01 Health and safety procedures

**01.3 Kitchen**

**General safety**

* Doors to the kitchen are kept always closed.
* Children do not have unsupervised access to the kitchen.
* Children are not taken to the kitchen when meal preparation is taking place.
* Staff do not normally take tea breaks in the kitchen unless there is no alternative, in which case, tea-breaks are not taken in the kitchen when food is being prepared. Hot drinks are kept out of children’s reach
* Wet spills are mopped immediately.

**Cleanliness and hygiene**

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

* Floors are washed down at least daily.
* All work surfaces are washed regularly with anti-bacterial agent.
* Cupboard doors and handles are cleaned regularly.
* Fridge and freezer doors are wiped down regularly
* Ovens/cooker tops are wiped down after use.
* Washing up done by hand is carried out in double sinks, where available, one to wash, one to rinse.
* 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 daily.
* There is a mop, bucket, broom, dustpan, and brush set aside for kitchen use only.
* Any repairs needed are recorded and reported to the community centre management team.

**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](http://www.food.gov.uk/business-guidance/safer-food-better-business)