

SAFE WORKING PRACTICES

1.0. Kitchen Cleans

Equipment will include for:-

- i) Rotary Machine
- ii) Wet Vacuum
- iii) Step Ladders
- iv) Mops, Buckets, Cloths & pads

Personal protective Equipment, First Aid and Emergency Procedures

- i. PPE. All cleaning operatives will wear protective equipment supplied to them at all times whilst at work with any chemicals. When mopping floors, cleaning operatives will wear protective gloves at all times.

Eye protection will be provided when diluting cleaning substances (and when using above eye level) in accordance with manufacturer's recommendations.

Protective Gloves will be provided for all use with substances and whilst cleaning Overalls

Facial Protection Masks for use with High pressure Jet washer

Safety Shoes for use with High Pressure Jet washer

- ii. All personal protective equipment provided in the interest of health and safety must be kept safe and clean and any loss or defect of PPE should be reported to the Contract Manager forthwith.
- iii. All cleaning operatives will be made aware of first aid and any emergency procedures at the site induction on their first arrival. This information will be provided by the Client.

The following chemicals will be used for the clean:-

- 1. Cleaner and Degreaser
- 2. Glass and Stainless Steel Cleaner
- 3. All Purpose Cleaner
- 4. Oven Cleaner
- 5. Sanitiser

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Method of Work

The purpose of the clean is to thoroughly and hygienically clean and remove all grease, oil, carbon dust, chemical waste, food particles and all other soilage in the kitchen premises, surfaces, walls, pipe works, ceilings, window, window frames, fly screens, doors, door frames, floors, cupboards and kitchen equipment

Prior to the commencement of the clean the customer will dismantle all such catering equipment and make safe, including electrical isolation of all catering equipment, fans and filters, as to allow it to be effectively cleaned and to enable inaccessible areas of the kitchen premises to be thoroughly cleaned. The customer will also dismantle items such as burners, racks, fixing brackets, top, base and side plates and immerse in the soak tank prior to the commencement of the clean.

The customer will also remove all cooking oil from deep fat fryers; remove crockery, packaged foodstuffs and light equipment from the kitchen premises.

In addition the customer will inspect for any Vermin, insect or pest infestation and treat and eradicate if necessary and also inspect for the growth of micro-organisms and bacteria and inform Solo Service Group.

1. Personal Protective Equipment to be worn
2. Complete access equipment inspections and checklists
3. Inspection of all other electrical and non electrical work equipment
4. Work equipment assembled in preparation.
5. Safety Warning signs erected in all strategic positions
6. Ventilate the work area
7. In one bucket, prepare cleaning solution according to manufacturer's instructions, adding the Cleaner and Degreaser to the water.
8. Fill second bucket with warm clean water for rinsing cloths.
9. Commence thorough wash down of walls, canopies, pipe work, fixtures and fittings using the Degreaser solution with a green cloth and Degreaser Ready to Use Spray and brushes for extractor fans, vents and filter grills. In order to gain access to higher levels use identified access equipment.
10. Use abrasive pad, scrapper or wire brush to remove stubborn marks.
11. Renew Cleaning Solution as and when necessary and clean water bucket.
12. Commence wash down inside and out with Degreaser solution of all Kitchen cupboards and surfaces.
13. Sanitise all Kitchen work surfaces, Preparation areas and Shelves using a Sanitiser Solution.
14. Degrease exterior of Refrigerator using Cleaner and Degreaser Ready to Use Spray, rinse in warm water and polish using Glass and Stainless Steel Cleaner
15. Scrubbing of Kitchen Floor with use of Cleaner and Degreaser solution and Rotary Machine and appropriate pad bending on floor type. Removal of surplus waste water by use of a Wet Vacuum and disposal in designated drainage point.
16. Dispose of all solid waste, by products and cleaning solution waste in the designated receptacle/drainage point.
17. Clean the equipment and check for damage and safety
18. Return equipment, warning signs and materials to store.
19. Report any blockages, signs of deliration & infestation to the location point of contact.
20. On completion of the clean a responsible person at the location will inspect the clean and sign a Solo Satisfaction if the clean is to an acceptable standard.

Supervision, controls and monitoring

All work will be controlled by the Contracts Manager who will ensure the safe system of work and method statement is complied with. This will include safe cleaning methods in accordance with training and instruction, wearing of PPE and following reporting procedures in the event of health and safety concerns such as faulty electrical equipment and accidents. The Contract Manager will liaise with the Divisional Manager to ensure any health and safety concerns and quality of work is encountered.

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