

## 01 Health and safety procedures

### 01.3 Kitchen Procedure

To be read alongside Health and Safety Policy and Food Safety Procedures 03.1–03.6

#### General Safety

Peekaboo Childcare ensures that the kitchen environment is safe, hygienic and suitable for food preparation at all times.

- Kitchen doors are kept closed at all times.
- Children never have unsupervised access to the kitchen.
- Children are not taken into the kitchen during food preparation.
- Staff do not take breaks in the kitchen unless unavoidable, and never when food is being prepared.
- Wet spills are mopped immediately to prevent slips.
- Mechanical ventilation is used when cooking.
- A clearly marked and fully stocked First Aid box is kept in the kitchen.

#### Cleanliness and Hygiene

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

- Floors are washed at least daily.
- All work surfaces are cleaned regularly with anti-bacterial agents.
- The inside of cupboards is cleaned monthly.
- Cupboard doors and handles are cleaned regularly.
- Fridge and freezer doors are wiped down frequently.
- Ovens and cooker tops are wiped daily; ovens are deep cleaned monthly.
- If the dishwasher breaks down, washing up is completed in double sinks—one for washing, one for rinsing.
- Where possible, crockery and cutlery are air dried.
- Plates and cups are only stored once fully dry.
- Tea towels are single use and laundered daily.
- Cleaning cloths are washed and replaced daily.
- A designated mop, bucket, broom, dustpan and brush are used only for the kitchen area.
- Any repairs needed are recorded and reported to the manager.



- Chip pans are not used under any circumstances.

### **Further Guidance**

Safer Food Better Business: Food safety management procedures and food hygiene regulations for small businesses:

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

This procedure ensures the safe and hygienic operation of the kitchen to support high standards of food safety at Peekaboo Childcare.