



01 Health and safety procedures

01.3 Kitchen

General safety

- Doors to the hall kitchen are always kept closed. Gate to preschool kitchen is always kept closed.
- Shutters to hatches are kept closed at all times.
- Children are not allowed to enter the kitchen.
- Staff do not normally take tea breaks, however any hot drinks are to be consumed in the preschool kitchen with the gate closed. Hot drinks are not consumed when any food is being prepared.
- Wet spills are mopped immediately.
- A clearly marked and appropriately stocked First Aid box is kept in the preschool kitchen.

Cleanliness and hygiene

Staff follow the recommended cleaning schedules in Safer Food Better Business (SFBB).

- Floors are cleaned following food preparation / consumption.
- All work surfaces are washed regularly with anti-bacterial agent.
- Inside of cupboards are cleaned regularly.
- Cupboard doors and handles are cleaned regularly.
- Fridge and freezer doors are wiped down regularly
- Ovens/cooker tops are cleaned after use.
- Where possible all crockery and cutlery are air dried.
- Plates and cups are only put away when fully dry.
- Tea towels, if used, are used once. They are laundered daily.
- Any cleaning cloths used for surfaces are washed and replaced regularly.
- There is a mop, bucket, broom, dustpan, and brush set aside for general use only (separate one for bodily fluid spillages).
- Any repairs needed are recorded and reported to the manager / Hall committee.
- Chip pans are not used.



Further guidance

Safer Food Better Business: Food safety management procedures and food hygiene regulations for small business: www.food.gov.uk/business-guidance/safer-food-better-business