

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.
* Staff do not take tea breaks in the kitchen when food is being prepared.
* Wet spills are mopped immediately.
* A clearly marked and appropriately stocked First Aid box is kept with our equipment.

**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.
* Inside of cupboards are cleaned monthly.
* Cupboard doors and handles are cleaned regularly.
* Fridge and freezer doors are wiped down regularly
* 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 daily.
* Any repairs needed are recorded and reported to the parish council.

**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)