

Food Safety Series (No.3)

December 2016

## **“Staff” Kitchens and Tearooms**

### **General Hygiene Requirements**

#### **WEB VERSION**



**UNIVERSITY OF  
CAMBRIDGE**

#### **Introduction**

The guidance provided in this leaflet is for facilities used by individuals for the storage and preparation of food for their own consumption. Where departments wish to use the facilities to prepare refreshments other than tea/coffee and biscuits for departmental hospitality, further precautions will be necessary.

All kitchen / tearoom areas must be maintained in a hygienic manner. General cleanliness and tidiness are vital to ensure good hygiene, decrease the risk of slips and trips and reduce the attraction for pests e.g. rats, cockroaches, ants.

Every person that uses the facilities has a responsibility to ensure they play their part in maintaining these standards.

This guide is designed to ensure that departments comply with legislation and best practice.

#### **General**

All food and drink must be prepared, stored and consumed in appropriate areas that are free from contamination (never in laboratories, workshops etc).

Any splashes or spills of liquid and foodstuffs must be cleaned up immediately.

All appliances used in the kitchen / tearoom areas must be tested for PAT electrical safety regularly, ideally at least once a year.

#### **Storage of food and drink**

High risk foods such as fresh milk, dairy products, eggs, meat, sandwiches, salads,

cream cakes etc must be kept refrigerated at all times.

Refrigerators should run at no more than 8°C, but ideally below 5°C. It is advisable to keep a specialist “fridge thermometer” in the refrigerator so that the temperature can be checked daily.

Long life milk may be stored at room temperature but once opened it must be treated as fresh.

Any foods where the use by date has expired must be disposed of immediately on discovery.

Low risk foods such as biscuits, bread, cakes (not cream), tea/coffee, sugar, crisps and confectionary should be stored in sealed containers or packets in an appropriate place, where they cannot become contaminated in any way.

#### **Cleaning**

In addition to users ‘cleaning as they go’ there should ideally be a system or rota for daily and weekly cleaning where people can sign off the cleaning as it is done (some departments may have cleaners to do this for them).

Only use cleaning products that are suitable for use in kitchens/food areas.

All cleaning chemicals must be used in accordance with manufacturer’s instructions and Personal Protective Equipment (PPE) worn as necessary.

As with other activities, where a substance is considered hazardous to health, a Chemical Hazard Risk Assessment should be conducted.

All cleaning chemicals must be kept in their original containers and stored away from foodstuffs.

Work surfaces should be wiped down at the end of each day using an appropriate cleaning agent e.g. sanitising wipes or spray.

Fridges should be cleaned at least once a week (including door handles) using an appropriate cleaning agent e.g. sanitising wipes or spray. The ice box should be defrosted and cleaned at least every 6 months or sooner if necessary.

Sinks, taps and drainers should be wiped daily and cleaned thoroughly at least once a week using an appropriate cleaning agent e.g. sanitising disinfectant wipes or spray.

Cooker hobs and microwaves (including door handles and controls) should be wiped at the end of the day using an appropriate cleaning agent e.g. sanitising wipes or spray.

Kettles, toasters (including handles and controls) and any other appliances should be wiped at least once a week using an appropriate cleaning agent e.g. sanitising wipes or spray.

Bins should not be allowed to overflow. They should be emptied at the end of each day and cleaned at least weekly.

Floors should be cleaned daily.

All used plates, cups, cutlery, pans etc. should be washed in hot water using detergent and rinsed in hot water and where possible left to dry

Where tea towels are used they should be replaced when wet or at least daily and never used to dry hands.

Clean crockery, cutlery etc. should be stored away when not in use to prevent them from becoming contaminated.

When using water / chemicals to clean electrical equipment, care must be taken to reduce the risk of electrical shock.

Appliances should be unplugged during cleaning. Ensure plugs are dry before reconnecting.

#### **Further information**

- Food Standards Agency website ([www.food.gov.uk](http://www.food.gov.uk))
- Other leaflets in the Food Safety Series
- from MAS Environmental ([www.masenv.co.uk/fsq](http://www.masenv.co.uk/fsq))

#### **Other leaflets in the Food Safety**

##### **Guidance Notes Series**

- 1 Food Safety – An introduction to legislation for University premises
- 2 Catering Options - A guide for departments and faculties
- 4 Food Hygiene Training Requirements
- 5 Guidance on Departmental Barbecue Safety
- 6 Purchase, Delivery and Storage of Food
- 7 Preparation and Service of Food
- 8 Personal Hygiene Requirements for Individuals Preparing or Serving Food
- 9 Cleaning and Pest Control in Food

#### **Preparation Areas**

- 10 Food Safety Guidance for Departmental Christmas Parties
- 11 Food Safety for Charity Events – A guide for departments and faculties

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