






SAFE METHOD:

CLEAR AND CLEAN AS YOU GO



Keeping your kitchen clear and clean makes it safer.

SAFETY POINT	WHY?	
<p>It is a good idea to take off outer packaging from food before you bring food into the kitchen or storeroom.</p> <p>Remember to check if allergen information is on the inner packaging before disposing of the outer packaging so you can provide accurate information to your customers.</p>	<p>Outer packaging could have touched dirty floors etc. when it has been stored or transported before.</p>	
<p>Take extra care with how you throw away packaging and food waste from raw food. If packaging from raw food touches work surfaces make sure you wash and then disinfect them afterwards.</p>	<p>Packaging and food waste from these foods are more likely to spread harmful bacteria and allergens to food and surfaces.</p>	
<p>Keep your kitchen free from clutter and rubbish. Clear away dirty kitchen equipment as soon as possible.</p>	<p>Work surfaces are easier to keep clean when they are not cluttered. It is also important to clear away used equipment to prevent bacteria and allergens spreading from it to surfaces or food.</p>	
<p>Keep sinks clear and clean them regularly.</p>	<p>This stops dirt building up and helps prevent bacteria and allergens from spreading.</p>	
<p>Wash or wipe away spills as soon as they happen. Clean and then disinfect work surfaces after wiping up spills from raw food.</p>	<p>This stops dirt building up and helps prevent bacteria and allergens from spreading.</p>	
<p>Wash work surfaces thoroughly between tasks. Use a new cloth (or one that has been washed and disinfected) to clean work surfaces before preparing ready-to-eat food.</p>	<p>This will help prevent dirt and bacteria and allergens spreading onto other foods from the surface. A dirty cloth could spread bacteria and allergens to the surface.</p>	



MANAGE IT

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

MANAGING FOOD WASTE

Managing food waste can help prevent fat, oils and grease from blocking your sinks, pipes and drains. Check with your Environmental Health Team if there are specific requirements in your area.

SAFETY POINT	WHY?	HOW DO YOU DO THIS?
Scrape food waste into the bin before washing. Ideally, use a separate bin just for food waste.	This will help prevent food blocking pipes and drains at your business.	Do you remove left-over food from plates before washing? Yes No Do you have a bin just for food waste? Yes No
Use a strainer over the plughole to stop food going down the sink.	This will help stop food from blocking your sinks, pipes and drains.	Do you use strainers in your sinks? Yes No
Food waste should be stored in a specific place, away from food preparation, before it is collected. This area should be cleaned and disinfected regularly.	Open lids and drainage holes on external bins can allow pest access.	Do you have a specific place for food waste? Yes No Do you clean and disinfect this area regularly? Yes No How often is food waste collected at your business?

WHAT TO DO IF THINGS GO WRONG	HOW TO STOP THIS HAPPENING AGAIN
<ul style="list-style-type: none"> • If you find that work surfaces or equipment are not properly clean, wash, disinfect and dry them before using them to prepare food. • If you find any packaging or waste lying around, throw it away immediately and clean and then disinfect the work surface thoroughly. • If sinks, pipes or drains get blocked check food is being scraped into bins before washing and that strainers are being used. 	<ul style="list-style-type: none"> • Review your clearing and cleaning practices. • Review staffing levels. • Consider changing the order/timing of tasks to make it easier to keep surfaces clear and clean. • Train staff again on this safe method. • Improve staff supervision.

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

