

3. HOUSE RULES CLEANING

FOR ALL RETAIL BUSINESSES USING RETAILSAFE

The House Rules Section contains 8 sub-sections, each of which covers a different food safety management subject. Once you have completed the Business Selector you will have selected the House Rules relevant to your type of business.

Every House Rule sub-section begins with guidance and then provides advice on how to write your own House Rules.

A template is then provided for you to use when writing your House Rules. Once completed, this should reflect your current safe working practices.

WHAT YOU NEED TO DO

- Read the guidance provided at the beginning of this sub-section
- Draw up your own Cleaning House Rules in the form of a Cleaning Schedule - an example of one is included at the end of this sub-section
- Once you have completed all your House Rules, remember to update your Action Plan

Think about the cleaning practices that you already have in place. It is possible that you will simply have to write these down to produce your Cleaning House Rules in the form of a Cleaning Schedule.

THE CLEANING HOUSE RULES ARE AN ESSENTIAL COMPONENT OF YOUR HACCP BASED SYSTEM AND MUST BE KEPT UP TO DATE AT ALL TIMES



This sub-section will give guidance on cleaning. At the end of the sub-section you will be asked to write your own House Rules in the form of a Cleaning Schedule to show how you manage cleaning in your business.

Why is cleaning important?

Premises, equipment and utensils, which have not been effectively cleaned and disinfected, may be the site of an unseen build-up of harmful bacteria leading to the contamination of food. Similarly, the lack of effective cleaning may give rise to an accumulation of dirt, liable to cause physical contamination of food or encourage pests.

HAZARDS (What can go wrong)

The hazards associated with lack of cleaning and disinfection are:

- **Microbiological Contamination** – including contamination by harmful bacteria. This type of contamination may lead to food poisoning.
- **Chemical Contamination** – the presence of residues of cleaning chemicals on surfaces and in food may spoil food and even cause illness.
- **Physical Contamination** – the build up of undesirable physical materials which may lead to the physical contamination of food.

CONTROLS (How you can prevent the hazard)

- **Microbiological Contamination** – Effective cleaning and disinfection of food contact surfaces will reduce harmful bacteria to a safe level and will help to reduce the risk of microbiological contamination of food.
- **Chemical Contamination** – Correct use and storage of cleaning chemicals, rodent baits and similar substances will prevent the contamination of food.
- **Physical Contamination** – Avoiding the build-up of dirt will help prevent physical contamination of food.

All equipment and areas within retail premises require to be kept clean. These include the following:

- **Food contact surfaces** - Surfaces which come into contact with food, for example chopping boards, work surfaces and sinks require to be cleaned and disinfected. You should also clean and disinfect washbasins, taps and any other items that are liable to come in contact with food indirectly.
- **Food contact equipment** - Food contact equipment such as meat slicers, scales, pots, pans, containers and serving utensils require to be cleaned and disinfected after they are used. Food waste containers, refuse waste bins and all waste storage areas should also be cleaned and disinfected as appropriate.
- **Non food contact areas/items** - Walls, floors, ceilings, windows, shelves and cupboards require to be kept clean and washed down with hot water and detergent.

- **Equipment** - Refrigerated units such as refrigerators, freezers and display cabinets should be wiped down and washed using hot water and detergent. Microwave ovens and hot holding units should also be kept clean.

All the equipment and areas identified in relation to your premises need to be entered on your Cleaning Schedule.



- Store cleaning chemicals away from the food preparation areas or in a way that will prevent contamination of food.
- Label cleaning chemicals clearly, and check they are suitable for the purpose.
- Replace cleaning cloths and scouring pads frequently.
- Clean as you go.

METHODS USED TO CLEAN AND DISINFECT

Sink Cleaning

- Pre-clean - remove excess waste
- Main Clean - wash in the sink with hot water and correct amount of bactericidal detergent*
- Rinse - using clean hot water
- Dry - use a clean or disposable drying cloth or ideally air dry

Where equipment and surfaces cannot be sink-cleaned

- Pre-clean - remove leftover food and residues
- Main Clean - clean the surface using hot water and the correct amount of detergent
- Rinse - using clean, hot water
- Disinfect - treat with a food safe disinfectant
- Final Rinse - as required (following the manufacturer's instructions)
- Dry - use a clean or disposable drying cloth or ideally air dry

* A "bactericidal detergent" is a detergent containing a chemical which is designed to destroy bacteria during the cleaning process. Take advice from your Enforcement Officer or a reputable supplier on where bactericidal detergents can be sourced.

WHAT YOU NEED TO DO NOW

To effectively manage the cleaning part of your HACCP based system, use the information in this sub-section for guidance along with any other information you currently have, and go to the end of this Section then develop a Cleaning Schedule to reflect how you manage cleaning in your business.

A Cleaning Schedule lists the items of equipment in use within the business and the frequency and method of cleaning and disinfection required. Cleaning Schedules are usually written in the form of a table.

Here is an example of how you could write a Cleaning Schedule :

Items/areas to be cleaned	Frequency of cleaning	Method of cleaning (including dilution of chemical required)
Food contact equipment: <i>For example containers, pots, pans, scales and serving utensils</i>	<i>After each use</i>	<i>Remove food debris. Clean with hot water and the correct dilution of a bactericidal detergent* in the sink and rinse with clean hot water.</i>

*It is essential that the correct dilution of bactericidal detergent is used. Always refer to the manufacturer's instructions.

MONITORING (Checking your Control Measures)

Once you have developed your Cleaning Schedule, you must then monitor its use.

RECORDING (Keeping a Record of your Monitoring)

A blank Cleaning Schedule can be found at the end of this sub-section for your use in recording the cleaning to be carried out in your business.

CORRECTIVE ACTION (What to do if things go wrong)

If you find that your Cleaning Schedule is not being followed, you must make a record of the problem you have identified and the action you have taken to correct it (this is known as a Corrective Action). For example if you find that your refuse waste bins have not been cleaned, the Corrective Action would be to clean them and retrain the member of staff involved. This information can be entered in either the COLD Record or the HOT AND COLD Record (depending on the type of food you produce in your business). Further information on these records can be found in the **'Records'** Section of this manual.

It is required that all Records of Monitoring and any Corrective Action(s) taken be kept for an appropriate period of time to demonstrate that your HACCP based system is working effectively.

Action Plan

Once you have completed all your House Rules, remember to update your Action Plan.

The Cleaning House Rules are an essential component of your HACCP based system and must be kept up to date at all times. Your House Rules need to be written to accurately reflect how you run your business and be readily understood by all of your staff handling food.

EXAMPLE OF A CLEANING SCHEDULE

Start Date 3/7/2006

Items and areas to be cleaned	Frequency of cleaning	Method of cleaning (including dilution of chemical required)
Food contact surfaces - Sinks - Work Surfaces - Chopping Boards	After each use	Remove food debris Wash with hot water and the correct dilution of bactericidal detergent (refer to the manufacturers instructions) Rinse with clean, hot water Use a clean or disposable drying cloth or ideally air dry
Food contact equipment - Containers - Pots/Pans - Meat Slicer - Scales - Serving utensils	After each use	Remove food debris Wash with hot water and the correct dilution of bactericidal detergent (refer to the manufacturers instructions) Rinse with clean, hot water Use a clean or disposable drying cloth or ideally air dry
Non food contact areas/items - Walls - Floors - Ceiling - Windows - Shelves - Cupboards - Waste Bins	When necessary Daily	Remove loose debris Wipe/wash using hot water and correct dilution of detergent (refer to the manufacturers instructions) Wash with hot water and the correct dilution of detergent (refer to the manufacturers instructions)
Equipment - Refrigerators - Freezers - Display Cabinets - Microwave Oven	When Necessary	Remove loose debris Wipe/wash using hot water and detergent

CLEANING HOUSE RULES - CLEANING SCHEDULE

Week Commencing

Items and areas to be cleaned	Frequency of cleaning	Method of cleaning (including dilution of chemical required)
Food contact surfaces		
Food contact equipment		
Non food contact areas/items		
Equipment		