

SAFE METHOD:

# CLEANING EFFECTIVELY



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

SAFETY POINT	WHY?
<p>Surfaces and equipment should be cleaned first using a cleaning product to remove visible dirt and grease before disinfecting.</p> <p>Follow the manufacturer’s instructions on how to use cleaning chemicals. Disinfectants and sanitisers should meet BS EN standards. You can find this on the label. You can find out more in the ‘Your cleaning schedule’ Safe method.</p>	<p>Chemical disinfectants only work if surfaces have been thoroughly cleaned first to remove grease and other dirt.</p> <p>This is important to make sure that chemicals work effectively.</p>
<p>If you have manufacturer’s cleaning instructions for a piece of equipment, follow these.</p>	<p>The instructions will tell you how to clean this particular piece of equipment thoroughly.</p>
<p>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.</p> <p>Clean the floors, counters and storage areas etc. regularly.</p>	<p>If you do this, it is much quicker and easier to keep your shop clean. This prevents dirt and bacteria building up. It also removes any food which has fallen on the floor, which can attract pests, e.g. mice and cockroaches.</p> 
<p>Clean fridges regularly. Ideally, transfer food to another fridge or a clean cold area while you are doing this.</p>	<p>If food is left out at room temperature bacteria could grow.</p> 

IF YOU SELL UNWRAPPED FOOD		
<p>Regularly wash / wipe and disinfect all the items people touch frequently, such as counters, sinks, taps, door handles, utensils, can openers, cash registers, telephones, scales and switches.</p> <p>Where possible, allow these to dry naturally at the end of each day / shift.</p>	<p>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.</p> <p>Drying naturally helps prevent bacteria being spread back to these items.</p>	
<p>Ideally, use disposable cloths and throw them away after each task.</p> <p>Re-usable cloths should be thoroughly washed, disinfected and dried properly between tasks (not just when they look dirty).</p> <p>Ideally, use a washing machine on a very hot cycle. A suitably high temperature can be obtained using a hot cycle of 90°C. Or if washing by hand, make sure all food and dirt is removed by washing in hot soapy water and then disinfect in very hot water.</p>	<p>This will make sure that any bacteria and allergens picked up by the cloth will not be spread to other areas.</p> <p>Using dirty cloths can spread bacteria and allergens very easily.</p> <p>A hot wash cycle will clean cloths thoroughly and kill bacteria (disinfect) If food or dirt is still on the cloths, this will prevent the disinfection process from being effective, so harmful bacteria might not be killed.</p>	<p>Do you use disposable cloths?</p> <p>Yes      No</p> <p>If no, how do you clean your cloths?</p> <div style="border: 1px solid black; height: 100px; width: 100%;"></div>



## OTHER CLEANING

SAFETY POINT	WHY?
<p>Clean, disinfect and dry all equipment thoroughly. Ideally, use a dishwasher. Do not overload the dishwasher and make sure it is maintained and serviced regularly.</p> <p>If you do not have a dishwasher, wash plates, equipment etc. in hot soapy water using diluted detergent. Remove grease and any food and dirt. Then immerse them in very hot, clean water. Leave to air dry, or dry with a clean disposable cloth.</p>	<p>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.</p> 

### 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.

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	WHY?	HOW DO YOU DO THIS?
<p>Fill out the cleaning schedule in the diary to show how you manage cleaning in your business.</p>	<p>This is to make sure that staff know what to clean, when and how.</p>	<p>Have you completed the cleaning schedule from the diary?</p> <p>Yes      No</p> <p>If no, are you using another cleaning schedule?</p> <p>Yes      No</p>
<p>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.</p>	<p>Staff are less likely to clean properly if the right cleaning chemicals, materials and equipment are not available.</p>	<p>Do you make sure you have a good supply of cleaning products?</p> <p>Yes      No</p>

WHAT TO DO IF THINGS GO WRONG	HOW TO STOP THIS HAPPENING AGAIN
<ul style="list-style-type: none"> <li>If you find areas in your shop that are not clean, clean them as soon as possible.</li> </ul> <p>If you sell unwrapped foods:</p> <ul style="list-style-type: none"> <li>If you notice a dirty cloth in areas where unwrapped food is handled, remove it for washing immediately or throw it away.</li> <li>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.</li> <li>If unwrapped food has been touched by work surfaces, equipment, cloths etc. that are not properly clean, throw the food away.</li> </ul>	<ul style="list-style-type: none"> <li>Review your cleaning procedures, including how you clean and how often.</li> <li>Make sure your cleaning chemicals, materials and equipment are suitable for the tasks you use them for and are being used correctly.</li> <li>Consider using disposable cloths if you are not using them already.</li> <li>Improve staff training in cleaning methods.</li> <li>Improve staff supervision.</li> </ul>

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

