

Safe method: Cleaning effectively

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



Safety point

Why?

Follow the manufacturer's instructions on how to use cleaning chemicals.

This is important to make sure that chemicals work effectively.

If you have manufacturer's cleaning instructions for a piece of equipment, follow these.

The instructions will tell you how to clean this particular piece of equipment thoroughly.

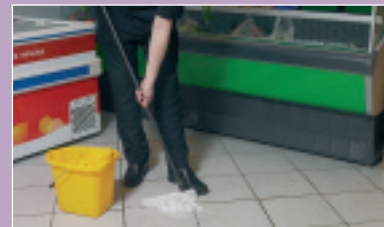


Try to keep your shop clean and tidy all the time, e.g. mop up spills as soon as they happen and throw away packaging immediately.

If you do this, it is much quicker and easier to keep your shop clean.

Clean the floors, counters and storage areas etc. regularly.

This prevents dirt and bacteria building up in your shop.



Clean fridges regularly. Ideally, transfer food to another fridge or a clean cold area while you are doing this.

Putting food in another fridge is the best way of keeping it cold. If this is not possible, keep the food out of the fridge for the shortest time possible. If food is left out at room temperature bacteria could grow.



If you sell unwrapped food

Regularly wash/wipe and disinfect all the items people touch frequently, such as counters, sinks, taps, door handles, utensils and switches.

It is important to keep these clean to prevent dirt and bacteria being spread to people's hands, and then from their hands to food or other areas.

Where possible, allow these to dry naturally at the end of each day/shift.

Drying naturally helps prevent bacteria being spread back to these items on a towel/cloth used for drying.



Ideally, use single-use disposable cloths and throw them away after each task.

This will make sure that any bacteria picked up by the cloth will not be spread to other areas.

Do you use single-use cloths?
Yes No
If no, how do you clean your cloths?

If using re-usable cloths, make sure they are thoroughly washed, disinfected and dried between tasks (not just when they look dirty). Ideally, wash cloths in a washing machine on a hot cycle.

Using dirty cloths can spread bacteria very easily.

A hot wash cycle will clean cloths thoroughly and kill bacteria (disinfect).

Safety point

Clean, disinfect and dry all equipment thoroughly. If possible, use a dishwasher.

Why?

Keeping equipment clean and disinfected helps to stop bacteria spreading to food.

Think twice!

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

Manage it

Fill out the cleaning schedule in the diary to show how you manage cleaning in your business.

Why?

This is to make sure that staff know what to clean, when and how.

How do you do this?

Have you completed the cleaning schedule from the diary?

Yes No

If no, are you using another cleaning schedule?

Yes No

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.

Staff are less likely to clean properly if the right cleaning chemicals, materials and equipment are not available.

Chemicals, materials, equipment used:

What to do if things go wrong

- If you find areas in your shop that are not clean, clean them as soon as possible.

If you sell unwrapped foods:

- If you notice a dirty cloth in areas where unwrapped food is handled, remove it for cleaning immediately or throw it away.
- If work surfaces, equipment etc. or other items that may touch unwrapped food are not properly clean, or have been touched by a dirty cloth, wash and disinfect them and allow them to dry naturally.
- If unwrapped food has been touched by work surfaces, equipment, cloths etc. that are not properly clean, throw the food away.

How to stop this happening again

- Review your cleaning procedures, including how you clean and how often.
- Make sure your cleaning chemicals, materials and equipment are suitable for the tasks you use them for and are being used correctly.
- Improve staff training in cleaning methods.
- Improve staff supervision.
- Consider using single-use cloths if you are not using them already.



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

