SAFE METHOD:

GOOD HOUSEKEEPING

Good housekeeping involves maintaining your premises effectively and keeping them clean, tidy and pest-free. It also includes preventing physical and chemical contamination of food.

<table>
<thead>
<tr>
<th>SAFETY POINT</th>
<th>WHY?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Repair structural damage as soon as it happens e.g. damp/chipped plaster, broken tiles, holes in walls or windows.</td>
<td>Structural damage can make your premises harder to clean. It can attract pests, dirt and allows harmful bacteria to collect there.</td>
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<tr>
<td>Repair or replace any equipment or utensils that are damaged or have loose parts.</td>
<td>Dirt and harmful bacteria can collect in damaged equipment or utensils. Loose parts may fall into food.</td>
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<tr>
<td>Make sure your chilled and frozen display and storage equipment is well maintained and working properly.</td>
<td>If it does not work properly, food may not be kept cold enough.</td>
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<tr>
<td>Temperature probes should be checked regularly to make sure their readings are accurate.</td>
<td>If your probe is not accurate, then it will not give a reliable measure of whether food is at a safe temperature. (See the ‘Prove it – chilled and frozen storage’ safe method in the Management section.)</td>
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</table>
| Physical and chemical contamination | This helps to protect the food from:  
  • objects falling into the food e.g. hairs  
  • people touching the food or sneezing or coughing over it  
  • pests such as flies  

Protect unwrapped food by covering it or keeping it in suitable display equipment.  
It is not necessary to provide covers for unwrapped whole fruit or vegetables. |
| Always clear and clean as you go and take care to throw away packaging, string etc. as soon as you remove it. | Keeping surfaces clear and clean will help prevent objects getting into food, as well as preventing the spread of bacteria.  
|
## SAFETY POINT

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<td>Follow the manufacturer's instructions on how to use and store cleaning chemicals.</td>
<td>This is to prevent these chemicals getting into food.</td>
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<tr>
<td>Store cleaning chemicals separately from food and make sure they are clearly labelled.</td>
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<tr>
<td>Make sure you control pests effectively. (See the 'Pest control' safe method.)</td>
<td>This is to prevent bacteria from spreading and stop damage to food e.g. gnawed packets.</td>
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<tr>
<td>Make sure that any chemicals you use to control pests are used and stored in the correct way and clearly labelled.</td>
<td>This is to prevent these chemicals getting into food.</td>
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## WHAT TO DO IF THINGS GO WRONG | HOW TO STOP THIS HAPPENING AGAIN

- If you think that equipment might not be working properly, check it straight away. Do not wait until it has broken down. Check that staff are using the equipment properly.  
  - Make your maintenance checks more frequent.  
  - Encourage staff to report any structural damage or problems with equipment, so you know about problems early.  
  - Review how you use and store chemicals in your business.  
  - Review your pest control arrangements.  
  - Train staff again on this safe method.  
  - Improve staff supervision.
- Look at the manufacturer's instructions to see if there is a troubleshooting section.  
  - If chemicals or objects such as glass or insects get into food then you must throw that food and any food likely to be contaminated, away.  
  - If you find pests or signs of pests, take action immediately. (See the 'Pest control' safe method.)  
- Contact the equipment manufacturer or your maintenance contractor, if you have one.  
- If you find pests or signs of pests, take action immediately. (See the 'Pest control' safe method.)

## MANAGE IT

- Put problems right as soon as possible, before they get worse or affect food safety. Make a note in your diary of what you do.  
  - If you think that equipment might not be working properly, check it straight away. Do not wait until it has broken down. Check that staff are using the equipment properly.  
  - Look at the manufacturer's instructions to see if there is a troubleshooting section.  
  - Contact the equipment manufacturer or your maintenance contractor, if you have one.  
  - If chemicals or objects such as glass or insects get into food then you must throw that food and any food likely to be contaminated, away.  
  - If you find pests or signs of pests, take action immediately. (See the 'Pest control' safe method.)  
  - Encourage staff to report any structural damage or problems with equipment, so you know about problems early.  
  - Review how you use and store chemicals in your business.  
  - Review your pest control arrangements.  
  - Train staff again on this safe method.  
  - Improve staff supervision.
- Put reminders in your diary of maintenance checks. Make a note of any repairs you make.

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