

CHECKING & CLEANING INFO FOR COMMUNITY FRIDGE

Before you start

Are you fit?

Do not handle food or enter a food handling area if you:

- Are suffering from or carrying a disease likely to be transmitted through food.
- Have infected wounds skin infections, sores
- Have diarrhoea or have been vomiting (within last 48 hours)

If any of the above apply, please ask someone else to check and clean the fridge for you.

Check your personal hygiene

- Clean clothes
- Hair up
- Wash and dry hands just before starting to clean the fridge, using hand washing steps learned through training.
- Repeat washing after touching raw food, vegetables or fruit; blowing your nose; cleaning; handling food waste; touching light switches or door handles.
- Do not touch your face or hair, smoke, spit, sneeze, eat or chew gum whilst handling food

Every day

Remember to be vigilant whilst cleaning- all details in the “Safe Food Better Business” pack.

Record temperature in the logbook (Please do this first, before you start cleaning)

If the temperature is not 0-5°C, then change the fridge temperature, and write what actions you took to solve the problem. If temperature of food is above 8°C all refrigerated food must be thrown out. Return the thermometer to the bottom of the fridge.

Throw out food if necessary

Any food past its ‘use by’ date¹, raw meat or fish, cooked eggs (raw eggs are OK) or cooked rice goes into the waste bin.

¹ ‘Use by’ date refers to food safety. Food can be eaten up to the end of this date but not after even if it looks and smells fine. Always follow the storage instructions on packs

‘Best before’ date refers to quality rather than food safety. Foods with a ‘best before’ date should be safe to eat after the ‘best before’ date, but they may no longer be at their best.

Any cooked food must have a label with the 'use by' date from the shop, or a label stating the donor (company), item, when prepared, 'use by' date and allergen information... otherwise it goes into the waste bin. For previously frozen food, the food must state when it started thawing.

Any unpacked veg or fruit: look at visitors book and see when they were added. Throw out if they have been in the fridge for more than 5 days. If it's not in the logbook, throw out if it looks manky.

Clean the fridge if necessary

If there is no obvious dirt (e.g. soil, loose bits of vegetable): spray cleaning solution on the fridge handle, leave for 5 minutes, and wipe off with a paper towel.

If there is obvious dirt: Remove all food from fridge - ready to eat foods should be separate from salad, fruit and veg - being aware that food should be out as short a time as possible.

Wipe off the dirt with hot water and a cloth or paper towel. Then spray the fridge, including the handle, with the cleaning solution, leave for 5 minutes, and wipe off with a paper towel.

Check for pests and other problems

Check if there are any droppings etc. in or near the fridge. If the fridge is unusable for any reason, place the 'fridge not in use' sign (from the back of the logbook) inside the fridge, leave the door open, and turn off the fridge at the mains. Otherwise...

When placing food back into fridge...

- READY TO EAT FOODS in the top half
- SALAD, FRUIT AND VEG in the bottom half

Ensure the fridge is closed properly

Sweep area of any visible dirt with dustpan and brush.

Log everything

In the logbook, write any problems, pest signs or changes; tick the box 'checks completed'; add your name and sign.

Weekly deep clean

Check temperature and problems log, and remedy if necessary.

Sweep area with dustpan and brush

Wipe the floor with water using a used cloth, and then with a clean cloth with sanitiser.

Take all used cloths home and run through hot wash cycle.

Wipe down all sides and top of fridge using cleaning solution.

Clean the green crates using washing up liquid and basin

Refill sanitiser sprays

Once every 4 weeks complete the 4 weekly review in the safer food better hygiene diary section.

APPENDIX A. EXTRACTS FROM FOOD STANDARD AGENCY'S "SAFER FOOD BETTER BUSINESSES FOR RETAILERS"

<https://www.food.gov.uk/business-industry/caterers/sfbb/sfbbretail#toc-1>

WORKING WITH FOOD?

WHAT YOU NEED TO KNOW BEFORE YOU START

It is easy for you to spread bacteria to food without realising. These bacteria are invisible and could make customers ill. Your personal hygiene is important. This is what you need to do to keep food safe:

BEFORE YOU START WORKING WITH FOOD



Always wash your hands



Wear clean clothes



Wear an apron if handling unwrapped food



Tell your manager if you have vomiting or diarrhoea and do not work with food



Take off your watch and jewellery



It is a good idea to tie hair back and wear a hat or hairnet



WHEN YOU ARE WORKING WITH FOOD



No smoking



No eating or drinking



Avoid touching your face, coughing or sneezing over food

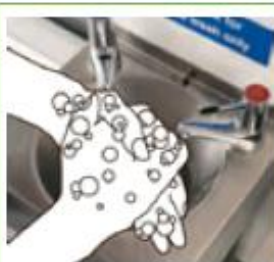


Cover cuts with a brightly coloured waterproof dressing

WASHING HANDS EFFECTIVELY



Step 1: Wet your hands thoroughly under warm running water and squirt liquid soap onto your palm



Step 2: Rub your hands together palm to palm to make a lather



Step 3: Rub the palm of one hand along the back of the other and along the fingers. Repeat with the other hand



Step 4: Put your palms together with fingers interlocked and rub in between each of the fingers thoroughly



Step 5: Rub around your thumbs on each hand and then rub the fingertips of each hand against your palms



Step 6: Rinse off the soap with clean water and dry your hands thoroughly on a disposable towel. Turn off the tap with the towel and then throw the towel away

WHEN TO WASH HANDS



Before touching or handling any food, especially ready-to-eat food



After going to the toilet



After every break



After touching raw meat, poultry, fish, eggs or unwashed vegetables



After touching a cut or changing a dressing



After touching or emptying bins



After any cleaning



After touching phones, light switches, door handles, cash registers and money

Cross-contamination is one of the most common causes of food poisoning. It happens when harmful bacteria are spread onto food from other food, surfaces, hands or equipment.

These harmful bacteria often come from raw meat/poultry, fish, eggs and unwashed vegetables. So it is especially important to handle these foods carefully.

Other sources of bacteria can include:

- staff
- pests
- equipment
- cloths
- dirt or soil

When you handle raw and ready-to-eat food in your business you may need to consider extra procedures to help keep the food you produce safe. More information can be found at: food.gov.uk/ecoliguide

Do not forget that you should also protect food from 'physical contamination' (where objects get into food, e.g. broken glass or pieces of packaging) and 'chemical contamination' (where chemicals get into food, e.g. cleaning products or pest control chemicals).

SAFE METHOD:

PEST CONTROL

Effective pest control is essential to keep pests out of your premises and prevent them from spreading harmful bacteria.



SAFETY POINT	WHY?	HOW DO YOU DO THIS?
Check your premises regularly for signs of pests.	Pests carry harmful bacteria.	When do you check for pests? One option is to employ a pest control contractor. See the 'Suppliers and contractors' safe method in the Management section.

We check for pests every day

TYPE OF PEST		SIGNS OF PEST
Rats and mice		Small footprints in dust, droppings, holes in walls and doors, nests, gnawed goods or packaging, grease or smear marks, urine stains on food packaging
Flies and flying insects e.g. moths		Bodies of insects, live insects, webbing, nests, droning or buzzing, maggots
Cockroaches		Eggs and egg cases, moulted 'skins', the insects themselves, droppings
Ants		Small piles of sand or soil, the insects themselves, flying ants on hot days
Birds		Feathers, droppings, nests, noise, the birds themselves
Beetles and weevils		Moving insects, particularly in dry food, small maggots

WHAT TO DO IF THINGS GO WRONG	HOW TO STOP THIS HAPPENING AGAIN
• If you see signs of a pest infestation, call a pest contractor immediately. Write the contact details for your pest contractor on the Contacts list in the diary. • If you think any equipment, surfaces or utensils have been touched by pests, they should be washed, disinfected and dried to stop harmful bacteria from spreading. • If you think food has been touched by pests in any way, throw it away.	• Make your pest checks more frequent. • Improve staff training on recognising signs of pests and encourage them to report problems immediately. • If you have persistent problems with pests, consider employing a pest contractor, if you do not have one already.

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

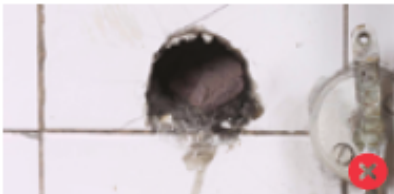


SAFE METHOD:

GOOD HOUSEKEEPING



Good housekeeping involves maintaining your premises effectively and keeping them clean, tidy and pest-free. It also includes preventing physical and chemical contamination of food.

SAFETY POINT	WHY?
Repair structural damage as soon as it happens e.g. damp/chipped plaster, broken tiles, holes in walls or windows.	Structural damage can make your premises harder to clean. It can attract pests, dirt and allows harmful bacteria to collect there. 
Repair or replace any equipment or utensils that are damaged or have loose parts.	Dirt and harmful bacteria can collect in damaged equipment or utensils. Loose parts may fall into food. 
Make sure your chilled and frozen display and storage equipment is well maintained and working properly.	If it does not work properly, food may not be kept cold enough.
Temperature probes should be checked regularly to make sure their readings are accurate.	If your probe is not accurate, then it will not give a reliable measure of whether food is at a safe temperature. (See the 'Prove it – chilled and frozen storage' safe method in the Management section.) 
Physical and chemical contamination Protect unwrapped food by covering it or keeping it in suitable display equipment. It is not necessary to provide covers for unwrapped whole fruit or vegetables.	This helps to protect the food from: • objects falling into the food e.g. hairs • people touching the food or sneezing or coughing over it • pests such as flies 
Always clear and clean as you go and take care to throw away packaging, string etc. as soon as you remove it.	Keeping surfaces clear and clean will help prevent objects getting into food, as well as preventing the spread of bacteria. 

SAFE METHOD:

CLEANING EFFECTIVELY



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

SAFETY POINT	WHY?
Surfaces and equipment should be cleaned first using a cleaning product to remove visible dirt and grease before disinfecting. 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.	Chemical disinfectants only work if surfaces have been thoroughly cleaned first to remove grease and other dirt. This is important to make sure that chemicals work effectively.
If you have manufacturer's cleaning instructions for a piece of equipment, follow these.	The instructions will tell you how to clean this particular piece of equipment thoroughly.
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. Clean the floors, counters and storage areas etc. regularly.	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.
Clean fridges regularly. Ideally, transfer food to another fridge or a clean cold area while you are doing this.	If food is left out at room temperature bacteria could grow.



IF YOU SELL UNWRAPPED FOOD

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. Where possible, allow these to dry naturally at the end of each day / shift.	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. Drying naturally helps prevent bacteria being spread back to these items.	
Ideally, use disposable cloths and throw them away after each task. Re-usable cloths should be thoroughly washed, disinfected and dried properly between tasks (not just when they look dirty). 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.	This will make sure that any bacteria and allergens picked up by the cloth will not be spread to other areas. Using dirty cloths can spread bacteria and allergens very easily. 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.	Do you use disposable cloths? Yes ☐ No ☐ If no, how do you clean your cloths?

We use paper towels.

OTHER CLEANING

SAFETY POINT	WHY?	
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. 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.	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.	

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

WHAT TO DO IF THINGS GO WRONG	HOW TO STOP THIS HAPPENING AGAIN
- If you find areas in your shop that are not clean, clean them as soon as possible. If you sell unwrapped foods: - If you notice a dirty cloth in areas where unwrapped food is handled, remove it for washing immediately or throw it away. - 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. - If unwrapped food has been touched by work surfaces, equipment, cloths etc. that are not properly clean, throw the food away.	- Review your cleaning procedures, including how you clean and how often. - Make sure your cleaning chemicals, materials and equipment are suitable for the tasks you use them for and are being used correctly. - Consider using disposable cloths if you are not using them already. - Improve staff training in cleaning methods. - Improve staff supervision.

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



We use the cleaning schedule in the logbook.

Chilling food properly helps to stop harmful bacteria from growing.



Some foods need to be kept chilled to keep them safe, such as sandwiches, cooked food, salad ingredients, soft cheeses, cooked meats, cream and desserts, food with a 'use by' date and food that says 'keep refrigerated' on the label.

This section tells you about storing and displaying both chilled and frozen food.

SAFE METHOD:

CHILLED STORAGE AND DISPLAY



It is important to chill food properly to stop harmful bacteria growing.

SAFETY POINT	WHY?	HOW DO YOU DO THIS?
Certain food needs to be kept chilled to keep it safe e.g. • food with a 'use by' date • food that says 'keep refrigerated' on the label • ready-to-eat foods such as salads, cooked meat, sandwiches and desserts	If these types of food are not kept cold enough harmful bacteria could grow.	
Follow the manufacturer's instructions on how to position, use and maintain chilling equipment.	It is important to use equipment properly to make sure food is kept cold enough. Poor positioning of equipment, e.g. next to doors, heaters or in direct sunlight, may stop it working effectively.	Do you follow the manufacturer's instructions for using your chilled display and storage equipment? Yes ☐ No ☐ If not, what do you do? 
Put chilled food in a fridge or other suitable equipment as soon as it is delivered. If you collect food from shops yourself, make sure it is kept at the correct temperature when you transport it and put it in the fridge as soon as possible.	If chilled food gets too warm, harmful bacteria could grow.	Is chilled food put in a fridge or chilled display unit as soon as it is delivered or collected? Yes ☐ No ☐ If not, what do you do? 
You must remove food from sale before it passes its 'use by' date. Ideally, food marked with a 'best before' or 'best before end' date should be removed from sale by the end of that day. See the 'Stock control' safe method in the Management section for more information on dates on food.	It is illegal to sell food after its 'use by' date. It might not be safe to eat. When a food has passed its 'best before' date it might not be as good to eat, e.g. the taste or texture could change. 	How do you keep track of when food should be removed from sale? 

The information in this booklet explains when food should be removed from the fridge and thrown away. All food past its 'use by' date must be thrown away. We leave food that is past its 'best before' date in the fridge for 5 days. We leave non-perishables until someone takes them or they look clearly off.

SAFETY POINT	WHY
Make sure equipment is at the correct temperature before you put chilled food in it. See the 'Check it' section below. Products should be displayed in a way that allows air to circulate and not above load lines.	If you overfill equipment and food is above load lines it might not be kept cold enough.
Store and display wrapped raw meat, poultry, fish and eggs separately from other food.	This helps to prevent harmful bacteria and allergens spreading from raw food to ready-to-eat food, which could happen for example if a pack is leaking.

THINK TWICE!

Remember, if a customer decides not to buy a chilled or frozen product, you should put it back into chilled or frozen equipment straight away.

Check regularly to see if any chilled or frozen food has been left in the wrong place by customers. If you are not sure how long food has been out of chilled or frozen equipment, throw it away.

CHECK IT	HOW DO YOU DO THIS?
It is recommended that fridges and chilled display equipment should be set at 5°C or below. This is to make sure that chilled food is kept at 8°C or below. This is a legal requirement in England, Wales and Northern Ireland, and recommended in Scotland. You should check the temperature of your fridges and chilled display equipment at least once a day starting with your opening checks (see the 'Management' section). To make sure equipment is working properly, check temperatures in-between chilled food too.	Some equipment will have a digital display or dial to show what temperature it is set at. You can use this to check the temperature of your equipment. If you do this, you should check regularly that the temperature shown on the display/dial is accurate using a fridge thermometer. How do you check the temperature of chilling equipment? Fridge: Digital display ☐ Dial thermometer ☐ Chilled display unit: Digital display ☐ Dial thermometer ☐ If you do not do this, what do you do?

WHAT TO DO IF THINGS GO WRONG	HOW TO STOP THIS HAPPENING AGAIN
• If your fridge or chilled display equipment breaks down, use other equipment, or move the food to a cold area. • Check the temperature of the food and if it is not cold, throw it away. If you cannot do this, contact the environmental health department at your local authority.	• See what you can do to store and display chilled food more safely, using the front of this sheet. • Have equipment serviced regularly and check that it is working properly as part of your opening checks. • Improve staff training on this safe method. • Improve staff supervision.

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



We use a digital display in the fridge. We do not have a chilled display unit. We check the fridge temperature every day. If the fridge is over 8°C, we throw out all of the food in it.