

CLEANING EFFECTIVELY



Effective cleaning is essential to get rid of harmful bacteria and viruses and to stop them spreading. Cleaning is also important to discourage pest activity.

SAFETY POINT	WHY?	HOW DO YOU DO THIS?
Cleaning and disinfection needs to be carried out in two stages: 1. Clean: Using either hot, soapy water or a cleaning product (such as a sanitiser), remove visible dirt, grease and debris from surfaces/equipment and wipe off or rinse. 2. Disinfect: Following the manufacturer's instructions, apply a disinfectant (such as a sanitiser) all over the surfaces/equipment and leave on for the required contact time.	Chemical disinfectants only work if surfaces have been thoroughly cleaned first to remove grease and other dirt.	Do you clean and disinfect using two stages? Yes No Have your staff been trained in how to complete the two stage clean? Yes No
Manufacturer's instructions/BS EN standards: When using disinfectants or sanitisers, always follow the manufacturer's instructions on the label. These instructions should tell you how to correctly dilute the product and how long you need to leave the product on the surface/equipment for harmful bacteria to be reduced to safe levels. Sanitisers and disinfectants should meet relevant standards, either BS EN 1276 or BS EN 13697.	This is important to make sure that chemicals work effectively.	Where do you keep information to confirm your disinfectants or sanitisers meet BS EN 1276 or BS EN 13697 standards?
It is very important to thoroughly clean and disinfect surfaces and equipment after use for raw food, and before preparing ready-to-eat foods.	This will help prevent harmful bacteria spreading from raw food on to ready-to-eat food. 	



HIGH PRIORITY CLEANING

SAFETY POINT	WHY?	HOW DO YOU DO THIS?
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.	This will help prevent dirt and bacteria being spread to people's hands and then to food or other areas. Drying naturally helps prevent bacteria being spread back to these items on a towel/cloth used for drying. 	How often do you clean and disinfect items people touch frequently?
Clean 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.	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. 	How often do you clean and disinfect fridges?
Ideally use a dishwasher. Do not overload the dishwasher and make sure it is maintained and serviced regularly. If you do not have a dishwasher, wash plates, equipment, etc, in hot soapy water using bactericidal detergent. Ideally, separate sinks should be used for washing up equipment used for raw foods and equipment used for ready to eat foods. If you have to use the same sink, the water must be changed and the sink (including all taps/fittings) must be thoroughly cleaned and disinfected using a two stage clean between uses.	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. Cleaning and disinfecting is important to prevent bacteria spreading from raw to ready-to-eat food. 	Do you have a dishwasher? Yes No If not, do you have separate sinks for washing up raw and ready-to-eat equipment/utensils? Yes No If you only have one sink, do you clean and disinfect it (including taps/ other fittings) using a two stage clean between uses? Yes No



OTHER CLEANING

SAFETY POINT	WHY?
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. Take care when cleaning floors so other surfaces are not contaminated by splashing. For equipment or areas that are hard to clean, you may wish to employ a contract cleaner.	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. Contract cleaners have special equipment and experience of more difficult cleaning. 

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 and to change your protective clothing. This is to prevent dirt, bacteria or cleaning chemicals from getting onto food.

MANAGE IT	WHY?	HOW DO YOU DO THIS?
Fill out the cleaning schedule in the diary to show how you manage cleaning in your business. (See the 'Your cleaning schedule' safe method.)	This is to make sure that staff know what to clean, when and how.	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 more likely to clean properly if the right cleaning chemicals, materials and equipment are available.	Do you make sure you have a good supply of cleaning products? Yes No

WHAT TO DO IF THINGS GO WRONG	HOW TO STOP THIS HAPPENING AGAIN
If you find that any item in your kitchen is not properly clean, and where necessary disinfect it, and allow it to dry.	- Review your cleaning schedule, 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. - Train staff again on this safe method. - Improve staff supervision.

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

