





**SAFE METHOD:**

# CLEANING EFFECTIVELY




**Effective cleaning is essential to get rid of harmful bacteria and stop them spreading.**

SAFETY POINT	WHY?
<p>Cleaning needs to be carried out in two stages. First use a cleaning product to remove visible dirt from surfaces and equipment, and rinse. Then disinfect them using the correct dilution and contact time for the disinfectant, after rinse with fresh clean water if required.</p>	<p>Chemical disinfectants only work if surfaces have been thoroughly cleaned first to remove grease and other dirt.</p>
<p>Follow the manufacturer’s instructions on how to use cleaning chemicals. Disinfectants and sanitisers should meet BS EN standards. You can find out more in the ‘cleaning terms’ in the ‘Your cleaning schedule’ safe method.</p>	<p>This is important to make sure that chemicals work effectively.</p>
<p>Wash work surfaces and equipment thoroughly between tasks, follow the manufacturer’s cleaning instructions if there are any. Wash and then disinfect them after preparing raw food.</p>	<p>This will help prevent dirt and bacteria spreading onto other equipment.</p> 

HIGH-PRIORITY CLEANING	
<p>Regularly wash/wipe and disinfect all the items people touch frequently, such as work surfaces, sinks, taps, door handles, switches, can openers, cash registers, telephones and scales.</p> <p>Where possible, allow these to dry naturally at the end of each day/shift.</p>	<p>This will help prevent dirt and bacteria being spread to people’s hands and then to food or other areas.</p> <p>Drying naturally helps prevent bacteria being spread back to these items on a towel/cloth used for drying.</p> 
<p>Wash and disinfect fridges regularly at a time when they do not contain much food. Transfer food to another fridge or a safe cold area and keep it covered.</p>	<p>To clean a fridge thoroughly, you should take out all the food and keep it cold somewhere else. If food is left out at room temperature, bacteria could grow.</p> 
<p>Ideally use a dishwasher. Do not overload the dishwasher and make sure it is maintained and serviced regularly.</p> <p>If you do not have a dishwasher, wash plates, equipment etc. in hot soapy water using diluted detergent. Remove grease and any food and dirt. Then immerse them in very hot, clean water. Leave to air dry, or dry with a clean disposable cloth.</p>	<p>Dishwashers wash items thoroughly at a high temperature so this is a good way to clean equipment and kill bacteria (disinfect) and remove allergens. If you overload the dishwasher, it may not wash effectively.</p> 



## OTHER CLEANING

SAFETY POINT	WHY?	
<p>Items that do not touch food are not as high a priority but they should still be cleaned effectively. Examples include dry storage areas and floors.</p>	<p>This prevents dirt and bacteria building up in the kitchen. It also removes any food which has fallen on the floor, which can attract pests e.g. mice and cockroaches.</p>	
<p>For equipment or areas that are hard to clean, you may wish to employ a contract cleaner.</p>	<p>Contract cleaners have special equipment and experience of more difficult cleaning.</p>	

### THINK TWICE!

Effective cleaning needs to be carried out in two stages. Disinfectants will only work on clean surfaces. Always use a cleaning product to remove visible dirt and grease before disinfecting. Always check the manufacturer's instructions for the correct dilution and contact time for disinfectants or sanitisers.

When you are cleaning, remember to move food out of the way, or cover it. This is to prevent dirt, bacteria or cleaning chemicals from getting onto food.

MANAGE IT	WHY?	HOW DO YOU DO THIS?
<p>Fill out the cleaning schedule in the diary to show how you manage cleaning in your business. (See the 'Your cleaning schedule' safe method.)</p>	<p>This is to make sure that staff know what to clean, when and how.</p>	<p>Have you completed the cleaning schedule from the diary?            Yes      No            If no, are you using another cleaning schedule?            Yes      No</p>
<p>Make sure you always have a good supply of cleaning chemicals, materials and equipment. It can be helpful to put a reminder in your diary of when you should buy more.</p>	<p>Staff are more likely to clean properly if the right cleaning chemicals, materials and equipment are available.</p>	<p>Do you make sure you have a good supply of cleaning products?            Yes      No</p>

WHAT TO DO IF THINGS GO WRONG	HOW TO STOP THIS HAPPENING AGAIN
<ul style="list-style-type: none"> <li>If you find that any item in your kitchen is not properly clean, wash and disinfect it and allow it to dry.</li> </ul>	<ul style="list-style-type: none"> <li>Review your cleaning schedule, including how you clean and how often.</li> <li>Make sure your cleaning chemicals, materials and equipment are suitable for the tasks you use them for and are being used correctly.</li> <li>Train staff again on this safe method.</li> <li>Improve staff supervision.</li> </ul>

Write down what went wrong and what you did about it in your diary.

