






## 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.

SAFETY POINT	WHY?
Repair structural damage as soon as it happens e.g. damp/chipped plaster, broken tiles, holes in walls or windows.	Structural damage can make your premises harder to clean. It can attract pests, dirt and allows harmful bacteria to collect there. 
Repair or replace any equipment or utensils that are worn, damaged or have loose parts.	Dirt and harmful bacteria can collect in worn or damaged utensils and equipment. Loose parts may fall into food. 
Make sure your chilled and frozen display and storage equipment is well maintained and working properly.  If you cook or reheat food and then keep it hot, you need to make sure your cooking and hot holding equipment is well maintained and working properly.	If it does not work properly, food may not be kept cold enough.  If it does not work properly, food may not be cooked or reheated properly and may not be kept hot enough.
Temperature probes should be checked regularly to make sure their readings are accurate.	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.) 
<b>Physical and chemical contamination</b>  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. However, you should keep these foods away from ready to eat foods.	This helps to protect the food from: <ul style="list-style-type: none"> <li>• objects falling into the food e.g. hairs</li> <li>• people touching the food or sneezing or coughing over it</li> <li>• pests such as flies</li> <li>• cross-contamination</li> </ul> 
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	WHY?
Follow the manufacturer's instructions on how to use and store cleaning chemicals.  Store cleaning chemicals separately from food and make sure they are clearly labelled.	This is to prevent these chemicals getting into food.
Make sure you control pests effectively. (See the 'Pest control' safe method.)	This is to prevent bacteria from spreading and stop damage to food e.g. gnawed packets.
Make sure that any chemicals you use to control pests are used and stored in the correct way and clearly labelled.	This is to prevent these chemicals getting into food.

WHAT TO DO IF THINGS GO WRONG	HOW TO STOP THIS HAPPENING AGAIN
<ul style="list-style-type: none"><li>• 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.</li><li>• Look at the manufacturer's instructions to see if there is a troubleshooting section.</li><li>• Contact the equipment manufacturer or your maintenance contractor, if you have one.</li><li>• 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.</li><li>• If you find pests or signs of pests, take action immediately. (See the 'Pest control' safe method.)</li></ul>	<ul style="list-style-type: none"><li>• Make your maintenance checks more frequent.</li><li>• Encourage staff to report any structural damage or problems with equipment, so you know about problems early.</li><li>• Review how you use and store chemicals in your business.</li><li>• Review your pest control arrangements.</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.**



MANAGE IT
<ul style="list-style-type: none"><li>• 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.</li><li>• Put reminders in your diary of maintenance checks. Make a note of any repairs you make.</li></ul>