaging?

In the working environment are there:
- Space constraints which hinder good posture?
- Uneven/slippery/unstable floors?
- Variations in floor/work surface levels?
- Extreme of temperature/humidity/air movement?

Does the task involve:
- Load or controls at distance from the body trunk?
- Frequent repetitive movements?
- Twisting the trunk?
- Stooping or prolonged working with bent neck?
- Lifting/carrying/pushing/pulling for excessive distance or height?
- Risk of sudden movement of load?
- Frequent/prolonged physical effort?
- Insufficient rest/recovery periods?
Does the manual task:
- Require unusual strength, height etc?
- Create a hazard if pregnant or a health problem?
- Require special knowledge or training?

Remember to group activities and individuals together where applicable. This assessment will be carried out by a competent person. If possible, provide trolleys or open sack trolleys to move loads around.

**Health Policy**

To ensure all food handlers or persons coming into contact with food, are fit to work at all times and are maintained free from infection which could contaminate food.

**Method Statement**
All prospective food handlers to complete a pre-employment questionnaire prior to appointment.

Catering Supervisor/Manager to complete Reportable Infection Review Form (ASC4a) following discussion with catering staff. Where a positive response is received on ASC4a, individual food handler must complete form ASC4b. Commercial Services will investigate as appropriate the information received on the completed ASC4b to establish fitness to work.

All temporary food handlers to complete questionnaire.

All food handlers to complete an agreement to report certain infections.

Bank staff entering area where open food is handled to complete a Pre-employment questionnaire (ASC 2).

**Introduction**

One of the most common causes for an outbreak of food poisoning is the contamination of food by an infected food handler. For this reason it is necessary to exercise some form of control to ensure all food handlers are fit to work.

Control should be exercised in respect of any prospective employee; temporary or casual food handler; visitors to food handling areas; and ensuring employees maintain themselves free from infection.

This section provides procedures to follow and appropriate questionnaires. In order to ensure staff report infections, a declaration to this effect is provided which should be signed by all employees. Before requiring an employee to sign the form, it is appropriate to make the member of staff aware of the risks they will present if they handle food whilst infected.
When reviewing the completed questionnaires, it is important to adopt the approach of:

If in doubt, seek medical advice.

Always ensure your Medical Advisor or the employees own General Practitioner is aware of our concern and the duties carried out by the individual. Some form of written evidence of suitability for work should be provided by the Medical Advisor or GP, a copy of which should be kept with the completed questionnaire.

**Permanent Food Handlers**
All prospective permanent food handling staff will complete a pre-employment health declaration.

All food handlers will complete and sign agreement to report infections (ASC3).

In the case of both questionnaires, where any positive response cannot be suitably resolved, the individual will either not be employed as a food handler or the matter referred to a professional Medical Advisor.

In the case of there being no impediment to employment, stool examination need not be undertaken as part of the pre-employment screening.

In the case of the prospective permanent food handler referred to the professional Medical Advisor it will be necessary to receive confirmation in writing from the Medical Advisor of the suitability of the applicant before the employment is offered.

**Temporary or Casual Food Handlers**
All prospective temporary or casual food handling staff will complete a Commercial Services pre-employment medical questionnaire for food handling staff (ASC 2).

The completed questionnaire will be assessed by the Catering Supervisor/Manager.

In the case of any positive response, which cannot be suitably resolved, the individual will not be employed.

In the case of there being no impediment to employment, stool examination need not be undertaken as part of pre-employment screening.

**Food Handlers Returning to Work After Sickness or Holiday Abroad**
Catering Supervisor/Manager to complete Reportable Infection Review Form (ASC4a) following discussion with catering staff. In cases where there is a positive response, individual food handler to complete ASC4b. Commercial Services will investigate as appropriate the information received on the completed ASC4b.

In the case of any positive response or concern in respect of areas visited or symptoms, which cannot be suitably resolved, the individual will not be permitted to
work in food handling areas until certified fit to work by a professional Medical Advisor or the individuals own General Practitioner.

Visitors
Commercial Services will require all contractors to demonstrate their fitness to enter food handling areas and before entering the kitchen will report to the Catering Supervisor/Manager before entering food handling areas. Visitors must, at all times, observe the practices and procedures adopted within the catering establishment.

**Notices will be displayed at entrances detailing the on site requirements.**
Name: __________________                  Position: __________________

Agency (if applicable): __________________________  Date: ___________

Time Duty Commenced: ____________________________

Working for Surrey County Council you are requested to complete the following questionnaire. Please tick the appropriate box.

<table>
<thead>
<tr>
<th>Section 1</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Do you have a basic food hygiene certificate?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>If yes please state date of certificate:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Have you been given any training by your Agency regarding food hygiene?</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Section 2</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Are you suffering from any of the following:</td>
<td></td>
</tr>
<tr>
<td>Diarrhoea</td>
<td></td>
</tr>
<tr>
<td>Vomiting</td>
<td></td>
</tr>
<tr>
<td>A food borne disease e.g. typhoid, paratyphoid, dysentry</td>
<td></td>
</tr>
<tr>
<td>Skin Infection</td>
<td></td>
</tr>
<tr>
<td>Heavy Cold</td>
<td></td>
</tr>
<tr>
<td>Ear or Eye Discharge</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Section 3 - Health &amp; Safety (to be completed after Induction)</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Do you know the location of the fire and safety exits?</td>
<td></td>
</tr>
<tr>
<td>Do you know you can be held responsible if you cause an accident through neglect?</td>
<td></td>
</tr>
<tr>
<td>Have you been instructed how to lift heavy objects?</td>
<td></td>
</tr>
</tbody>
</table>
I have been instructed and understand how to use the following equipment (please initial where appropriate).

<table>
<thead>
<tr>
<th>Equipment</th>
<th>Initials</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sterilizer</td>
<td></td>
</tr>
<tr>
<td>Fryer</td>
<td></td>
</tr>
<tr>
<td>Oven</td>
<td></td>
</tr>
<tr>
<td>Boiling Top</td>
<td></td>
</tr>
<tr>
<td>Steamer</td>
<td></td>
</tr>
<tr>
<td>Food Mixer</td>
<td></td>
</tr>
<tr>
<td>Chemicals</td>
<td></td>
</tr>
</tbody>
</table>

Section 4 - Memory Aids

You should wash your hands (Bacterial Soap and paper towels are available at all sinks, please use them):
- before you start work;
- after preparing raw food (including vegetables);
- before preparing cold cooked food;
- after emptying waste into bins;
- if you touch your face or hair;
- if you blow your nose;
- if you visit the toilet;
- at regular intervals throughout the day;
- use blue water proof dressing to cover all cuts and abrasions;
- clear up as you go.

Section 5

I have read and understood the units quality policy (delete if not appropriate to the Unit).

I have understood the questionnaire and fully understand my responsibilities.

Please sign and return to the Catering Manager.

Signature: ________________________________________

Manager’s Signature: ________________________________

Date: ________________________

September 2015
COMMERCIAL SERVICES
AGREEMENT TO REPORT INFECTIONS (ASC 3)

To be completed at commencement of employment.
Duplicate copy to be retained by the employee.

I will report to my Manager/Supervisor after returning and
before commencing work and make myself available for medical
examination, if any of the following apply:

1. Within the past 48 hours, I have suffered from:
   (a) Vomiting
   (b) Diarrhoea
   (c) Septic skin lesions (boils, infected cuts etc. however small)
   (d) Discharge from ear, nose or any other site

2. A member of my household is suffering from diarrhoea and/or
   vomiting.

3. I have returned from a holiday during which I suffered an
   attack of vomiting and/or diarrhoea.

4. I have returned from holiday during which members of my
   party had an attack of vomiting and/or diarrhoea.

Signed: ________________________________

Date: ________________________________
COMMERCIAL SERVICES
REPORTABLE INFECTION REVIEW FORM (ASC 4a)

This form is to be completed by the Catering Supervisor/Manager after discussion with all kitchen staff members following the return from every school holiday.

All cases of reportable infections/symptoms or where an individual has had contact with a sufferer must be declared even if they are no longer suffering from the immediate symptoms.

In cases where there is a **POSITIVE** response to any of the questions below, you must advise your District Manager by telephone and this form must be faxed to the REGIONAL OFFICE on the day of reporting for further investigation. Where there is a **NEGATIVE** response, this form should be retained in the Assured Safe Catering Termly Record Book.

Please √ the one that is applicable

<table>
<thead>
<tr>
<th>Question</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Have you or any members of your team suffered from diarrhoea and/or vomiting in the last forty-eight hours?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Have you or any members of your team suffered 'flu like' symptoms in the last 48 hours?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Have you or any members of your team had contact with anyone suffering diarrhoea or vomiting or infectious disease?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Are you or any members of your team suffering from infectious conditions of skin, nose, throat, eyes or ears i.e. boils etc?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Have you or any members of your team returned from holiday where individuals or members of your party have suffered diarrhoea or vomiting?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Have you or any members of your team in the last 21 days been in contact with anyone, at home or abroad, who may have been suffering from typhoid or paratyphoid?</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Delete and sign as appropriate below:

| Signature: _________________________ | Site Name: ___________________________
| Date: ___________________________ | |

| □ No reportable infections to declare | Date & time reported: ________________________ |
| Date: ___________________________ | Name of person details reported to: ________________________ |

| □□ (number) cases(s) of reportable infections to notify | Site Name: ___________________________
| Date: ___________________________ | Caterer Signature: ________________________ |
| Date: ___________________________ | |

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## COMMERCIAL SERVICES
### REPORTABLE INFECTION QUESTIONNAIRE (ASC 4b)

<table>
<thead>
<tr>
<th>Name:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Address:</td>
<td></td>
</tr>
<tr>
<td>Contact Number:</td>
<td></td>
</tr>
<tr>
<td>Place of Work:</td>
<td></td>
</tr>
<tr>
<td>Date symptoms first occurred:</td>
<td></td>
</tr>
<tr>
<td>Date symptoms ceased:</td>
<td></td>
</tr>
<tr>
<td>Describe your symptoms (i.e. diarrhoea, vomiting, skin infection):</td>
<td></td>
</tr>
<tr>
<td>Did you consult your Doctor?</td>
<td><strong>Yes</strong> or <strong>No</strong> (delete as appropriate)</td>
</tr>
<tr>
<td>What was diagnosed?</td>
<td></td>
</tr>
<tr>
<td>Details of any medication prescribed:</td>
<td></td>
</tr>
<tr>
<td>Is the condition likely to reoccur?</td>
<td></td>
</tr>
</tbody>
</table>

Commercial Services reserve the right of referral to Occupational Health where symptoms persist.

I declare to the best of my knowledge, that the information I have given is accurate.

Signed: __________________________
Date: ____________________________

Please return the completed document in the prepaid envelope for the attention of your District Catering Manager.
Procedure for a Kitchen with Temporary Failure of Hot Water Supply

The Food Hygiene (England) Regulations 2006, Regulation (EC) 852/2004 stipulates that ‘wash hand basins must be provided with hot and cold running water’.

If a temporary failure of hot water supply to a kitchen, in particular to the wash hand basin, the following actions must be taken immediately.

**CATERER to advise the Area Catering Officer of the situation IMMEDIATELY.**

**In the instance that the Area Catering Officer is unavailable please contact the Regional Manager.**

Area Catering Officer is to ensure arrangements are put into place for a suitable temporary hand washing facility. Contact Facilities Management, Babcock4S, Bay Tree Avenue, Kingston Road, Leatherhead, Surrey, KT22 7UE. Telephone number 01372 834444 (option 7) to advise of situation and seek support in liaising with the school regarding suitable alternative arrangements as follows:

1. If the school is in the Premises Maintenance Buy Back Scheme with County, a portable hand wash system can be supplied to the school to enable kitchen staff to perform hand washing duties. Contact Estates & Planning Management (EPM) during office hours at County Hall Kingston. 020 85419000 (option 6). After 5:00 p.m. please choose option 3.

2. If the school is not in the Buy Back Arrangement, a hire facility is available. Please contact:
   - [www.washyourhands.co.uk/hand-wash-unit-hire](http://www.washyourhands.co.uk/hand-wash-unit-hire)
   - Telephone Teal Patents 0121 770 0593
   - Enquiries@tealwash.com

Schools will be responsible to make the arrangements and pay for this directly.

**Please note:**

Under food hygiene regulations, it is the responsibility of Commercial Services as the food handler to ensure suitable hand washing facilities are available for staff. Food production and service cannot take place unless these arrangements are in place. Therefore, in the instance that neither of the above two arrangements are available immediately, Commercial Services will provide a temporary hand washing facility. Arrangements are to be made by the Area Catering Officer to place the Burco Mobile Unit into the affected school. Arrangements for this are to be made via the transport co-ordinator. Relevant instructions for use are to be communicated to the Caterer on site.

Babcock4S/Area Catering Officer to request prompt action from the school to arrange emergency call out and repair to the boiler as soon as it is practically possible.

Area Catering Officer to discuss with Caterer arrangements in place for cleaning and sanitising purposes:

1. Suitable and sufficient hot water must be available for cleaning and sanitisation purposes. Boiling water in pans or hot water from steriliser is
acceptable for this purpose. Please ensure EXTREME CAUTION is exercised when boiling hot water is being dispensed and used in this way. A risk assessment must be carried out first.

2. Plates, bowls and cutlery are to be washed in the normal manner in a dishwasher or through the sink and sterilizer. In the case that neither of these options are available, disposable plates etc. must be used.

3. Cleaning of tea towels and oven cloths to continue as normal, either boiled in pan or washing machine.

## SMOKING POLICY

**Introduction**
Surrey County Council enforces a no smoking policy within all work areas under their control. The Catering Supervisor/Manager will enforce the policy on a day to day basis.

The law in relation to smoking in workplaces and public places came into force as of 01 July 2007. The law introduced a new offence in relation to smoking in enclosed public spaces, which apply both to the smoker and to those in control of such premises. The primary objective of the legislation is to protect individuals from second hand smoke.

Surrey County Council is committed to a smoke free workplace. This policy has been developed to protect all employees, service users, customers and visitors from exposure to second hand smoke and to assist compliance with the Health Act 2006.

**The Surrey County Council Policy**
It is the policy of Surrey County Council that all our workplaces are smoke free and all employees have a right to work in a smoke free environment. The policy came into effect on Sunday 01 July 2007. Smoking is prohibited in all enclosed and substantially enclosed premises in the work place. This includes company vehicles. This policy applies to all employees, consultants, contractors, customers or members of the general public and visitors.

**Implementation**
Overall responsibility for policy implementation and review rests with Human Resources. However, all staff are obliged to adhere to and support the implementation of the policy. The department named above shall inform all existing employees, consultants and contractors of the policy and their role in the implementation and monitoring of the policy. They will also give all new personnel a copy of the policy on recruitment/induction/starter pack. Appropriate ‘no-smoking’ signs will be clearly displayed at the entrances to and within the premises and in all smoke free vehicles.

**Non-compliance**
Local disciplinary procedures will be followed if a member of staff does not comply with this policy. Local councils are responsible for enforcing the law in England.
Those who do not comply with the smoke free law are committing a criminal offence and may also be liable to a fixed penalty fine.

**Help to Stop Smoking**
The NHS offers a range of free services to help smokers give up. Visit [www.smokefree.nhs.uk](http://www.smokefree.nhs.uk) or call the NHS Smoking Helpline on 0800 0224332 for details.

**Guidelines**
The aim of these guidelines is to work in a tobacco free environment, for the benefit of all: staff; client groups and visitors. The Smoke Free at Work Policy is not concerned about whether employees smoke but where they smoke. This is fundamental to Surrey County Council’s commitment to being a responsible employer.

- All facilities used by children and young people must be given a smoke free status, consequently school sites including buildings and all areas in school grounds will be considered smoke free zones.
- Staff who are entitled to a break may use their breaks to go off school premises to have a smoking break, with the knowledge of their managers. You will be required to remove your uniform and change into other clothing.
- If you work less than six hours you are not legally entitled to a break.
- Food handlers who smoke must observe high levels of food hygiene after having a cigarette, handwashing must take place before proceeding with food preparation.
- If a designated smoking area has been identified, management must fully inform employees of the requirements and the objectives of the Policy.
- Smoking is prohibited in all Council vehicles and those on hire to the Council that are used for the purpose of work by Surrey County Council employees – whether they are full time, part time or temporary agency staff.
- Staff who use their own private vehicles for work purposes on a casual or essential car user basis are not permitted to smoke when they are carrying passengers in their cars on Council business. They should also not allow passengers to smoke within their vehicle during working hours.
- All smoke free premises must display no smoking signs that meet the requirements of the law.

**EVENT AND INJURY REPORTING**

An accident is an unplanned, uncontrolled event that may or may not lead to personnel injury, damage to plant or machinery and the loss of business opportunities. Accidents also include acts of violence done to people at work.

Any accidents including near misses and those requiring first aid treatment will be reported to Catering Supervisor/Manager. All accidents must be recorded as soon as possible using Form FIN241(m) found overleaf. The form must be completed in conjunction with the District Catering Manager who will forward it to the relevant Health and Safety Consultant. This must be completed within 48 hours of the 21 September 2015
accident. A copy will then be returned and should be kept at the establishment in a file labelled ‘Accident Book’ and should be retained in a secure location.

This procedure needs to be followed for all accidents occurring on the premises involving staff, visitors, contractors and guests.
Surrey County Council Health and Safety Event Reporting Online Portal

A health and safety event is an injury or any other occurrence that should warn Surrey County Council to consider whether additional precautions may be needed. Please report all such events using the Portal accessible via Safety Manual Section G3 Appendix 2. If you cannot access a computer make sure you note down the essential details listed below and tell your manager about them so that they can arrange online reporting via the Portal.

Important Information Needed to Report a Health and Safety Event

The date and time it happened:

Where it happened:

The team or establishment in charge of the activity:

What happened:

The name(s) of anybody injured:

The injuries they received:

Any first aid &/or medical treatment:

Whether they were taken to hospital:

Addresses for non-employees taken to hospital:

Note: You do not need to ask SCC employees for their addresses as we already have them. There is also no need to ask non-employees for their addresses unless they were taken directly to hospital, in which case SCC needs their address to submit a RIDDOR report (see below). For serious events please make a note of contact details for key witnesses.

Please also add your own contact details in case any information needs clarifying.

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Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR)

The RIDDOR regulations require SCC to notify the Health and Safety Executive if anybody is killed or suffers a specified major injury caused by SCC’s work activities. Specified dangerous occurrences must also be notified. Requirements are summarised below:

A Major Injuries

- Non-employees - any injury serious enough for SCC to send them directly to hospital
- Employees - see list of specified major injuries in Safety Manual Section G3 Appendix 3 (includes most fractures and dislocations, amputations, unconsciousness, etc)

B Dangerous Occurrences

- See list of specified dangerous occurrences in Safety Manual Section G3 Appendix 3 (includes serious failures of lifting equipment, scaffolding, pressure vessels, breathing apparatus, electrical faults causing fire/explosion plus other high risk events unlikely to occur at SCC)
Guidance Notes
Health & Safety Event and Injury Reporting Flow Chart

ACCIDENT

Call emergency services

Safe to approach?

Persons injured? If employee.

Non employee sent to hospital

Contact First Aid rep.

Death(s)?

Major injury? (see A overleaf)

Notifiable dangerous occurrence? (see B overleaf)

Incapacity to work over three days

Inform line manager and within 48 hours complete and forward to them a Fin241(M).

Line Manager to input 241(m) information onto H&S Event Reporting System.

Return 241(M) paper copy to establishment for retention in a file labelled “Accident Book”.

Electronic copy automatically sent to Divisional Safety Consultant.

Safe to approach?

Persons injured? If employee.

Non employee sent to hospital

Contact First Aid rep.

Death(s)?

Major injury? (see A overleaf)

Notifiable dangerous occurrence? (see B overleaf)

Incapacity to work over three days

Safety Consultant to action the following:

- Upon receipt review report by viewing tabs – ‘event details’ etc. Ensure full details provided and parties verified. Add further details if appropriate.
  Tab details include some of the following: Take action; initial investigation; full investigation; RIDDOR.
- Liaise with Manager for investigation and remedial action.
- On a monthly basis, using the report system, undertake review of all incidents and follow up.

Ensure absence details are recorded correctly on Service Return/Time Management System.

Advertise HR to initiate procedures

Notify divisional Safety Consultant by telephone as soon as possible.

Safety Consultant will request completion of documentation a.s.a.p.

Safety Consultant to notify HSE immediately online or via HSE Call Centre.

Safety Consultants:
Catering – Sarah Atkinson
Building Cleaning – Richard Hammond
Gym & Machine – Russ Southgate

Notify Trade Union Safety Representative.
### COMMERCIAL SERVICES EVENT AND INJURY NOTIFICATION (FIN241m)

This form must be completed in full in conjunction with the Manager and forwarded to them within 48 hours of the event/injury in accordance with 'Health & Safety Event & Injury Reporting Flow Chart' for Commercial Services.

<table>
<thead>
<tr>
<th>Full name of injured person (Mr. Mrs. Miss Ms.)</th>
<th>Home Address (n/a if SCC Employee):</th>
<th>Contact Telephone Number:</th>
<th>Date &amp; Time of event/injury:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>Hours of work on day of event/injury start &amp; finish time:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Age:</th>
<th>Occupation:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Status of Person (please tick relevant box)</th>
<th>Employee</th>
<th>Service User</th>
<th>Pupil or Student</th>
<th>Member of Public</th>
<th>Contractor</th>
<th>Other</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee</td>
<td></td>
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<tr>
<td>Service User</td>
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<td>Member of Public</td>
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<td>Contractor</td>
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<tr>
<td>Other</td>
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<td></td>
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<td></td>
<td></td>
</tr>
</tbody>
</table>

### Directorate & Division:
Families Directorate, Schools and Learning, Commercial Services

<table>
<thead>
<tr>
<th>Full postal address of work base (e.g. School or Establishment):</th>
<th>Full postal address where accident occurred if different from work base:</th>
</tr>
</thead>
</table>

| Name & Contact Details of Witness(es)                           | |
|-----------------------------------------------------------------| |

<table>
<thead>
<tr>
<th>Exact location of accident (e.g. office, canteen, courtyard, work site, biology lab, general classroom etc.)</th>
<th>Injury Type (see overleaf):</th>
</tr>
</thead>
</table>

Full details to be given of how the accident happened and precisely what the injured person was doing (e.g. if a fall of person or material, plant etc. state height of fall and type of object). Please detail if injured party was unconscious at any time or if injured party required resuscitation.

To whom and on what date was the accident first reported?

What do you consider was the cause of the accident (mention defects or hazards)?

<table>
<thead>
<tr>
<th>What action has been taken to prevent a recurrence?</th>
</tr>
</thead>
</table>

Is the injury notifiable to HSE? (see action guide)

- Yes (if yes inform divisional safety consultant who will advise HSE)
- No

The information contained on this form is correct as far as I am aware:

- Name:
- Position:
- Signature:
- Date:

Must be completed

- Line Manager Name:
- Signature:
- Date:

This copy should be forwarded to your Line Manager within 48 hours of the event/injury.
<table>
<thead>
<tr>
<th>Injury Type</th>
<th>Tick relevant injury box</th>
<th>Body Part (please specify by circling the relevant area and also indicate whether left/right/upper/lower etc.)</th>
<th>Left/ Right/Upper/Lower</th>
</tr>
</thead>
<tbody>
<tr>
<td>Abrasion/Graze</td>
<td>Head/Face</td>
<td>Eyes, Ears, Nose, Mouth, Other</td>
<td></td>
</tr>
<tr>
<td>Break/Fracture</td>
<td>Arm, Shoulder, Elbow, Wrist, Other</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bruising</td>
<td>Torso, Neck, Chest, Abdomen, Back, Other</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hot Burn/Scald</td>
<td>Hand, Palm, Finger, Thumb, Nail, Other</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cold Burn</td>
<td>Leg, Hip, Thigh, Calf, Knee, Other</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chemical Burn</td>
<td>Feet, Ankle, Toe, Heel, Nail, Other</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Electrical Shock/Burn</td>
<td></td>
<td>Other</td>
<td></td>
</tr>
<tr>
<td>Crush Injury</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cut/Laceration</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Dislocation</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Heat Induced Illness</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sprain/Strain</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Treatment</th>
<th>Details (What? By Whom? Where? When? Time? etc.) – Tick /Answer as appropriate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unconscious at any time</td>
<td>Yes/no</td>
</tr>
<tr>
<td>Required</td>
<td>Resuscitation yes/no</td>
</tr>
<tr>
<td>No treatment required</td>
<td>Offered but refused</td>
</tr>
<tr>
<td>Yes – at scene</td>
<td>Yes – by First Aid Rep</td>
</tr>
<tr>
<td>Yes – At Hospital. If yes</td>
<td>indicate if more than 24 hours</td>
</tr>
<tr>
<td>What happened next?</td>
<td>Returned to work</td>
</tr>
<tr>
<td>Referred to GP</td>
<td>Referred to Hospital</td>
</tr>
<tr>
<td>Sent/Taken home</td>
<td>Sent/Taken to Hospital</td>
</tr>
<tr>
<td>Referred to Dentist</td>
<td>Method of transport to appropriate destination</td>
</tr>
<tr>
<td>Next of Kin advised</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Damage – Please detail whether any of the following were damaged as a result of the event/injury</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Property/Vehicles</td>
<td></td>
</tr>
<tr>
<td>Equipment</td>
<td></td>
</tr>
<tr>
<td>Chemicals Involved Yes/No (if yes, please give details)</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Environment/Conditions on Day of Event (if relevant)</th>
<th>Please detail below including weather conditions, light, ground conditions etc.</th>
</tr>
</thead>
</table>


First Aid
Commercial Services will ensure in Units where there are over 50 people to have a qualified first aider on duty at all times during normal working hours.

The District Manager/Catering Manager will be responsible for selecting first aider(s) to ensure this provision, in addition, appointed persons may be appointed to be responsible in emergency situations.

Training
First Aider - complete First Aid Certificate issued by HSE (four day course). Appointed persons - complete appointed person emergency certificate (one day course).

All training should be repeated, as a minimum, every three years.

The first aider(s)/appointed person will be responsible for provision of suitable and sufficient first aid boxes within the workplace and they are replenished and available to use.

The First Aid equipment will comply with current legislative requirements.

All waterproof adhesive dressings for food handlers will be blue and individually wrapped. Finger stalls of various sizes will also be stocked.

No medication whatsoever will be kept in the first aid box or issued to staff.

Contents of First Aid Box
Waterproof blue plasters;
Sterile eye pads;
Triangular bandages;
Sterile dressing of various sizes;
Safety pins;
Plastic gloves.

FIRST AID PRACTICES
All food handlers suffering from a small cut or scratch will have these fully covered with a clean blue waterproof adhesive plaster before starting work. An injury sustained on duty will be reported to a Catering Supervisor immediately and an Accident Form completed. Medical treatment will be sought in appropriate cases.

Food handlers with septic cuts, boils, rashes, other skin lesions or discharge from any site will inform the Catering Supervisor immediately.

It is a disciplinary offence for food handling staff to work with a porous dressing on the hands or forearm below the elbow.

First Aid Guidelines
Bleeding
1. Press the edges of the wound together for a few minutes;
2. Place a pad over the wound;
3. Bandage;
4. If necessary, place on more pads and bandage again. **Do not** remove earlier pads or bandages;
5. Place a limb in raised position;
6. Do not remove foreign bodies unless just on the surface.

**Nose Bleed**
1. Sit subject upright with head slightly forward;
2. Pinch lower part of nose.

**Scalds and Burns**
1. Smother the flames if burning;
2. Cool the area with cold running water for **at least** 10 minutes;
3. **Do not** use ointments;
4. **Do not** try to remove clothing

**Shock**
1. Keep the subject warm and comfortable;
2. Give nothing by mouth.

**Poison or Drugs**
1. Refer to advice given on COSHH data sheets;
2. Seek medical help.

**Non Corrosive Products** e.g. Neutral detergent, sanitiser etc.
1. Refer to advice given on COSHH data sheets;
2. Seek medical help.

1. **Acidic Products** e.g. Acid toilet descaler
2. Do not induce vomiting;
3. Give the subject milk;
4. Drink large quantities of water;
5. Get help immediately.

**Electric Shock**
1. Switch off the supply and disconnect the appliance. If this is possible - **STAND ON DRY, INSULATING MATERIAL.**
2. Remove the subject clear.
3. Apply CPR. (Apply heart massage if trained).
5. **SEEK MEDICAL HELP.**

**Broken or Dislocated Bones**
1. Do not move the subject unless unavoidable.
2. Immobilise injured part with splints.
3. **DO NOT TRY** to correct deformity.
4. **SEEK MEDICAL HELP.**
Unconsciousness
1. Place subject in the recovery position.
2. Give artificial respiration if necessary.

### STAFF PROTECTION – REDUCING THE POTENTIAL FOR VIOLENCE

It is the policy of Commercial Services as a caring employer, to be concerned with all aspects of violence to staff at work. It is the joint responsibility of Management and Client to provide a framework within which staff can work without the threat of violence.

#### Caterers Working Alone
1. Position desk facing door of the office;
2. Lock all outside doors excluding fire doors which should be secured with a thumb lock or shoot bolt. Identify a phone to use in case of emergencies. Make sure other personnel are aware that you are on-site;
3. Leave outside lights on during the hours of darkness;
4. Always ask for visitors’ identification before admitting them.

#### Caterers Supervising Outside Caterers
1. Lock away knives and dangerous equipment;
2. Lock yourself in Caterer’s office and telephone for assistance if worried.

#### Incident Reporting
Detailed records must be kept of any assault or serious threat. All incidents must be recorded as soon as possible using form FIN241(m) as detailed earlier.

#### Bad Language
The use of bad language by Commercial Service’s staff is strictly forbidden and as such is a disciplinary offence. There is no reason why our staff should have to accept bad language from our customers. Try to reason with the customer and seek an apology, if this fails they should be reported to the school to take the necessary action. In an extreme case we are within our rights to refuse to serve that customer.

#### Threatening/Abusive Behaviour
If a customer is threatening or abusive, remain calm and try to reason with them, do not rise to the bait, usually this diffuses the situation. If this fails, they should be reported to the school. Once again, in extreme cases we are within our rights to refuse to serve that customer.

#### General Advice
Wherever possible there should be a barrier between our staff and the customer, such as a service counter or trolley and where these are not fixed, it should be possible to lock them into position so that they cannot be easily removed.

Everyone should always be looking for ways to reduce the potential for violence. The potential for violence can be reduced by:
• Providing a high standard of service;
• Recognising and responding to behavioural warning signs such as raised voices, people becoming agitated and showing signs of tension, responses becoming terse and accompanied by gesticulation, banging of tables or their other hand with a clenched fist.

**The best way to handle a violent situation is to prevent it from happening.**

There should always be a member of school staff available to deal with issues and he/she should be your first port of call. It is not Commercial Services responsibility to discipline the students.

Remember to stay cool and calm at all times and no matter how strong the provocation, never, ever touch a child as you will be in far worse trouble with potential police involvement if you do.

If you feel that the situation is so bad that the safety of your staff is a serious risk and there is not a member of school staff available, close down that particular service point or if absolutely necessary, close down the complete service.

The safety of our staff and customers should always be paramount.

If any member of staff is a victim of violence, they should be offered support and counselling. This can be at a local level by colleagues or line manager or if they wish, they always have access to the employee support service on 0800 243458.

Finally, some very simple do’s and don’ts for everyone:

**Avoid Confrontation**
DO treat everyone with courtesy
DON’T talk or use body language in an aggressive way
DON’T over-react when people are rude and inconsiderate

**Try to Stop Disagreement progressing to Argument**
DO keep calm – breathe slowly and keep muscles relaxed
DO speak clearly in a normal voice without patronising
DO listen to the other person’s point of view
DO seek compromise – maintain hope of a reasonable outcome
DON’T interrupt, shout or use threatening body language
DON’T do anything which may humiliate the other person

**Walk Away from Danger**
DO try to avoid being cornered
DO keep alert to any possible need to escape
DO leave politely before a situation deteriorates too far
DON’T ‘have a go’ – it’s not your job
Commercial Services recognise our staff as our most important asset. All staff will receive training and development opportunities to ensure that they are able to carry out their role effectively to meet the needs of the service.

It is the policy of Commercial Services to continuously assess the skills and development of all staff and where there are training needs, to work to meet those needs.

A Training Booklet is available on the ECO system or by contacting the Human Resources Division at HQ giving details of the courses we run for catering staff. After discussion with your staff, you can discuss with your District Catering Manager the courses they would like to attend and would benefit from. Similarly, if you feel that you or your staff have other training needs which cannot be met by these courses, please discuss the matter with your District Manager.

Payment of Expenses
Commercial Services acknowledge that training is of value to both the service and to the individual and invests considerably in the development and presentation of service appropriate courses. The individual is expected to contribute their time for their own personal development.

Delegates can claim travelling expenses from their normal place of work to the training venue. Claims should be based on accurate mileage with reference to the meter reading for the journey. Mileage should be rounded up to the nearest whole mile and any home to work miles deducted on the claims form. You should plan to follow the shortest route and share car journeys where possible. Mileage will be paid at the County Council non-contractual user rate.

Parking fees will be paid if a free parking space is not available. The parking ticket must be retained as proof of purchase and submitted with a completed travel expenses claim form.

If you are required to travel on public transport to a training venue, you can claim the cost of your journey. Tickets must be retained as proof of purchase and submitted with a completed travel expenses claim form.

Claim forms can be obtained from the Regional Office and once completed in full and signed should be sent to the District Catering Manager/Line Manager for authorisation.

Responsibilities
It is the responsibility of staff, managers and supervisors to identify training needs to ensure the appropriate development takes place and its effectiveness is evaluated.

Delivery of Training and Development
The following methods will be used:
- Pre-start Induction;
- A half-day Induction session;
• On the Job Training by other members of the team, supervisors and managers;
• Work Shadowing;
• Work based books and manuals;
• Formal training sessions in accordance with our Training Programme;
• Secondments/Coaching

Pre-start Induction
All new employees are required to take part in an induction and continuous training programme, which will be carried out by either the District Catering Manager, Mobile Caterer or Line Manager or appropriate Commercial Services Trainer.

At interview all candidates will be informed that if they are successful they will be required to attend a 1.5 hour pre-start induction either at their new place of work or another local site. This is a requirement of employment and as such is unpaid. The District Catering Manager will contact the successful candidate and make the necessary arrangements to carry out the pre-start induction.

Step 1 – Interview and notify the successful candidate.
Step 2 –
• District Catering Manager to invite the successful candidate to pre-start induction.
• Issue a complete starter pack which includes the Staff Information Book.
• Complete the relevant sections of the Induction Checklist; detach form from the Staff Information Book. The person carrying out the induction must take responsibility for ensuring the partially completed Induction Checklist is forwarded to the person who will be completing the induction process.
• Hand out the four work books with instruction to return the completed books on the first day of work: Essentials of Food Safety; Essentials of Fire Safety; Essentials of Health & Safety and Equality & Diversity.

Step 3 – On the first day of work, the following should be issued:
• Uniform;
• The Essentials of Food Safety Level 2 Handbook;
• The Essentials of Food Safety Level 2 Workbook;
• Action for Equality & Diversity Policy Statement.

Training and Development Records
An Induction checklist and Equipment Training Record Card (ASC1) will be completed for all new members of staff. Once complete, the Induction Checklist will be signed by both the trainer and the employee and will be forwarded to the Regional Office, where a copy will be maintained on the Performance File. The ASC1 will be completed and signed as training on the equipment is completed. It should be maintained in the kitchen. If the individual transfers to another site, it will be forwarded on by the Catering Manager/Supervisor to the new Catering Manager/Supervisor. The training needs of individuals are assessed as part of the ongoing performance review for all staff.
**Annual Appraisals**
As a member of Commercial Services staff, we want you to feel valued and able to contribute to the way you and your team work and develop. Part of this process involves giving you the opportunity to discuss your role in detail at least annually in an appraisal. Of course you will have other regular feedback sessions with your line manager throughout the year.

The appraisal year is normally based on your entry date or date to your current grade.

The appraisal scheme gives you the opportunity to:
- Discuss how satisfied you are with your job.
- Discuss how you are working towards your personal and team goals. For this you and your manager will consider the skills, attitudes and behaviours needed to succeed in your role.
- Discuss whether you think you have the skills needed to do a good job.
- Determine ratings around your performance and behaviour against expected standards.

When you meet with your manager for your discussion, you will get the most out of it if you take an equal part.

The scheme has several benefits:
- Improve job satisfaction by identifying and removing barriers.
- Your own personal development.
- Getting everyone’s ideas on how we can run more effectively.
- Helping to identify gaps in skills and highlight training needs.
- Better customer service.

**Food Hygiene Training Objective**
To ensure all food handlers are trained in food hygiene matters commensurate with their work activity.

Training will be designed and carried out to ensure that all food handlers are able and qualified to carry out their duties, ensuring at all times the highest standards of food safety and hygiene.

An annual training plan will be maintained detailing the specific needs and achievements of each food handler.

Individual training records will be maintained.

The proprietor of a food business must ensure that food handlers are adequately supervised, provided with appropriate instructions and where necessary, trained in food hygiene matters commensurate with the work activity.

Whilst the term “food handler” is not legally defined, the Industry Guide recommends that it includes:

“any person involved in a food business who, by their actions, or management, or decisions, or advice, can directly influence the hygiene of any food handled by that business at any stage”.
This would encompass anyone who handles and prepares open food and at least the next line of supervision. It will also include staff handling or cleaning articles or equipment with which food comes into contact. Food includes drink and ice.

All food handlers should undertake induction training during their first day of employment. Such training should include:
* Controls and systems of the organisation;
* Personal hygiene and health policy;
* Avoidance of contamination of food;
* Temperature control.

This is recorded on the Induction Checklist and Equipment Training Record Card (ASC1), and signed by the Supervisor and Employee.

Staff should also be issued with and sign the agreement to report infections and a copy of the personal hygiene guidance for food handlers.

Further training will be determined having regard to:
* The industry guide;
* The nature of the food with which the food handler works;
* How the food handler handles the food or food contact surfaces;
* The critical steps or control measures for which the operator is responsible;
* How the requirement about supervision will be applied.

The regulations do not specify methods, nor do they specify that attendance at a formal instruction course is necessary.

Each member of staff is also required to attend an off-site Induction Training session. The District Catering Manager will inform staff of the date in advance.

Supervisors/Managers will receive additional training/checklist to be made aware of the key responsibilities of the role.

On an annual basis there is a Health & Safety refresher checklist, which must be completed for all members of staff.

**PERMANENT STAFF - TRAINING PLAN**

On a termly basis the training needs of all food handlers will be assessed by the Unit Manager and/or District Manager with each individual member of permanent staff. New members of staff will be included in the plan within one month of appointment. Progress and review of the Training Plan will be undertaken mid-term and any necessary modifications undertaken.

Training Plan records will be maintained at the Regional Office.

**PERMANENT STAFF - INDIVIDUAL TRAINING RECORD**

An individual training record will be maintained for each member of permanent staff. New members of staff will have an individual training record sheet completed within
one month of appointment. The Training Record will be updated by the member of staff completing any element of training.

Records will be maintained on form ASC1 and electronically on SAP.

### AGENCY STAFF

Temporary staff will be requested to demonstrate a level of hygiene knowledge which is adequate to undertake the task for which placement is sought. Agreement will be sought with the staff employment company. Where possible, the duties of temporary staff will be limited to low risk activities or those requiring limited hygiene knowledge. A suitable induction programme will be organised during the first week to cover the specific aspects of the company procedure. Before commencement of duties, the temporary member of staff will be required to demonstrate their hygiene knowledge (ASC2).
COMMERCIAL SERVICES INDUCTION CHECKLIST

(to be completed either Pre-Employment or on First Day of Employment)

(Section reference in staff information booklet)

*These issues must be covered on initial meeting and reinforced at site induction with supervisor

**NAME:**____________________________________________

**SITE:**____________________________________________

**MANAGER/SUPERVISOR:** ______________________________________

**PREMISES**

<table>
<thead>
<tr>
<th>Tick box</th>
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</thead>
<tbody>
<tr>
<td>*Training record card (ASC1 for Ed Cat &amp; Civic)</td>
<td></td>
</tr>
<tr>
<td>Introduction to colleagues/Site staff/Role of clients</td>
<td></td>
</tr>
<tr>
<td>Tour of local facilities/notice boards/signing in register</td>
<td></td>
</tr>
<tr>
<td>Location of toilets, washing facilities/changing/storage facilities</td>
<td></td>
</tr>
</tbody>
</table>

Signature of Trainer: ______________________________________

Signature of Employee: ______________________________________

Date: ______________________________________

**HEALTH AND SAFETY**

<table>
<thead>
<tr>
<th>Tick Box</th>
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<tbody>
<tr>
<td>*Health and Safety Policy Statement issued (April 11)</td>
<td></td>
</tr>
<tr>
<td>Essentials of Health and Safety- Quiz completed &amp; returned</td>
<td></td>
</tr>
<tr>
<td>Include Manual Handling/ personal hygiene /local safety practices (App D)</td>
<td></td>
</tr>
<tr>
<td>*Protective Clothing (S11)</td>
<td></td>
</tr>
<tr>
<td>*Cleaning agents &amp; COSHH Regulations (S11)</td>
<td></td>
</tr>
<tr>
<td>*Essentials of Food Hygiene (if appropriate) Quiz completed and returned or equivalent qualification seen.</td>
<td></td>
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<tr>
<td>*Regular reporting of infections (If appropriate) (S10)</td>
<td></td>
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<tr>
<td>*Event and Injury reporting procedure/Form FIN 241(M) (S11)</td>
<td></td>
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<tr>
<td>*First Aid instructions</td>
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<tr>
<td>*Hand Washing/Personal Hygiene</td>
<td></td>
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<tr>
<td>*Awareness of faulty/dangerous equipment and reporting procedure (S11)</td>
<td></td>
</tr>
<tr>
<td>*Essentials of Fire Awareness-Quiz completed and returned Fire exits, location of fire alarm/equipment/evacuation procedure, assembly points</td>
<td></td>
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<tr>
<td>*Risk assessments required e.g. Maternity/unaccompanied working/Young persons/Well- being/light duties (S11)</td>
<td></td>
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<tr>
<td>*Unaccompanied workers Instructions (I drive)</td>
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</tbody>
</table>

Signature of Trainer: ______________________________________

Signature of Employee: ______________________________________

Date: ______________________________________
### CONDITIONS OF EMPLOYMENT

<table>
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<th>Tick Box</th>
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- *Starter Pack, Contract and pay information
- *Guidance for employment of relatives/partners/friends (*S6 & I Drive*)
- *What to Do When Sick /Sickness/Absence Card/ Role of Occupational Health/EAP Leaflet/Other absences (*S10*)
- *Standards of Appearance (App F*)
- *Equality Awareness Booklet/Quiz completed and returned*
- *Ending Harassment, bullying and Discrimination in the workplace-reporting incidents of violence, bullying, harassment, victimisation and discrimination*
- *Mission Statement/ Customer Promise (*S1*)
- *Job Profile/Probation review meetings set up/Annual Appraisals (I Drive*)
- *Code of Conduct (App C*)
- *Domestic Abuse Card/Safeguarding card (*S12*)
- *Intro to Safeguarding-employees/young people (if appropriate) (*S6*)

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Signature of Trainer: 

Signature of Employee: 

Date: 

### OPERATIONAL ISSUES

<table>
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- Keys/passes/Securing buildings (if appropriate) (*S16*)
- Lockers/Securing Personal Belongings/Use of mobile phones (*S16*)
- *Hours of work/Entitlement to breaks and lunch/drinking water (*S16*)
- *No Smoking Policy/Drugs/Alcohol policy and Commercial Services guidelines issued (App E*)
- Management of Cash & use of systems (if appropriate)
- Key responsibilities and duties/Role of Supervisor
- Emergency contact details
- *Cleaning, inset and closure days/Additional periodic cleans (App B*)
- *Requests for time off (*S8*)

---

Signature of Trainer: 

Signature of Employee: 

Date: 

Once fully completed this document should be returned as soon as possible to RO/HQ to be maintained in staff performance file.
<table>
<thead>
<tr>
<th>Equipment</th>
<th>Make / Model</th>
<th>Date</th>
<th>Signature of Trainer</th>
<th>Signature of Employee</th>
<th>Re-trained</th>
<th>Date</th>
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<tbody>
<tr>
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<td>General Electric</td>
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<td>Steam General</td>
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<td>Extractor unit</td>
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<td>Knives</td>
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<td>Sterilizing Sink</td>
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<tr>
<td>Dish Washer</td>
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<td>Hobs</td>
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<td>Ovens</td>
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<td>Air-o-steam</td>
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<td>Fryer</td>
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<td>Slicing Machine</td>
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<td>Food Processor</td>
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<td>Veg Prep</td>
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<td>Expires on</td>
<td>Re - Test Date</td>
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<td>Session</td>
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<td>Level 3 Hygiene</td>
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<thead>
<tr>
<th>Craft Course 1</th>
<th>Craft Course 2</th>
<th>Craft Course 3</th>
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<tbody>
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<thead>
<tr>
<th>Book Keeping</th>
<th>Manual Handling</th>
<th>Fire Safety</th>
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</tbody>
</table>

**ADDITIONAL TRAINING REQUIRED**

<table>
<thead>
<tr>
<th>Training Required</th>
<th>Background details</th>
<th>Need identified by ?</th>
<th>Date training completed</th>
<th>Signature of employee</th>
<th>Signature of Manager/Trainer</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>
# CRITICAL CONTROL POINT ASSESSMENT - CLEANING

<table>
<thead>
<tr>
<th>STEP</th>
<th>HAZARD(S)</th>
<th>PREVENTATIVE MEASURES</th>
<th>MONITORING PROCEDURES</th>
<th>CCP(S)</th>
<th>CRITICAL LIMIT(S)</th>
<th>ACTION ON DEVIATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>CLEANING</td>
<td>Contamination of the product or ingredients by: using dirty containers or equipment which comes into contact with food; dirty hand contact surfaces or; misuse of chemicals; dirty oven cloths and wiping cloths.</td>
<td>Provision of a comprehensive cleaning schedule and cleaning materials chart. Instruction and training of staff in the use of chemicals and protective equipment. Observe good practice notes. Plan programme for cleaning of cloths.</td>
<td>Internal audit (ASC15). Training Record Card (ASC1). Casual/Agency Staff Questionnaire (ASC2).</td>
<td></td>
<td>Disinfection of cloths.</td>
<td>Re-clean.</td>
</tr>
</tbody>
</table>
THE PRINCIPLES OF KITCHEN CLEANING & HYGIENE

The objective of a kitchen cleaning and hygiene programme is to minimise the risk of bacteria and dirt from the general kitchen environment contaminating food.

Since bacteria grow on any type of soil or dirt and especially food soils, this is best achieved by a regular cleaning and hygiene programme, which both prevents the build-up of soil and dirt and also ensures the absolute cleanliness of those surfaces which come into contact with food.

Certain principles govern this operation:

1. **Cleaning Frequency**
   Both the regularity of cleaning and the timing of cleaning must be designed to achieve maximum impact. Leaving accumulations of dirt and soil overnight, for example, can make an already demanding task much harder by allowing the soil to harden and become more difficult to remove, or by allowing bacteria to breed overnight and contaminate other areas of the kitchen.

2. **Cleaning Areas**
   It is important to know what as well as when. A list of all the necessary areas to be cleaned and their time of cleaning is fundamental to helping kitchen staff ensure proper completion of the total cleaning programme.

3. **Cleaning Products**
   Unless the products used can really do the job, then all the best planning in the world is wasted. Choosing correctly formulated products not only makes cleaning more effective, it makes it easier and simpler for staff to use them and thus achieve the desired standard of cleanliness.

4. **Method of Use**
   Even the most effective products need to be used correctly to achieve best results. Clear instructions for correct product use on each cleaning task must be provided. Success comes from using the right amount of the right product, in the right way.

5. **Cleaning Equipment**
   Mops, cloths, wipes etc. must be kept in good condition. Even the best operator will be let down if not provided with the correct “tools” for the job.

6. **Sanitising**
   All surfaces that come in contact with food or can influence the general level of bacteria in the kitchen should be sanitised as well as cleaned at regular intervals. Sanitising kills bacteria and therefore reduces the level of bacteria present to an acceptable level. This minimises the chance of growth of the dangerous types of bacteria, for example, dirty surfaces can breed bacteria, which can be transmitted to food contact surfaces by a number of methods. Clean surfaces, regularly sanitised, reduce the risks.
REMEMBER - SANITISING IS NOT A SUBSTITUTE FOR CLEANING. IT REINFORCES AND EXTENDS THE BENEFITS OF EFFECTIVE CLEANING.

7. Sterilising
The rinsing sink should be prepared as early as necessary, filled with hot water and left with the lid on so that water is maintained at a temperature of 82°C.

Plates, cutlery and beakers should stay at least two minutes in the rinsing sink.

The steriliser is to be probed prior to use and recorded on Form ASC7.
TWO STAGE CLEANING PROCESS

The Flow Chart below describes the Six Stages of the Cleaning Process to be used on all Food and Hand Contact Surfaces

NB: Ensure equipment for cleaning i.e. cloths are cleaned appropriately after each use and renewed regularly

1. Remove Debris

2. Clean surface with Hot Soapy Water (detergent) (Cloth to be clean)

3. Rinse

4. Sanitise
   - Use anti-bacterial spray for surfaces or
   - Hot Water above 82°C (Steriliser/Dishwasher) for Equipment

5. Rinse (where applicable)

6. Dry (Air)
<table>
<thead>
<tr>
<th>Daily</th>
</tr>
</thead>
<tbody>
<tr>
<td>Follow Two Stage Cleaning process; clean as you go, prior to start, between tasks and at the end of the day.</td>
</tr>
<tr>
<td>Two Stage Clean fridge/freezer doors and handles.</td>
</tr>
<tr>
<td>Two Stage Clean all sinks &amp; taps, sterilizer unit, hand basin, bucket sink, toilet flush and toilet door handle.</td>
</tr>
<tr>
<td>Two Stage Clean all hobs, hob plates, service counter, any equipment i.e. food mixer/slicer.</td>
</tr>
<tr>
<td>Wash &amp; sanitise cloths – machine wash (boil wash), boil on hob only after service.</td>
</tr>
<tr>
<td>Empty, wash and sanitise rubbish bins.</td>
</tr>
<tr>
<td>Sweep and wash floor. Put out ‘Wet Floor’ signs.</td>
</tr>
<tr>
<td><strong>WEEKLY</strong></td>
</tr>
<tr>
<td>Empty and Two Stage Clean fridges</td>
</tr>
<tr>
<td>Clean shelving under work surfaces and windowsills.</td>
</tr>
<tr>
<td>Move and clean Grundy bins (inside &amp; outside) and clean the storeroom.</td>
</tr>
<tr>
<td>Clean changing room and toilet.</td>
</tr>
<tr>
<td>Clean Caterer’s office.</td>
</tr>
<tr>
<td>Boil mop heads above 82°C. Do not put in washing machine.</td>
</tr>
<tr>
<td>Empty deep fat fryer: Secondary/Civic – weekly, Primary – half termly or as required.</td>
</tr>
<tr>
<td><strong>PERIODICALLY</strong></td>
</tr>
<tr>
<td>De-scale: dishwasher, sterilizer, steamer, sinks &amp; taps.</td>
</tr>
<tr>
<td>Where applicable Rational Interim Clean (43 minutes).</td>
</tr>
<tr>
<td><strong>HOLIDAY CLEANING: 1 DAY EASTER; 2 DAYS SUMMER</strong></td>
</tr>
<tr>
<td>Deep Clean ovens</td>
</tr>
<tr>
<td>Strong Clean Rational Oven (214 minutes).</td>
</tr>
<tr>
<td>Defrost, Clean Fridge/Freezer (move away from the wall to clean behind).</td>
</tr>
<tr>
<td>Wash walls up to 6ft/2 metres, pipe work up to 6ft/2 metres, including floor/wall</td>
</tr>
<tr>
<td>Dry Stores, shelves, drawers/food cupboards, cleaning cupboards.</td>
</tr>
<tr>
<td><strong>SUMMER CLEANING DAYS</strong></td>
</tr>
<tr>
<td>Day 1: Clean dining room furniture</td>
</tr>
<tr>
<td>Day 2: Normal cleaning day</td>
</tr>
</tbody>
</table>

**NB:** Carry out your duties with due care to prevent injury to yourself and others.
CLEANING EQUIPMENT AND MATERIALS

Cleaning equipment, chemicals and materials will be stored in a purpose built room or cupboard within or adjacent to the catering area. When not in use, the room or cupboard will be locked shut.

Separate colour coded cloths and cleaning equipment (brooms, mop and buckets and dustpan and brushes) must be used in Kitchen, Toilet and Dining areas to avoid cross contamination.

Mop heads are to be detachable and colour-coded. Blue for the kitchen and red for the toilet area and should not be used in other areas.

Mops will be washed and wrung out after every use and stored in the designated area with their heads uppermost. Mops will never be stored with their heads soaking in water or disinfectant solution, or on the floor.

Mop heads are to be detached and boiled or put through the washing machine at least once a week, separately from the cloths.

Mop buckets will be emptied, cleaned, dried with disposable paper towels and stored inverted.

Cleaning equipment, chemicals and materials will be returned to the cleaning room or cupboard immediately after use. It will not be stored in the kitchen preparation, storage or serving areas.

Cleaning materials will never be stored in food or equipment stores where they may contaminate food or equipment, or be decanted into unsuitable or unmarked containers.

All food surfaces, food and equipment will be covered whenever large scale cleaning takes place. Preparation surfaces will be covered before a floor is pressure-hosed and cleaned down afterwards, to avoid the risk of airborne contamination. Pressure hosing will not take place where open food preparation and cooking is in progress.

Cleaning agents will be used only by trained staff in accordance with the manufacturer's instructions in respect of dilution and application. Chemicals will never be mixed.

All equipment used for cleaning will be cleaned after use and prior to storage. Cleaning equipment must be stored away from food/toilet areas.

Colour Coding
RED - Toilet areas
YELLOW - Dining areas
BLUE - Kitchen areas
DE-SCALING

Kitchen appliances and areas in the kitchen in frequent contact with water will require periodic de-scaling. The hardness of the water in an area will determine the frequency of which the de-scaling process will need to be carried out. Regular de-scaling will ensure machines are operating at their greatest efficiency and minimise breakdown due to furred pipes. Monthly de-scaling is advised or more regularly if necessary.

Please ensure you follow the guidance notes below.

De-scaling Guidance Notes

There are two types of de-scale in use as follows. Please ensure when using either de-scaling product that the relevant personal protective equipment is used i.e. goggles and gloves.

SUMA SCALE D5.2

Dishwasher:

1. Turn L4/A5 dispenser unit rocker switch to the off position (if your unit has a switch it will be found either, on the front under the cover or on the underside of the dosing unit).
2. Fill machine with fresh water.
3. Under counter machines hold approximately 15 litres of water – add seven doses of D5.2 using the dispensing pelican pump. Pull through machines hold approximately 20 litres of water – add nine doses of D5.2 using the dispensing pelican pump.
4. Run two minute cycle five times.
5. Drain dishwasher and rinse thoroughly with fresh water.
6. Switch dispenser unit back on (as per step 1).

Steamers:

1. Ensuring water tank is full turn off water inlet valve.
2. Dispense nine doses of D5.2 using the dispensing pelican pump into the water in the tank.
3. Soak for 30 minutes, do not leave to soak overnight.
4. Drain water away completely including topper tank.
5. Rinse thoroughly with fresh water.

Spray Bottle: Sinks, Taps, Sterilizers:

1. Fill spray bottle with 1 litre of water.
2. Dispense two doses of D5.2 using the dispensing pelican pump into the spray bottle.
3. Spray affected areas and allow 15 minutes contact time.
4. Rinse thoroughly with fresh water.
DELPHIS ECO DE-SCALER

Dishwasher:

1. At the end of the day re-fill machine with fresh water.
2. Under counter machines hold approximately 15 litres of water – add three doses of Delphis Eco De-scaler 2 using the dispensing pelican pump. Pull through machines hold approximately 20 litres of water – add four doses of Delphis Eco De-scaler using the dispensing pelican pump.
3. Run five normal cycles.
4. Drain dishwasher and rinse thoroughly with fresh water.
5. Leave door open to air dry.

Steamers

1. Ensuring water tank is full turn off water inlet valve.
2. Dispense three doses of Delphis Eco De-scaler using the dispensing pelican pump into the water in the tank.
3. Soak for 15 minutes, then drain completely including topper tank.
4. Rinse thoroughly with fresh water.
5. Turn on water valve and re-fill tank with fresh water.

Spray Bottles: Sinks, Taps, Sterilizers:

1. Fill spray bottle with 1 litre of water.
2. Dispense two doses of Delphis Eco De-scaler using the dispensing pelican pump into the spray bottle.
3. Spray affected areas and allow 15 minutes contact time.
4. Rinse thoroughly with fresh water.

GUIDANCE ON PREPARING CLEANING SCHEDULES

Cleaning schedules will be devised, covering all food handling areas, including storage, refuse and delivery areas.

The rota will indicate the equipment/structure, the method and frequency of cleaning, the chemical or detergent to be used, and its dilution.

All fixtures/fittings, equipment and surfaces will be included in the schedule.

The schedule will be revised regularly to ensure that new equipment is included.
The frequency of cleaning of equipment of an area will depend entirely upon its present use. Changes in use will require a change in the cleaning frequency and the schedule will be regularly reviewed and revised.

Detailed cleaning processes for all equipment will be available.

**DEEP CLEANING PROGRAMMES**
Regular deep cleaning of food handling rooms will be undertaken as necessary.

**CLEARING OF DINING ROOM - MORNING BREAK & LUNCH BREAK**
At the end of service the catering staff are responsible for wiping tables in the Dining Room, sweeping and spot mopping any spillages and emptying and washing waste bins.

Drinking water and beakers to be readily available for customers when requested.

**MONITORING**
Cleaning will be checked and signed by the Manager on a weekly basis (ASC7).
CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH 1988 (COSHH)

The COSHH regulations cover the control of substances hazardous to health and concern the health and safety at work of all staff.

A COSHH assessment for each product used in the workplace has been carried out, in conjunction with the manufacturers and suppliers, copies of which are to be held in each workplace, which may be amended from time to time. The assessments detail the proper use of substances, the steps to take for safe use and emergency action including first aid service.

COSHH helps to protect everyone at work. It is important to read the assessment sheets and follow directions for the safe use of products.

Additionally, please ensure that you always follow these general rules:

**Safety Rules for use of Materials**
1. If you do not know what to use, ask;
2. **Never mix materials** together;
3. Read the instructions carefully;
4. Always measure the materials and water;
5. Ventilate rooms when using a solvent;
6. Do not leave unmarked materials where others could misuse them;
7. Always add the materials to water.

**Hazardous Substances**
- Commercial Services will whenever possible, replace hazardous substances with less hazardous substances.
- Will train the staff in COSHH.
- Refresher training in COSHH will be given when necessary, or when chemicals are changed.
- Will ensure the COSHH file containing safety data information is readily accessible for emergencies and is held by Catering Manager / District Manager.
- Will detail all substances used in the COSHH file.
- Will ensure all staff are informed about the COSHH assessment and protective equipment required.
- Will provide suitable protective equipment where the need is identified e.g. gloves and face masks.
- Staff will report any defects to Supervisors/Managers.
- Will carry out a COSHH assessment on all new substances prior to its use.
- Will review the COSHH assessment on an annual basis. All changes to control measures and change of personal protective equipment will be properly assessed and appropriate training planned and carried out.
- Will store and use chemicals in approved designated areas.
CARE AND CLEANING OF EQUIPMENT

Refrigerator
Switch off the motor and wedge open the doors. Allow the refrigerator to defrost completely, then clean out thoroughly. This should be carried out weekly, preferably not on a Friday, to ensure that the refrigerator is at the correct temperature before the weekend in order that any faults can be identified.

Food with strong smells i.e. fish, should be lightly covered and stored well away from items which will take up these smells.

Fresh meat and fish must always be placed at the bottom of the refrigerator to avoid cross-contamination.

Deep Freezer - Defrosting
- The cabinet must be defrosted and cleaned at least every three months/termly, ideally during the holidays when all frozen foods have been used. Frost will accumulate on the lining of the cabinet. It is not harmful up to 6mm (1/4” thick). If it becomes thicker, defrost at the first available opportunity.
- Warm water and bicarbonate of soda must be used to clean the interiors of the cabinet.
- Wipe the seal with vegetable oil to prevent ice forming on it.
- Never use a sharp or metal instrument to remove frost.

Upright Freezers
Upright freezers require defrosting more frequently, i.e. termly, monthly or bi-monthly. Care must be taken to ensure that ice does not build up on the shelf edges, thereby preventing the door from sealing effectively.

POLICY REGARDING THE USE AND CLEANING OF JANITORIAL SINK UNIT

This policy is applicable only for schools with janitorial units.

The janitorial unit or mop sink should be treated as a ‘high hygiene’ area. It must be included on the daily cleaning schedule and weekly deep clean schedule.

Where a dual-use hand washbasin/mop sink is in situ, additional care must be taken to avoid cross-contamination between the mop sink and hand washbasin.

The hand washbasin must remain accessible at all times.

Where possible, the mop sink should only be used at the end of the day when all food is stored away and the floor has been cleaned.

If, however, the mop sink is used during service it must be cleaned to remove debris and sprayed with sanitizer to avoid the possibility of cross-contamination to the hand sink.
The mop sink must NOT be used for general cleaning outside of the kitchen area. Any incidents that occur in the Dining Hall, for example, a child being sick, must be dealt with by the school, using separate equipment.

After use at the end of the day, the mop sink must be cleaned and sprayed with sanitizer. All cleaning equipment must be stored in designated cleaning equipment storage area i.e. away from foodstuffs and toilet areas.
<table>
<thead>
<tr>
<th>REFERENCE</th>
<th>TYPE OF AREA</th>
<th>FREQUENCY</th>
<th>CLEANING WORK</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>KITCHEN</td>
<td>DAILY</td>
<td>Sanitise door handles and finger plates. Empty bins to bin areas. Wash, dry and sanitise all work surfaces. Wash, dry and sanitise all sinks, including taps, sink and grainer units (including hand wash sink). Sweep and wet mop floor.</td>
</tr>
<tr>
<td>B</td>
<td>DRY STORE</td>
<td>DAILY</td>
<td>Wipe over weighing scales or bench scales. Sweep and wet mop floor. Wipe shelves, wipe doors &amp; door handles. Wipe finger plates on doors. Wipe ledges, sweep &amp; deck scrub floor.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>ANNUALLY</td>
<td>Reseal shelves.</td>
</tr>
<tr>
<td>C</td>
<td>VEGETABLE STORE</td>
<td>DAILY</td>
<td>Sweep &amp; wet mop floors.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>WEEKLY</td>
<td>Wipe any shelves &amp; ledges. Wipe over door handles &amp; finger plates. Wipe over towel dispensers. Sweep &amp; deck scrub floors.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>TERMLY</td>
<td>Scrub any shelving. Scrub any duckboards.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>ANNUALLY</td>
<td>Re-seal shelves.</td>
</tr>
<tr>
<td>D</td>
<td>SERVERY</td>
<td>DAILY</td>
<td>Wash &amp; dry counter area. Wipe over door handles, finger plates &amp; doors. Wash and dry sink and drainer. Sweep &amp; wet mop area.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>WEEKLY</td>
<td>Sweep &amp; scrub floor.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>TERMLY</td>
<td>Wipe over servery shutters.</td>
</tr>
<tr>
<td>E</td>
<td>DINING AREA</td>
<td>DAILY</td>
<td>Collect waste. Sweep &amp; mop spillages. Wipe over tables and sanitise.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>ANNUALLY</td>
<td>Wash &amp; thoroughly clean table &amp; chairs.</td>
</tr>
<tr>
<td>F</td>
<td>OFFICE</td>
<td>DAILY</td>
<td>Collect waste, sweep floor.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>WEEKLY</td>
<td>Dust shelves, desk &amp; cupboards. Sweep &amp; mop floor.</td>
</tr>
<tr>
<td>G</td>
<td>CLOAKROOM</td>
<td>DAILY</td>
<td>Sweep &amp; mop floors.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>WEEKLY</td>
<td>Wipe ledges, door handles, finger plates and lockers. Sweep &amp; scrub floors.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>ANNUALLY</td>
<td>Re-seal shelves.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>WEEKLY</td>
<td>Wipe all ledges. Sweep &amp; scrub floors.</td>
</tr>
<tr>
<td>I</td>
<td>PASSAGES</td>
<td>DAILY</td>
<td>Sweep &amp; wet mop floors.</td>
</tr>
<tr>
<td>REFERENCE</td>
<td>TYPE OF AREA</td>
<td>FREQUENCY</td>
<td>CLEANING WORK</td>
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</tr>
<tr>
<td>J</td>
<td>DUSTBIN AREA</td>
<td>DAILY</td>
<td>Clear litter &amp; sweep.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>WEEKLY</td>
<td>Wipe all ledges. Sweep &amp; scrub all floors.</td>
</tr>
<tr>
<td>K</td>
<td>EQUIPMENT OR TIN STORAGE ROOM</td>
<td>DAILY</td>
<td>Sweep &amp; mop Floor.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>WEEKLY</td>
<td>Wipe over shelf area. Scrub floor.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>TERMLY</td>
<td>Scrub shelves.</td>
</tr>
<tr>
<td>L</td>
<td>LIFTS</td>
<td>DAILY</td>
<td>Sweep &amp; mop out.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>WEEKLY</td>
<td>Sweep &amp; deck scrub.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>TERMLY</td>
<td>As above - wipe down walls.</td>
</tr>
<tr>
<td>M</td>
<td>CLEANING CUPBOARDS</td>
<td>DAILY</td>
<td>Sweep &amp; wet mop.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>WEEKLY</td>
<td>Sweep &amp; deck scrub.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>TERMLY</td>
<td>As above - clean any shelves, wipe ledges etc.</td>
</tr>
<tr>
<td>N</td>
<td>KITCHEN &amp; SERVICE WALLS</td>
<td>DAILY</td>
<td>Wipe away any spillages.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>TERMLY</td>
<td>Using hot detergent solution, wash down walls to specified height - 2 metres. Particular care should be taken behind sinks, pipes &amp; tables etc.</td>
</tr>
<tr>
<td>O</td>
<td>DUSTBINS</td>
<td>DAILY</td>
<td>Ensure all rubbish bags are removed.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>WEEKLY</td>
<td>Wash out bin, leave to dry turned upside down with lid off.</td>
</tr>
<tr>
<td>REFERENCE</td>
<td>TYPE OF EQUIPMENT</td>
<td>FREQUENCY</td>
<td>CLEANING WORK</td>
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</tr>
<tr>
<td>A</td>
<td>OVEN RANGE TOPS</td>
<td>DAILY</td>
<td>Wipe over tops &amp; any drip trays.</td>
</tr>
<tr>
<td>B</td>
<td>OVENS</td>
<td>DAILY</td>
<td>Wipe out oven to remove spillages.</td>
</tr>
<tr>
<td>B</td>
<td></td>
<td>WEEKLY</td>
<td>Remove shelves and drip tray to sink &amp; clean in hot detergent solution. Wipe out inside of oven door, sides &amp; tops. Dry all parts after rinsing in clean water &amp; re-assemble. When using oven cleaner, protect eyes, hands &amp; all clothing.</td>
</tr>
<tr>
<td>C</td>
<td>BOILING PANS</td>
<td>DAILY</td>
<td>Drain &amp; remove any scraps. Fill with detergent &amp; hot water. Scrub well, rinse out with hot water. Wipe over outside with damp cloth. Polish.</td>
</tr>
<tr>
<td>C</td>
<td></td>
<td>WEEKLY</td>
<td>Flush through if not used.</td>
</tr>
<tr>
<td>D</td>
<td>STEAMER</td>
<td>AFTER USE</td>
<td>Drain. Remove shelves &amp; thoroughly clean. Rinse with clean water &amp; replace. Wipe door sides, top etc.</td>
</tr>
<tr>
<td>D</td>
<td></td>
<td>TERMLY</td>
<td>Drain, clean &amp; leave empty. Make sure a notice is displayed to ensure steamer is not lit when there is no water in the tank. Leave door open.</td>
</tr>
<tr>
<td>E</td>
<td>FISH FRYER</td>
<td>DAILY</td>
<td>Remove food particles with fine mesh web. Wipe outside of fryer to remove any spilt oil.</td>
</tr>
<tr>
<td>E</td>
<td></td>
<td>WEEKLY</td>
<td>Wipe outside of fryer. Remove frying baskets &amp; trays &amp; clean drain &amp; refill.</td>
</tr>
<tr>
<td>E</td>
<td></td>
<td>TERMLY</td>
<td>Drain clean &amp; leave empty during closure.</td>
</tr>
<tr>
<td>F</td>
<td>HOT CUPBOARDS</td>
<td>DAILY</td>
<td>Wipe up spillages.</td>
</tr>
<tr>
<td>F</td>
<td></td>
<td>WEEKLY</td>
<td>Remove shelves to sink &amp; wash. Clean inside of cupboard doors &amp; outside using stiff brush. Remove deposits from door frames.</td>
</tr>
<tr>
<td>G</td>
<td>CHOPPING BOARDS</td>
<td>DAILY</td>
<td>Sterilise after use. Dry well. Store standing on side to allow air to circulate.</td>
</tr>
<tr>
<td>H</td>
<td>WASHING UP MACHINE</td>
<td>DAILY</td>
<td>Drain machine. Remove particles of food from tank. Clean out ensuring all food particles are washed away. Wipe down outside of the machine. Leave doors open to allow air to circulate until next time.</td>
</tr>
<tr>
<td>I</td>
<td>WASH HAND BASINS</td>
<td>DAILY/WEKKY</td>
<td>Using detergent - wash around basin paying special attention to taps &amp; any splash backs. Wipe dry &amp; polish taps.</td>
</tr>
<tr>
<td>J</td>
<td>PLATE LOWERATOR</td>
<td>DAILY</td>
<td>Remove any food particles. Wipe over outside.</td>
</tr>
<tr>
<td>J</td>
<td></td>
<td>WEEKLY</td>
<td>Give a good clean inside &amp; out ensuring that any food particles are removed from bottom of lowerator.</td>
</tr>
<tr>
<td>J</td>
<td></td>
<td>TERMLY</td>
<td>Scrub wheels &amp; if possible, inside of lowerator spring.</td>
</tr>
<tr>
<td>K</td>
<td>COMBI OVENS</td>
<td>DAILY</td>
<td>Wipe out oven for spillages.</td>
</tr>
<tr>
<td>REFERENCE</td>
<td>TYPE OF EQUIPMENT</td>
<td>FREQUENCY</td>
<td>CLEANING WORK</td>
</tr>
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</tr>
<tr>
<td>L</td>
<td>VEGETABLE PREPARATION MACHINES</td>
<td>DAILY</td>
<td>Take apart, being careful with the blade. Always wash blade separately. Wash all parts, wipe out machine ensuring all food particles are removed. Re-assemble.</td>
</tr>
<tr>
<td>M</td>
<td>DISPLAY CABINET</td>
<td>DAILY</td>
<td>Wipe over shelves &amp; doors.</td>
</tr>
<tr>
<td>N</td>
<td>TABLES</td>
<td>DAILY</td>
<td>Make sure tables are cleaned down after use using detergent &amp; hot water. Rinse &amp; polish.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>WEEKLY</td>
<td>Clean out any drawers. Wipe down table legs.</td>
</tr>
<tr>
<td>O</td>
<td>REFRIGERATORS</td>
<td>DAILY</td>
<td>Wipe up any spillages.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>WEEKLY</td>
<td>Clean inside &amp; out.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>TERMLY</td>
<td>Defrost. Clean inside &amp; out. Ensure shelves are cleaned. Leave door ajar if not in use.</td>
</tr>
<tr>
<td>P</td>
<td>FREEZERS</td>
<td>WEEKLY</td>
<td>Wipe over top &amp; sides of cabinet.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>TWICE</td>
<td>Defrost. Clean thoroughly inside &amp; out. Leave lid ajar if empty over a holiday period.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>YEARLY</td>
<td></td>
</tr>
<tr>
<td>Q</td>
<td>TROLLEY (GENERAL)</td>
<td>DAILY</td>
<td>Wipe over shelves, handles &amp; any other parts.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>WEEKLY</td>
<td>Thoroughly clean inside &amp; out ensuring that all food particles are removed.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>TERMLY</td>
<td>Thoroughly clean inside &amp; out ensuring that all food particles are removed.</td>
</tr>
<tr>
<td>R</td>
<td>HOT TROLLEYS</td>
<td>DAILY</td>
<td>Wash &amp; dry tops, shelves &amp; handles.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>WEEKLY</td>
<td>Thoroughly clean inside &amp; out ensuring that all food particles are removed.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>TERMLY</td>
<td>Thoroughly clean inside &amp; out ensuring that all food particles are removed.</td>
</tr>
<tr>
<td>S</td>
<td>CONVECTION OVEN</td>
<td>DAILY</td>
<td>Wipe up all spillages.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>WEEKLY</td>
<td>Remove all shelves &amp; clean doors inside &amp; outside of the oven.</td>
</tr>
<tr>
<td>T</td>
<td>TOASTER</td>
<td>DAILY</td>
<td>Empty out all crumbs. Wipe over the outside.</td>
</tr>
<tr>
<td>U</td>
<td>MICROWAVE OVEN</td>
<td>DAILY</td>
<td>Wipe up any spillages.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>WEEKLY</td>
<td>Wash out inside of microwave. Wipe the outside &amp; the door. Ensure it is dried well. Radiation checks should be carried out once a year.</td>
</tr>
<tr>
<td>V</td>
<td>FOOD MIXER</td>
<td>DAILY</td>
<td>Wipe down outside of machine. Make sure all bowls &amp; attachments are cleaned after use.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>WEEKLY</td>
<td>If any bowl protectors are used, make sure they are cleaned.</td>
</tr>
<tr>
<td>W</td>
<td>SLICER</td>
<td>DAILY</td>
<td>After use, carefully dismantle all moveable parts. Where applicable, remove cutting blade with special tool. Always clean the blade separately. Wash all parts well. Rinse in hot water. Dry thoroughly. Re-assemble. Ensure the blade is securely fixed.</td>
</tr>
<tr>
<td>X</td>
<td>SINKS</td>
<td>DAILY</td>
<td>Wash after use &amp; at end of day clean with detergent. Wipe around the taps.</td>
</tr>
<tr>
<td>REFERENCE</td>
<td>TYPE OF EQUIPMENT</td>
<td>FREQUENCY</td>
<td>CLEANING WORK</td>
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<td>------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Y</td>
<td>BRATT PAN</td>
<td>DAILY</td>
<td>Drain all liquid &amp; food particles. Fill with detergent &amp; hot water &amp; scrub well. Drain &amp; rinse. Wipe over outside. Leave lid open to keep dry.</td>
</tr>
<tr>
<td>Z</td>
<td>GRILLS</td>
<td>DAILY</td>
<td>After use, remove tray &amp; drip tray. Place in sink &amp; clean thoroughly. Wipe down outside of grill. Replace all trays &amp; racks.</td>
</tr>
<tr>
<td>AA</td>
<td>BAIN MARIE</td>
<td>DAILY</td>
<td>Drain out water where required. Remove all spillages. Wipe down surface. Refill.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>WEEKLY</td>
<td>Drain out if required. Removable parts to be cleaned in sink. Wipe over outside of unit.</td>
</tr>
<tr>
<td>AB</td>
<td>POTATO PEELER</td>
<td>DAILY</td>
<td>Remove all parts &amp; wash well. Wash out all peelings. Remove collecting box/tray. Wash well. Rinse out box area. Replace moveable parts. Do not put cover on. Leave open for air to circulate until next needed for use.</td>
</tr>
<tr>
<td>AC</td>
<td>CAN OPENER</td>
<td>DAILY</td>
<td>Wipe over to remove food &amp; sterilise.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>WEEKLY</td>
<td>Remove particles from frame. Clean all parts being careful of blade. Lubricate all working parts. Re-assemble.</td>
</tr>
<tr>
<td>AD</td>
<td>TRANSPORTED MEAL EQUIPMENT</td>
<td>DAILY</td>
<td>After use ensure all food particles are removed &amp; containers are scrubbed well inside. Wipe outside to remove any splashes or dried on food.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>TERMLY</td>
<td>To be scrubbed inside &amp; out.</td>
</tr>
<tr>
<td>AE</td>
<td>STAFF LOCKERS</td>
<td>DAILY</td>
<td>Wipe over on outside.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>TERMLY</td>
<td>Clean inside &amp; out.</td>
</tr>
<tr>
<td>AF</td>
<td>VENDING MACHINES</td>
<td></td>
<td>The manufacturers operating &amp; cleaning instructions should be maintained. All food contact surfaces must be regularly cleaned &amp; sterilised.</td>
</tr>
<tr>
<td>STEP</td>
<td>HAZARD(S)</td>
<td>PREVENTATIVE MEASURES</td>
<td>MONITORING PROCEDURES</td>
</tr>
<tr>
<td>--------------------</td>
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</tr>
<tr>
<td>STRUCTURE / EQUIPMENT</td>
<td>Contamination of the product or ingredients by: the premises and/or equipment not being maintained in a sound condition and good state of repair.</td>
<td>Ensure that equipment is well maintained and accurate records kept. Inspection of all equipment is carried out by competent person. Observe good practice.</td>
<td>Internal Audit (ASC15).</td>
</tr>
</tbody>
</table>
KITCHEN STRUCTURE

Surrey County Council is responsible as the Client to education and civic catering for kitchen structure and equipment servicing and maintenance.

RESPONSIBILITIES FOR REPORTING DEFECTS

The individual employee is responsible for identifying and immediately bringing to the attention of their Catering Supervisor/Manager who will notify the Client Officer of any defects in building and/or equipment so that appropriate remedial action can be taken.

The following standards and guidelines have been prepared to aid the design of facilities and the effective rectification of defects:

FLOORS

1. Floor surfaces should be durable, slip resistant, non absorbent, coved to the wall and without cracks or crevices;
2. Regard must be given to the likely wear of the surface, how it will be cleaned, the type of sub floor and whether the floor will be wet or dry or subject to any chemicals;
3. The floor should be laid so as to enable easy and effective cleaning;
4. Any defective grouting, joints, damaged, worn or uneven surfaces should be remedial;
5. Any drainage channels or gulleys should be effectively trapped and sealed.

WALLS

1. Solid walls, coved at the junctions with floors and ceilings are preferable;
2. Wall surfaces should be durable, smooth, impervious and readily cleaned. All cracks and crevices should be filled.
3. Where walls are clad with stainless steel, aluminium, polypropylene or plastics, the gap between the wall and such cladding should be minimal. The sides, top and bottom of the cladding should be effectively sealed so as to prevent the ingress of pests and vermin. Where walls are clad with glazed tiles, voids behind the tiles should be eliminated and water-resistant grouting maintained in good order.
4. If walls are painted, absorbent emulsion and textured paints should not be used.
5. Food grade gloss paints or other suitable non-absorbent wall coverings may be used, but they should be durable and readily cleaned. Light coloured, preferably white paint should be used.
6. Wall surfaces around sinks, wash hand basins, to the rear of the shelves and work surfaces, will require protection from water, physical damage and/or heat;
7. Wall or floor stops may be required to prevent doors damaging wall surfaces and non-corrosive metal or PVC angles to protect wall corners. These should be sealed to prevent any voids;
8. Solid crash rails should be used where trolleys are likely to damage wall surfaces;
9. Pipe work should be bracketed at least 150mm from walls to facilitate cleaning;
10. All lagging should be smooth and impervious;
11. Pipes passing through walls should be effectively sealed.
CEILINGS
1. Ceilings should be smooth, hard and impervious and capable of being readily cleaned;
2. If a ceiling is suspended, access should be provided to enable pest control inspections/treatment and cleaning;
3. Solid ceilings should be insulated to avoid condensation problems.

WINDOWS
1. Windows and frames should be easy to clean;
2. All woodwork should be well seasoned, properly knotted, stopped, primed and given three coats of polyurethane paint;
3. Insect/Bird proofing should be provided to opening windows in food preparation areas where there is a risk of infestation. When fitted internally, they should be of a cleanable material and easily removable for cleaning;
4. Windows and fly proofing should be cleaned regularly and be constructed so as to enable easy cleaning;
5. Window sills in all new or upgraded kitchens should be sloped at an angle of at least 30°.

DOORS
1. Doors should be properly fitted with hard, smooth, durable, non-absorbent surfaces that are easy to clean;
2. All external doors and frames leading into the kitchen area should be adequately rodent proofed with metal strips to prevent gnawing;
3. Doors that are required to be left open should be fitted with suitable insect/bird proofed screening, where there is a risk of infestation.

LIGHTING
1. Lighting of a high standard is required in food preparation areas, not only for clear and safe working conditions, but also to detect dirt and pests;
2. Flush-mounted light fittings are preferred;
3. Fluorescent light fittings should be fitted with glare free vapour proof diffusers;
4. In food preparation areas, light bulbs and tubes should be of the safety type to prevent contamination in the event of the breakage.

VENTILATION
1. Ventilation should be provided to remove contaminated air and conditions suitable for pests and bacterial growth, thus preventing excessive heat, cooking smells, steam, grease, condensation and dust contamination surface;
2. Fresh air flows should not be provided to a “clean area” via a “dirt area” and should be screened to prevent ingress of insects, etc.

SUPPLY OF WATER - HAZARDS
Control of Legionellosis and control the provision of water which is clean, wholesome, constant and of correct temperature.
The Client will be responsible for the control and co-ordinate the risk of assessments for hot and cold water system and identify improvements.

The Client will ensure the following for new installations/repairs to existing water system:
- Ensure compliance with BS7000 and Codes of Practice;
- Where showers are installed, hot water shall be provided by in-line direct water heater;
- Commissioning of such systems shall include cleaning and chlorination in accordance with BS670;
- A total viable count country water test will be taken by the contractor from the farthest top outlet between 24-48 hours after completion of disinfection, to confirm the portability of the water supply.

**ELECTRICITY SUPPLY**

The Client will ensure safe provision of supply of electricity. This will include a programme and records of electrical testing of portable appliances.

Appliances requiring repair will be reported by the Catering Supervisor / Manager to the responsible officer.

**GAS SUPPLY**

The Client will be responsible for the safe supply of gas and ensure the following servicing and maintenance:
- All installation and repair work to gas appliances and/or associated pipework will be performed by approved CORGI registered contractors in accordance with the manufacturers instructions;
- Review emergency shut off procedures regularly;
- Managers within Education and Civic Catering will ensure all staff are aware of the emergency shut off procedure.
GOOD PRACTICE NOTES

GAS LEAK
If you smell gas:
- Open the windows;
- Do not create a flame;
- Do not operate electrical switches;
- Isolate gas at the control valve;
- If you are unable to isolate the supply then phone National Grid immediately on 0800 111999
- Finally, inform the Client and District Catering Manager.

CONTRACTORS/SUB-CONTRACTORS
Commercial Services requires contractors to comply with our Health and Safety standards, in addition to meeting their own obligations.

Selection
Commercial Services will only employ contractors authorised by Surrey County Council to properly manage their health and safety responsibilities.

Information
Commercial Services will ensure effective routes of communication for the exchange of relevant information between Commercial Services, the Client and the Contractor.
- Provision of information about risks to health and safety associated with the work and the measures necessary to control and manage those risks;
- Provision of information about injuries, dangerous occurrences and ill health;
- Provision of relevant information to the contractors’ employees.

EQUIPMENT REQUIREMENTS GUIDELINES
When purchasing equipment consideration will be given to:
- Ease of cleaning i.e. smooth, impervious surface;
- Designed to protect contents from external contamination e.g. nuts or bolts;
- Smooth round edges;
- Smooth joint and welds and continuous welding rather than spot welding hinges should be capable of being cleaned;
- The bases and lower parts of equipment including motors should be covered to prevent dirt traps;
- Electrical equipment must be waterproof.

NB. Preparation surfaces - will be jointless, durable, impervious, the correct height and provide a firm base on which to work. If materials other than stainless steel are used, for example, plastic laminate, care should be taken to seal edges and gaps. They must be able to withstand repeated cleaning at the required temperature without deterioration, pitting or corrosion. Flanged-lip designs for table and shelves are difficult to clean and should be avoided.
NB. Cutting Boards - when selecting a cutting board, regard should be given to its:

- water absorbency;
- resistance to stains, cleaning chemicals, heat and food itself;
- toxicity and odour;
- durability;
- colour coding system;
- purchased from an approved supplier.

All equipment should be positioned to allow for adequate cleaning of the surrounding area. Where practicable equipment should be mobile and trailing wires should be avoided.

All dangerous equipment will be clearly labelled.

All equipment should be cleaned according to the cleaning schedule and records kept.

If equipment breaks down the Catering Supervisor/Manager must be informed immediately. The Catering Manager/Supervisor is responsible for reporting the fault and implementing the contingency plan.

### POWER OPERATED MACHINERY

In order to get the best out of your machine with the least damage to yourself - NEVER touch a piece of machinery unless you have been trained on its correct use. Training is vitally important as it increases your efficiency by making you aware of the best possible use of your machine. Training also points out the dangers and the precautions to be taken.

### GUIDELINES FOR MACHINE SAFETY – RULES TO BE OBEYED

1. Get to know your machine - Make it your first duty to find out exactly what it can or cannot do. This information is supplied with the machine in the instruction booklet and will ensure that maximum efficiency is quickly reached;

2. Study its surroundings - If the machine is fixed, is there a solid stand of sensible height to cut out unnecessary strain on you the operator? Is the lighting adequate around the machinery? Does it live close to the power point to cut out trailing flexes?

3. Check its connections - If the machine is electrically operated, never begin work with it until you have carried out a visual check on the plug, leads and sockets. Always re-check these before putting the machine away. If the machine is gas operated, never begin work with it until you have carried out a visual check on the flame. For it to be safe it must be burning blue in colour and evenly. If it appears to be wrong DO NOT USE IT;

4. Know its safety features - Always know what guards/safety features the machine has. Understand why it has them and check that they are there at all times. It is against the law to use a machine without its safety guard;

5. Miscellaneous details - Are your hands dry? Is the socket in the off position before the plug is inserted or removed? Never remove the plug by pulling on the flex. At
this point, if anything appears to be wrong with your machine, do not carry on using it. Action points:

- Switch off the machine. Switch off at the socket. Remove the plug. Stick “out of order” label on the machine;
- Report the fault to your Supervisor immediately;
- Never attempt to repair any defect yourself. Leave it to a trained mechanic.

6. Never leave unattended - If the machine is in use, never go away and leave it running. Someone less capable than you may try their hand at using it!

7. Leave it as you wish to find it - Never put your machine away without cleaning it. However, before cleaning always remove the plug from the power point. This prevents accidental ‘switch on’ which is both messy and dangerous.

Sections 17, 18 and 19 of the Officers, Shops and Railway Premises certain machines are defined as dangerous, which means that conditions are laid down for their use. The following machines are classified as dangerous:

- Slicing Machine;
- Rotary Knife;
- Food Mixer attachments - mincer/slicer.

No person under the age of 18 years is permitted to use the equipment listed above.

If you work with any of these machines, it is your duty to see that they are marked with a “Dangerous Machinery” warning notice (see sample below). Obey the conditions laid down for your machine.

Remember that by removing safety guards or not using the correct safety solutions, not only are you putting yourselves and others at risk, but you are also breaking the law.
**NOTICE TO EMPLOYEES**

This slicing machine is **DANGEROUS** and must **NOT** be used or cleaned without permission.

**NEVER TRY TO OPERATE IT WHILE THE GUARD IS REMOVED**

**USE** - You must not use it unless you have been thoroughly trained or are being trained under supervision.

**CLEANING** - You must not clean it unless you are at least 18 years of age, and have been thoroughly trained or are being trained under supervision.

**BEFORE CLEANING** - Disconnect electricity by means of plug and socket or by the isolating switch. NEVER rely on the switch on the machine. Remove the guards: to remove the blade use safety carrier. Insert locking bar into hole next to centre mounting hole.

**AFTER CLEANING** - Remove locking bar. Replace guards before reconnecting electricity.

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**BAINS-MARIE, HOT SERVING COUNTERS & CUPBOARDS**

**Hazards**
The main dangers are burns and scalds.

**Rules for Employees:**
1. Before the unit is used, check that the heating water is up to the correct operating level in the trough. Check that the drain tap is tightly closed. If the appliance is gas, check that the flame and pilot are safely alight and burning blue in colour.
2. Drain valves should discharge directly into a drain.
3. Wear protective gloves or oven cloths when handling hot containers.
4. Before cleaning, ensure that the equipment is switched off and isolated from the electricity supply. Allow the water to cool.

**Training**
Staff will be trained before using and cleaning heated food service equipment.

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**DEEP FAT FRYERS**

**Hazards**
The main hazards are burns from contact with hot cooking oil or fat; fire from ignition of hot cooking oil or fat; and slipping hazard due to spilled or splashed oil or fat on the floor around a fryer.

**Rules for Employees:**
1. Before cleaning the fryers ensure that they are turned off and if electric, isolated. Allow the oil or fat to cool before drainage into a suitable container.
2. Do not attempt to clean the fryers unless you have been trained.
3. Check that the drain valve is closed before re-filling.
4. Before you switch on the heating element or light the gas, check that the oil is filled to the oil level mark: when topping up to the recommended level, add the new oil or fat slowly (where fryers use solid fat, ensure that heating elements are fully covered before heating). **Do not overfill.**
5. Mop up any spillages immediately and dry the floor.
6. Do not leave a working fryer unattended.
7. In event of fire, switch off and cover immediately with a fire blanket. Never use water to put out oil or fat fire.

**Training**
Staff will be trained in the safe use and cleaning of the deep fat fryer.

### DISHWASHING MACHINES

#### Hazards
The main hazard is scalding. Broken crockery and glass can cause cuts and incorrect use of concentrated cleaning chemicals.

#### Rules for Employees:
- Dishwashers should be installed, maintained and operated only in accordance with the manufacturer’s instructions;
- Always wear rubber gloves, aprons and suitable shoes if necessary when working with very hot water;
- The conveyor and any other moving part which could cause injury should be properly guarded. Side panels should not be removed while the dishwasher is working;
- Never put your hands in the dishwasher while it is running;
- Never try to adjust or repair any part of the dishwasher unless you have been trained to do so;
- Never let the water level go over the maximum for the dishwasher;
- Concentrated detergent can burn skin and eyes. Always wear the protective clothing specified when handling, diluting or cleaning up spilled detergent. The automatic dosing equipment should be checked regularly by the Catering Supervisor/Manager;
- Cleaning will be carried out only when the dishwasher is isolated from the electrical supply, and only by trained staff.

**Training**
Staff will be trained to safely use and cleaning of the dishwasher.

### OVENS/RANGES

#### Hazards
The main hazard from ovens and ranges is being burned either by touching a hot surface or by being in the way of hot air when an oven door is opened or by being splashed by hot liquid (e.g. fat).

#### Rules for Employees:
Always use a dry oven cloth or oven gloves when handling anything in an oven or on a range;
Always stand to one side when opening an oven door and open the door slowly;
Make sure the taper is lit before you turn on the gas supply;
Make sure all gas burners light and remain alight;
If the fan interlock, if fitted, does not switch off the fan when you open the door, report it to the Supervisor/Manager;
Do not leave unattended oven doors open (particularly bottom hinged types);
Never use a fanned convector oven if the fan guard is not in place;
Do not rest anything heavy on bottom hinged doors;
Do not allow handles of saucepans to project beyond the edge of the range;
Do not leave ladles and spoons in saucepans on hot plates or rings;
Make sure all gas burners light and remain alight. When alight, gas flames look blue. If they look orange or yellow, call an engineer.

**Training**
Staff will be trained in the safe use and cleaning of ovens/ranges.

### MICROWAVE OVENS

**Hazards**
The main hazards associated with using microwave ovens are burns or scalds caused when sealed containers containing hot food burst open; hot food containers and steam also cause burns; microwave ovens can catch fire if they are not used properly or if their contents overheat; poorly sited ovens can cause the user back strain; microwave energy can burn the user if the door seals are not effective or the protective mesh behind the glass door slips.

**Rules for Employees:**
- Use commercial catering microwave oven only;
- A trained engineer will service it on a regular basis;
- Do not put food in a sealed container in the oven unless the food manufacturer’s instructions are to do so. Remove lids from jars;
- Do not cook food in metal containers or on metal plates;
- Do not obstruct the air vents at the side and rear of the microwave;
- The door should move freely and when closed seal the oven. Employees must report damage to door seal;
- The interlock switches on the door should switch off the oven as soon as the door is opened, employees must report defects;
- Use dry oven cloth or oven glove when handling hot food container.

**Training**
Training will be given on the proper use and cleaning of microwave ovens.

**GUARDING**
1. Dangerous parts of any machine should be guarded. Do not use any machine without the guard fitted.
2. Check the guard prior to use and ensure that it is maintained in proper working order.
3. Check interlocks daily and repair when necessary.
4. Check the guards after maintenance or cleaning when they may have been removed.
5. Ensure machines have a secure base so that they cannot move or vibrate when in use.
6. Ensure staff do not wear loose or frayed clothing or jewellery when operating the machines.
7. Display warning notices alongside dangerous machines to remind operators and others of the dangers the machine poses.
8. Ensure new machines with exposed blades, such as slicers are fitted with a no-volt release (NVR) device to ensure the machine starts only when the control button is operated and not when it is plugged in or when the electrical power is switched on.
9. Locate machines in a safe location preventing unnecessary risks and allow sufficient floor space to prevent overcrowding.

**ELECTRIC MIXERS**

**Hazards**
The main hazards are injuries to the hands such as bruising or crushing and strain injuries.

**Rules for Employees:**
- Do not put your hands into the bowl while it is in use;
- Report any faults to the Catering Supervisor/Manager;
- Before cleaning ensure that it is unplugged;
- Suitable warning notices will be posted beside the mixers;
- Bowl extension rings will be used whenever possible to restrict access to the beater.

**Training**
Staff will be trained prior to operating and cleaning the mixer.

**FOOD PROCESSORS**

Note: Food processors are prescribed dangerous machines.

**Hazards**
The main hazards are injuries to the fingers and scalding.

**Rules for Employees:**
1. Do not use the machine unless the guards are in place;
2. Report any faults to the Supervisor/Manager, particularly if the machine can be switched on without necessary guards being in place;
3. Do not put your finger in the processor unless it has stopped and is isolated, use “push devices” provided when in operation;
4. Before cleaning ensure the machine is switched off at the isolator or is unplugged.
Training
Staff will receive training in the safe use and cleaning of food processors.

PRESSURISED BOILERS/CAFÉ SETS

Hazards
The main hazards associated with this equipment are burns and scalds.

Rules for Employees:
- Ensure that the cold water supply is fully on before you light or switch on the equipment;
- Do not alter the heating control settings on automatic units;
- A pressure boiler should be fitted with the following safety devices: safety valve, pressure gauge; if electrically heated, a low water cut out device; if gas heated a flame failure cut out device;
- A pressure boiler and its associated pipework should be inspected by the insurance company every six months. Records must be kept;
- Keep the pressure gauge and safety devices clean;
- Keep the drip tray in position;
- Raise the vessel up to the tap to stop splashing;
- Only trained staff should clean the equipment. Turn off and if electrically heated, isolate the boiler and allow to cool before cleaning.

Training
Staff will receive training in the safe use and cleaning of water boilers/café sets.

USE OF KNIVES

Hazard
The knives in use are a major cause of injury in the kitchen. The main hazard is cuts.

Rules for Employees:
- Select the correct knife for the task;
- Knives should be kept sharp; blunt knives encourage the use of greater pressure, therefore injuries resulting are worse;
- Training will be given on the correct use of knives and the dangers associated with misuse;
- Do not leave knives lying around when they are not in use; store them in designated location (e.g. magnetic knife racks);
- Do not leave knives in the sink;
- Never lay them down on the work surface, where they may be covered by other objects;
- Never walk around with a knife in your hand, unless the blade is turned downwards;
- Always pick up a knife by the handle;
- Never try to catch a falling knife;
Report all breakages to your Catering Supervisor/Manager and place the well wrapped broken blade in the designated bin.

**REPAIRS TO EQUIPMENT**

Commercial Services is responsible for the repair of all equipment that has been purchased in accordance with the framework agreement. The school is responsible for building maintenance in the kitchen but all problems should be reported in the first instance to the Commercial Services’ repair line.

Procedure as follows:
1. Telephone the Repair Line with the following information -
   - Details of item of equipment which requires repair;
   - State whether kitchen is gas or electric;
   - Serial and model number;
   - Person to contact for the reply;
   - Access details.

2. The Equipment Repairs Co-ordinator will then contact a nominated supplier and will enter the repair log information onto the ECO online system for the Caterers’ information. In the case of a building maintenance problem, the Repairs Co-ordinator will advise you who to contact.

When the Caterer is fully satisfied that the work has been carried out satisfactorily, the ECO online repair entry must be updated to reflect this. Further information on how to complete this process can be found in the Bookwork Procedures Manual on ECO online.

Record all information in a Repair Note Book ensuring a note is made of the following details:
- Date of first phone call and any subsequent phone calls;
- Date when repairs are carried out and any further visits by the contractor;
- Date that the repair log was signed off as complete on the ECO online system.

3. Please refer to your kitchen notice board for further information regarding maintenance issues.

**Contingency Plan**

All staff must understand the procedures to be followed:
1. The Catering Manager/Supervisor must be informed immediately of any equipment breakdown;
2. The Catering Manager/Supervisor will then inform the Equipment Repairs Co-ordinator who will arrange for an engineer to repair the equipment;
3. Whilst the equipment is out of order, where possible, similar equipment should be used;

If similar equipment is not available the District Catering Manager/Supervisor will source equipment or change the menu to suit the equipment available and inform the
clients of such changes. The Catering Manager/Supervisor is responsible for ensuring at all times that foods do not become contaminated and temperatures of hot food are above 63°C and of food served cold are below 5°C during such instances.

**FIRE POLICY**

Commercial Services recognises the need to have detailed fire safety procedures in place as a means of preventing any potential fire or explosion. It also recognises the need to plan for emergency measures to deal with any unforeseen fire/explosion related incidents. These plans include staff training and emergency evacuation drills.

Each school, college or site will have its own Fire Rules and Evacuation procedures – these **MUST** form a part of the induction process for all staff members (including permanent, casual or agency) on the first day of employment in your school or establishment. If you are in doubt **ASK**.

Fire occurs when FUEL sources i.e. materials that burn easily, come into contact with a HEAT source i.e. a flame, spark or electrical appliance and sufficient enough OXYGEN to cause ignition. Kitchens are a high-risk environment as there are a number of heat sources i.e. ovens, burners and electrical appliances and a number of fuel sources i.e. packaging, oven cloths and tea towels and flammable gas.

**IF YOU DISCOVER A FIRE** – **SOUND THE NEAREST FIRE ALARM**
If you are trained to do so and the fire is manageable you may attempt to extinguish the fire. **IF IN DOUBT, GET OUT BY FOLLOWING THE EVACUATION PROCEDURE.**

**GENERAL GUIDANCE**
The Catering Supervisor/Manager will ensure that all members of staff are aware of the relevant fire controls and procedures for fire and emergency evacuation.

The Catering Supervisor/Manager will ensure the following are brought to the attention of all staff:

- The procedures for evacuating the building, where to assemble and to whom to report.
- The date, time and number of staff present at fire evacuation drill to be recorded by Catering Supervisor on Fire Evacuation Drill Log Sheet.
- The detail of the evacuation procedure and the assembly point(s) must be filled in on the “Fire Action Sign” supplied by the school.
- The Fire Action Sign must be displayed in a prominent position in the kitchen or working environment.
- Staff to receive training on position and safe use of fire extinguishers and their type and use of fire blankets. Maintenance of fire fighting equipment and emergency lighting is the responsibility of the school.

**VISITORS/CONTRACTORS TO THE KITCHEN**
All visitors/contractors to the kitchen on arriving must sign in at the School Office. On arrival to the kitchen, their attention must be drawn to the procedures to follow in
the event of a fire and the relevant assembly points. Staff will be responsible for the safety of the visitor(s) at all times whilst in the kitchen.

FIRE RISK ASSESSMENTS
Each kitchen will have its own Fire Risk Assessment. The risk assessment will identify any significant findings relevant to the site. All staff within the kitchen (including permanent, casual and agency staff) and any visitors must be made aware of the relevance of any such significant findings. The findings must also form part of the induction process of any new staff members on the first day of employment within the kitchen.

The significant findings will highlight any specific fire hazard peculiar to the site for which there must be a procedure in place to control the risk i.e. particulars of evacuation route for catering staff or visual alarms fitted in the case of an individual with a hearing impairment.

General Guidance
- The Fire Risk Assessment is to be retained within this section (Section 20) of the Kitchen Procedures Manual for reference.
- The detail of the Risk Assessment is to be reviewed on an annual basis to determine any changes. This review will be undertaken by the Regional Assured Safe Catering Auditor.
- Staff to be reminded of the detail of significant findings at annual health and safety refresher training. To be recorded on the Training Record Card (ASC1).
- Instruction and training of staff in the safe use of fire extinguishers and their type and use of fire blankets is to be recorded on the Training Record Card (ASC1).

FIRE PREVENTION
1. Identify and control of fire hazards
   - Report faulty electrical or gas equipment promptly.
   - Do not overload electrical sockets.
   - Always turn off gas and electrical equipment after use.
   - Equipment with naked flames must be used carefully and kept away from combustible materials.
   - Follow correct procedures when dealing with gas appliances i.e. never leave fat fryer unattended.
   - If you smell gas, DO NOT use a naked flame or turn on any electrical appliances.

2. Good Housekeeping
   - Correct storage of flammable materials i.e. flammable liquids and aerosols.
   - Control and regular removal of refuse and waste.
   - DO NOT block fire exits.
• DO NOT use passage ways or stair wells for storage areas.

3. Fire Precaution Systems
• Detection systems in place must be regularly checked and maintained. (This is a school responsibility). Record of maintenance checks to be maintained in kitchen on Fire Safety Maintenance Log Sheet.

4. Evacuation Measures
• Maintain all escape routes (no dead ends/locked fire doors).
• Labelling of all fire exits, doors and routes. (This is a school responsibility).
• Determining and labelling of fire alarm points. (This is a school responsibility).

EMERGENCY EVACUATION PROCEDURES
The most important part of the fire routine is the evacuation of the premises. Fire drills that include evacuation must be held to ensure everyone on the premises is familiar with the routine. (Please check with the school for local detail).

On hearing the fire alarm, you should follow the procedures identified on your nearest FIRE ACTION SIGN.

Bomb Threats
Every bomb must be treated as genuine and on no account should it be assumed to be a hoax.

On receipt of bomb threat:
1. Notify the Headteacher or Officer in charge.
2. Follow the emergency evacuation procedures as detailed under the fire evacuation instructions.

LEAVE IMMEDIATELY. DO NOT RETURN FOR ANY PERSONAL BELONGINGS.

Postal Bomb
Always be aware of the following:

1. Unusual points of origin - from postmark or name of sender;
2. Manuscript of sender - if foreign style not usually received;
3. Balance if lopsided;
4. Weight - if excessive for size of letter/package;
5. Springiness - if any springiness in top, bottom or sides but do not bend;
6. Wires - may be protruding;
7. Small hole in outside (like a pinhole);
8. Greasy or black stains;
9. Smell of almonds or marzipan;
10. Loose objects inside when shaken gently (i.e. safety pin);
11. Size - more than 1/8” thick; some recent bombs measuring 7” x 5” up to half an inch.
Action
1. **Do not** handle package;
2. Evacuate the room in which suspect package is situated and close the door;
3. Dial 999 and ask the operator to notify the Police or Fire Brigade immediately;
4. Inform the Headteacher on site or Officer in Charge who will evacuate all rooms adjacent to that in which the suspect package is situated and evacuate the whole department if necessary;
5. If evacuation takes place, follow the Unit Fire Instructions.
FIRE SAFETY MAINTENANCE LOG SHEET

SCHOOL NAME: ____________________

CATERING SUPERVISOR NAME: _____________________________________

<table>
<thead>
<tr>
<th>EQUIPMENT ITEM</th>
<th>DATE EQUIPMENT SERVICED</th>
<th>VALID TO DATE</th>
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<tr>
<td>(i.e. Fire Alarm System, Fire Extinguishers etc.)</td>
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## FIRE EVACUATION DRILL LOG SHEET

**SCHOOL NAME:** ______________________________________________________

**CATERING SUPERVISOR NAME:** ________________________________________

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<thead>
<tr>
<th>DATE AND TIME OF FIRE EVACUATION DRILL</th>
<th>NUMBER OF CATERING STAFF PRESENT FOR DRILL</th>
<th>CATERING SUPERVISOR SIGNATURE</th>
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