

Health and safety

6.4 Kitchen / food preparation areas

General safety

Kitchen doors are kept closed.

Children do not have unsupervised access to kitchens.

Children are not taken to the kitchen when meal preparation is taking place.

Wet spills are mopped immediately.

Mechanical ventilation is used when cooking.

A clearly marked and appropriately stocked First Aid box is kept in the kitchen.

Cleanliness and hygiene

Staff follow the recommended cleaning schedules in Safer Food Better Business (SFBB).

Floors are washed down at least daily.

All work surfaces are washed regularly with anti-bacterial agent.

Inside of cupboards are cleaned monthly.

Cupboard doors and handles are cleaned regularly.

Fridge and freezer doors are wiped down regularly

Ovens/cooker tops are wiped down daily after use; ovens are fully cleaned monthly.

Washing up done by hand is carried out in double sinks, where available, one to wash, one to rinse.

Where possible all crockery and cutlery are air dried.

Plates and cups are only put away when fully dry.

Tea towels, if used, are used once. They are laundered daily.

Any cleaning cloths used for surfaces are washed and replaced daily.

There is a mop, bucket, broom, dustpan, and brush set aside for kitchen use only.

Any repairs needed are recorded and reported to the manager.

Chip pans are not used.

Further guidance

Safer Food Better Business: Food safety management procedures and food hygiene regulations for small business: www.food.gov.uk/business-guidance/safer-food-better-business

This policy was reviewed on: 29/08/25 **and adopted by:** Discovery Vine Ltd

Date to be reviewed: August 2026 (or earlier if necessary)

Signed on behalf of Discovery Vine Ltd: *Lynda Garbutt*

Name of signatory: Lynda Garbutt

Role of signatory: Managing Director