

SECTION 6 - HYGIENE STANDARDS

HS/04: Cleaning schedules

1.0 Introduction

1.1 These are the communication link between managers and operatives and are fundamental in ensuring that equipment and premises are cleaned effectively, and if necessary, disinfected. It will be the manager's responsibility to ensure that an appropriate cleaning schedule and cleaning checklist are implemented and maintained within their areas of control.

2.0 Cleaning schedules

2.1 Cleaning schedules should include the following information:

- task; what is to be cleaned e.g. floor, walls etc.
- frequency; when it is to be cleaned e.g. daily, weekly
- method; how it is to be cleaned
- standard; to what level of cleanliness is expected
- chemicals/equipment; what is needed for the task e.g. correct chemical, bucket etc.
- personal protective equipment; what operative must wear e.g. gloves, goggles etc.
- safety precautions; to be taken e.g. 'wet-floor' signage, isolation of electricity
- who; carries out cleaning task e.g. porter, chef etc.

2.2 An up-to-date copy of the cleaning schedule should be displayed in each food area and subsequently used in order to organise cleaning tasks.

2.3 A cleaning checklist must be made readily available in order that operatives can sign or insert their initials once tasks have been undertaken.

2.4 It will be the responsibility of food handlers to complete checklists on completion of delegated cleaning tasks.

3.0 Due diligence records

3.1 Cleaning schedules and checklists can be used as supportive evidence in a due-diligence claim and therefore must be kept and made readily available for inspection by interested parties.

3.2 It will be the manager's responsibility to ensure that cleaning checklists are:

- completed and collated on a weekly basis;
- signed-off and verified by the manager themselves;
- made readily available at all times for inspection as part of an audit; and
- retained at unit-level for a minimum of 13 weeks.

Version	Date of issue	Author	Endorsed by
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