

HOUSE RULES CLEANING

The House Rules Section contains 6 sub-sections each of which covers a particular subject of food safety management.

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 use when writing the House Rules.

Your House Rules should reflect your current safe working practices on the 6 food safety subject areas covered in this manual.

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
- 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

HOUSE RULES CLEANING

This sub-section gives guidance on cleaning. At the end of the sub-section you will be asked to complete a Cleaning Schedule to show how you manage cleaning in your business.

Why do we need to Clean and Disinfect?

Effective cleaning and disinfection procedures will ensure the removal of *E. coli* O157 and other harmful bacteria from all food preparation surfaces and equipment.

HAZARDS (What can go wrong) What are the hazards associated with lack of cleaning and disinfection?

- **Microbiological Contamination** – poor cleaning and disinfection practice leaves harmful bacteria on equipment and surfaces. These bacteria can be transferred to food when the equipment is next used.
- **Chemical Contamination** – can leave chemical residues on surfaces, which can taint food and even cause illness.
- **Physical Contamination** – keeping the premises clean avoids the build-up of undesirable physical materials which may contaminate food.

CONTROLS (How to prevent or eliminate the hazard)

- **Microbiological Contamination** – effective cleaning and disinfection of food contact surfaces will reduce harmful bacteria to a safe level and help reduce the risk of microbiological contamination of food.
- **Chemical Contamination** – correct use and storage of cleaning chemicals and rodent bait will help prevent chemical contamination of food.
- **Physical Contamination** – keeping the premises clean will help prevent physical contamination of food.

What is the difference between Cleaning and Disinfection?

- **Cleaning** is the process of physical removal of food debris and visible dirt from surfaces and equipment using hot water and detergent. Cleaning on its own will not remove all bacteria.
- **Disinfection** is the process of killing bacteria after general cleaning. The disinfectant must be applied to a **visibly clean surface** at a specified concentration and contact time. The disinfectant should be of the following standard: **BS EN 1276** or **BS EN 13697**.

Note: Check the label of your existing products to see if they meet the BS EN standard. You may wish to contact your supplier of cleaning products for advice on products that meet this standard.

What needs to be disinfected?

All equipment and areas within food premises need to be kept clean. However, equipment and surfaces which come into contact with food, for example, chopping boards, work surfaces, utensils, shelving, food storage containers and pots, also need to be **disinfected**.

You should also clean and disinfect sinks, wash hand basins, taps and any other items that are liable to come in contact with food either directly or indirectly. Food waste containers, refuse waste bins and all waste storage areas should also be cleaned as appropriate.

Identify all areas and equipment used in your business and list them in your **Cleaning Schedule**, which can be found at the end of this sub-section.

Butcher**Safe** provides guidance on how to maintain general hygiene. You must decide when disinfection is necessary. **Please note:** Disinfection will always be necessary as part of your cross contamination controls (refer to the **Cross Contamination Prevention House Rules** for further information).

Storage of cleaning chemicals

Cleaning chemicals should be clearly labelled and stored away from the food preparation areas so that they cannot contaminate food.

Cleaning materials and equipment

- **Colour Coding.** Materials and equipment used for cleaning and disinfecting ready-to-eat food handling areas should be different from those used in the rest of the premises. If these can be colour coded, it will be easier to differentiate between them. They should also be stored separately.
- **Single-use/disposable cloths** provide a reliable way of ensuring cleaning and disinfection does not present cross contamination risks and can be used on hand contact surfaces such as door handles, light switches, cash registers and telephones.
- **Materials for on-going cleaning** such as designated cloths, scouring pads and sponges, must not become a source of contamination. It is recommended that cleaning cloths are rinsed under hot water after each use and are stored in a disinfectant solution between uses. Remember that frequent use and heavy soiling will require more frequent changes of the disinfectant solution. To ensure the disinfectant remains effective at all times, refer to the manufacturer's instructions for guidance on solution strength.

Note: Cloths for cleaning should be periodically disinfected by washing in a washing machine on a hot wash cycle.

Training

It is critical that you and your staff are trained and verified as competent in your cleaning procedures that form part of your **Cleaning House Rules**. Before working unsupervised, your staff should be trained on what is to be cleaned, which equipment to use and how to use it, the frequency, the method of cleaning for each task, the procedure and chemicals to be used (including dilution and contact times). This training should be recorded in your **Personal Hygiene and Training House Rules**.

METHODS USED TO CLEAN AND DISINFECT

Method Type	Procedure	Additional Notes
<p>SINK METHOD</p> <p>Twin sink cleaning and disinfection</p> 	<ul style="list-style-type: none"> • Pre-clean – remove food debris • Main clean – wash in the sink with clean hot water and the correct amount of detergent • Rinse (if required) • Disinfect in the sink with clean water and disinfectant, for the required contact time • Second Rinse in the sink with clean hot water (check the manufacturer's instructions to see if this step is required) • Dry – ideally air-dry or use single-use drying cloths. 	<p>When using a twin sink, all equipment and utensils used for ready-to-eat food must be washed separately from those used for raw food.</p> <p>The sink must always be disinfected after use with raw food equipment and utensils and before being used for any other purpose.</p> <p>Best practice would be to wash equipment and utensils used for ready-to-eat food in a separate sink.</p>
<p>IN PLACE METHOD</p> <p>Cleaning and disinfection in place</p> 	<ul style="list-style-type: none"> • Pre-clean – remove food debris • Main Clean – clean the surface using hot water and the correct amount of detergent • Disinfect – treat with a disinfectant spray • Dry – ideally, air-dry. 	<p>This method requires careful choice of disinfectant. It is usually in a spray form with residual disinfection properties.</p> <p>Note: This method is used on wash hand basins, taps and door handles, where surfaces cannot be sink washed.</p>
<p>Dishwasher use If you use a dishwasher in your business it must be used and maintained in accordance with the manufacturer's instructions. Equipment and utensils used only for raw food and those used only for ready-to-eat food can be cleaned and disinfected together in a dishwasher, but only where there is evidence that the dishwasher can achieve an appropriate level of heat disinfection.</p>		

Dilution and use of Disinfectants

- The amount of water in the sink or container should be measured accurately. It is good practice to make a permanent mark showing the normal water level used for disinfection to ensure consistency.
- Always follow the manufacturer's instructions on dilution and contact time. These instructions should be found on the container or will be supplied with the product.

IMPORTANT: Review the dilution instructions whenever you change products. Purchasing a cheaper product may not be a cost saving if more chemical is required to achieve the correct dilution.

WHAT YOU NEED TO DO NOW

Using the information and the example below for guidance, now complete a Cleaning Schedule reflecting how you manage Cleaning in your business.

Items and areas	Frequency	Method	Procedure, chemicals, dilution, contact time
Food contact equipment/ utensils <i>e.g. chopping boards, tongs, cutting tools, display trays, hooks, containers.</i>	<i>Clean after each use</i>	<i>SINK METHOD</i>	<ul style="list-style-type: none"> - <i>Remove food debris</i> - <i>Wash in the sink using clean hot water, xx detergent, dilution ratio of x% (no rinse required)</i> - <i>Disinfect for x minutes, in a sink of clean water</i> - <i>Rinse with clean hot water and then air-dry</i>
<p><i>NOTE: Equipment and utensils used for ready-to-eat food should go through this process separate from equipment and utensils used for raw food.</i></p>			
Non-moveable equipment <i>e.g. work surfaces, wash hand basin, taps, door handles.</i>	<i>Clean as you go</i>	<i>IN PLACE METHOD</i>	<ul style="list-style-type: none"> - <i>Remove food debris</i> - <i>Clean with hot water and xxx detergent</i> - <i>Disinfect with the pre-mixed BS EN spray</i> - <i>Air-dry</i>

Monitoring and Recording

You must carry out suitable monitoring to ensure that your House Rules are implemented at all times. Any failure to adhere to the Cleaning Schedule should be considered **a very serious matter** and trigger prompt Corrective Action to prevent the supply of unsafe food.

Corrective Action (What to do if things go wrong)

Corrective Action should be predetermined and written into your House Rules.

Examples include:

- Dispose of ready-to-eat food which may have been in contact with a contaminated surface.
- Clean and disinfect the work surfaces and equipment again.
- Retrain staff on the importance of effective cleaning and disinfection.
- Review the cleaning and disinfection process to prevent any recurrence.

Corrective Actions should be written down in the **Supervisor Checks record**. This will help you to ensure that the failure is not repeated and demonstrate that no unsafe food has been supplied.

Action Plan

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

The Cleaning Schedule is an essential component of your HACCP based system and must be reviewed and kept up to date at all times. Your Cleaning Schedule needs to be written to reflect how you manage the cleaning in your business.

CLEANING SCHEDULE

Items and areas	Frequency	Method	Procedure, chemicals, dilution and contact time
Food contact equipment/ utensils <ul style="list-style-type: none"> • chopping boards, • tongs, • cutting tools, • hooks, • display trays, • containers. 			
Non moveable equipment <ul style="list-style-type: none"> • work surfaces, • wash hand basin, • taps, • door handles. 			
Refrigerator/chill and freezer			
Oven			
Dry storage area			
Floors			
Extraction Fans			
Food waste containers and refuse waste bins/area			
Cloths and work clothes			