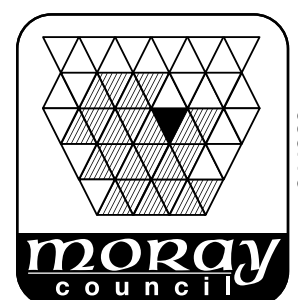




Catering Work Safety Handbook



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Introduction

A safe working handbook is a comprehensive guide that provides employees with the necessary information and guidelines for maintaining a safe and healthy work environment. This handbook serves as a vital resource for both employees and employers, as it helps to promote a culture of safety and prevent workplace accidents and injuries.

It is the responsibility of every employer to provide a safe working environment for their employees. The handbook serves as a reference guide for employees to understand the potential hazards and risks associated with their job and how to prevent them. It also outlines the safety protocols and procedures that employees must follow to ensure their safety. It also encourages employees to take ownership of their safety and that of their colleagues. By providing employees with this information, employers are fulfilling their duty of care and creating a safe work environment.

Another important aspect of a safe working handbook is that it helps organizations comply with legal requirements. Occupational Health and Safety (OHS) laws and regulations require employers to provide a safe working environment for their employees. The handbook serves as a record of the safety policies and procedures of an organization and can be used as evidence of compliance during OHS inspections. Non-compliance with these laws can result in hefty fines and penalties, which can be avoided by having a comprehensive safe working handbook.

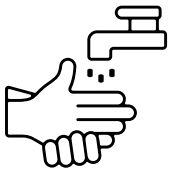
Individual workplaces will, of course, exhibit their own patterns of risk, but the main causes of accidents and ill health in the catering industry are:

- Slips, trips and falls
- Lifting, manual handling and upper limb disorders
- Contact with hot surfaces and harmful substances
- Dermatitis
- Cuts from knives

The prevention of accidents is mainly a matter of common sense.

Think before you act. Short cuts may place you or others in a hazardous situation.

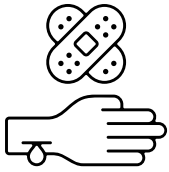
Hygiene



Hand Washing

Food handlers must wash their hands regularly throughout the working day especially:

- After visiting the toilet
- On entering the food room and before handling any food or equipment.
- In between handling raw and cooked food.
- After handling waste food or refuse, and cleaning chemicals
- After eating, coughing, smoking, or blowing the nose.



Cuts, Boils, or Skin Infections

To prevent contamination of food by harmful bacteria and blood, lesions should be completely covered by waterproof dressings, coloured blue to aid detection if they become detached.

General Health

Food handlers should be in good health in all aspects from oral hygiene to general fitness.

- Food handlers suffering from vomiting, diarrhoea or any food-borne infection must not handle food and are advised to refrain from work for 48 hours
- They must notify their line manager who must exclude them from work that would expose food to risk from pathogens.
- Nails must be kept short, no false nails to be worn including polish, gel or clear varnish in any circumstance whilst at work.
- Hair tied back, clips and kirby clips not to be used and wear hairnets.
- Food Handlers should not wear strong smelling perfume or aftershave, as it may taint foods, especially those with a high fat content.

Jewellery

Food-handlers should not wear any jewellery whilst on duty, except for wedding bands without stones as they can harbour dirt and bacteria.





Slips Trips and Falls

You must ensure you wear the safety footwear supplied and where applicable, ensure that you tie your shoelaces correctly, tuck in loose ends to ensure you reduce the risk of trips, slips and falls.

- Obstructions and objects left lying around can easily go unnoticed, ensure work areas and surrounding walking areas are kept tidy.
- Always clean up spills immediately using a suitable cleaning agent, if the area is wet, use appropriate signs and arrange an alternative bypass route.
- When using electrical equipment, position cables to avoid crossing pedestrian routes.
- If accessing items from storage at high level always use appropriate means to reach eg. steps, never uplift more than you can handle from these storage areas.

Lone Working

Cook/Supervisors should not be working on their own for more than 60 minutes before another member of the kitchen team arrives.

Catering assistants that work within a small site on their own, make sure the school knows you have arrived and there should be a lunchtime auxiliary within the dining room when the pupils are being served and eating. Please make sure you let the school know when you are leaving too

Be particularly aware of all dangers involved in catering tasks that you are required to complete, pay attention to the task at hand, ensure you are fully aware of how to use equipment.



Manual Handling

Before carrying out any manual handling you must consider these 4 points (TILE):

- **Task:** will it involve awkward movement, twisting, stretching, stooping, excessive lifting, lowering, or carrying over distance be involved? Know what your own capability is when lifting, ask for assistance if required.
- **Individual:** will I require unusual strength or does height create a risk. Do I have an existing health problem that will hinder the lifting? Will I need special information or training to do it safely?
- **Load:** is the item heavy, bulky, unstable, sharp, and hot? Split packs if needed, use mechanical means if available. (Use of trolleys etc.)
- **Environment:** are there obstructions, slippery floors, poorly lit areas, and variations in floor levels? Plan your route before you commence the task.

Good handling technique can be maintained by following these basic principles:

- Stop and think!
- Plan the lift, where is the load to be placed? Do you require assistance? Use appropriate handling aids if possible.
- Position your feet
- Feet apart in line with shoulder width will create a balanced and stable position for lifting.
- Adopt a good posture.
- When lifting from a low level bend the knees, keep back straight, lean forward over the load to ensure a good grip is maintained.
- Get a firm grip.
- The best position and type of grip depends on the circumstances and individual preference, but it must be secure. Should you need to vary the grip ensure it is carried out as smoothly as possible.
- Keep close to the load.
- Keep the load as close to the trunk as possible; ensure the heaviest side is nearest the trunk.
- Don't jerk.
- Lift smoothly keeping control of the load.
- Move feet when turning.
- Do not twist the trunk when moving to the side.
- Put down, and then adjust.
- If precise positioning of the load is required lay it down, then slide into the desired position.

Receipt and Storage of goods

- Stack heavier items on lower shelves.
- Store lighter goods on the top shelves.
- Stack items used most frequently at a convenient waist level.
- Get help lifting heavy items.
- Use steps to access items on shelves. Do not stand on chairs or boxes that might tip over.

Use proper lifting techniques when performing manual lifts to minimize the risk to the back. However, a heavy load can cause injury even with perfect technique. Do not manually lift heavy loads alone; get help.

Use handrails if travelling on stairs, avoid undue speed, and carry only items that you can safely see over.

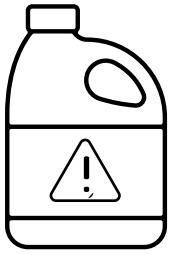
Limit lifting by hand. Use trolleys when moving products. Have employees 18 or older use any available mechanical equipment to help with lifting and transporting products.

Use proper lifting techniques. Learn to lift properly and stay fit to help reduce the risk of injury from lifting.

Before lifting, size up the load:

- Use a trolley if possible.
- Get help with heavy loads.
- See that the load is balanced and stable.
- Do not lift a load that is too heavy, slippery, hot, or unevenly balanced.
- Make sure you have a clear travelling path





Cleaning and Cleaning Equipment

Cleaning equipment or chemicals should never be left unattended within the dining area when the pupils are in. You should also make sure the chemicals and cleaning equipment within the kitchen are not in reach of the pupils.

If there is a spillage you do not give the pupil the mop unless there is a member of the educational staff within the area. If there isn't ensure a catering member of staff mops the spillage.

- Should spills occur always clean as you go and immediately when water, grease or fat is spilled on the floor.
- Catering equipment should not be cleaned before the power supply is isolated or unplugged, or the gas supply including the pilot light is turned off.
- Be aware the person cleaning the equipment may have to work near hot surfaces or empty hot liquids from the equipment.
- Ensure water does not get into any electrical equipment, wiring or controls.
- Once cleaned do not operate the equipment until it has been properly reassembled and checked by Cook/Supervisor
- Always use a suitable cleaning agent for the equipment. Follow the manufacturers (and COSHH assessment) instructions. Where required always use the recommended PPE, gloves, goggles and any other instructed controls when diluting the products.
- Never decant cleaning chemicals into unmarked or other containers; this will lead to confusion and serious accidents. Do not mix cleaning chemicals, some of these products are chlorine based and some acid, if mixed they produce toxic chlorine gas.





Preparation/Cooking of Food

The following is advice that may not be covered in a page for a specific activity:

- Be careful when moving quickly around the kitchen as you could trip over boxes and containers etc.
- Store goods as soon as possible after they arrive and only have the minimum for use left out.
- Don't position good/equipment too close to the worktop edge. Be wary of feet/legs being struck by items possibly falling from worktops.
- Avoid contact with corners/edges of worktop/ovens etc when bending to access materials stored below/use of oven
- Avoid contact with fixed machinery or equipment in the relatively confined space of a working kitchen (especially when moving quickly because of service demands).
- Electric shocks can result from faults in plugs/cables coupled with a steamy, wet environment. Equipment is regularly PAT tested, you must report any defects immediately and do not use the equipment until it is repaired or replaced. There is also a high risk of receiving a shock when operating electrical machinery with wet hands. Ensure your hands are dry when operating such equipment.
- When using knives, forks, skewers, hand mixers, whisks etc. there is a risk of cutting, piercing or entanglement (with the lead of some items) Be careful, look what you are doing and concentrate on the task at hand.
- Burns may result from exposure or proximity to hot substances and surfaces such as naked gas flames, deep fat fryers, ovens, hotplates, steamers, combi ovens etc.
- Scalds resulting from exposure or proximity to boiling liquids, fat, oil, steam etc. Burns resulting from exposure to very cold surfaces such as deep freezers and their contents.
- When working within these conditions ensure the correct PPE is used i.e oven gloves, steamer gloves etc



Use of Vegetable Preparation Machine

Within the kitchens we have a few different types of vegetable prep machine. These machines are heavy, when moving them hold them close into body.

- Be wary of slipping on tiled floor that may be wet/greasy or on small pieces of vegetables that accumulate on floor in area of this machine.
- Machine has sharp, rotating blades. Be wary of cuts when changing blades or removing blades for cleaning. Do not place blades in sink; keep them to one side until you are ready to wash them.
- Electric shocks can result from faults in plugs/cables coupled with a steamy, wet environment. Report any defects immediately and do not use the equipment until it is repaired or replaced. There is also a high risk of receiving a shock when operating electrical machinery with wet hands.
- Ensure your hands are dry when operating this equipment.

Only clean the machine when the electrical supply has been **unplugged or switched off at the isolator**.

Use of Kettles

- Never overfill the kettle.
- Beware of burns/ scalds from escaping steam and spillage of boiling water splashing on to operator.
- There is a risk of electric shock resulting from faults in plugs/cables coupled with steamy, wet environment. Also, high risk of operating electrical machinery with wet hands.



Use of Potato Peeling Machine

The machines have two main components:

- A drum with an abrasive coating inside and a ridged abrasive coated metal disc in the bottom.
- The shape of the disc is designed to move the potatoes round inside the drum so that they are evenly peeled.

Some old metal discs have a gap under the ridge that allows finger access and trapping as the disc passes the side of the door

Ensure that the gap between the underside of the disc and the machine body is not sufficient to allow finger access. This trapping risk can occur if the disc is not correctly mounted on the drive shaft or if the wrong disc is being used.

There is a minor risk of scraping injuries to anyone reaching into the discharge door from the abrasive side of the ridge on the revolving disc.

Decanting potatoes from the storage sacks to the machine can cause a manual handling issue. Fill the potato machine from a pail containing no more than a couple of kilos at a time.

Only clean the machine when switched off and the electrical supply has been **unplugged or switched off at the isolator**.

Use of Slicing Machine

When using this machine most accidents occur because of:

- Removal of guards when machine is running.
- Using hand to push forward the food being sliced.
- Unsafe ways of cleaning the machine.

No one may operate this machine unless they are at least 18 years of age and have been trained or are being trained under supervision.

- All hand guards must be undamaged and in position.
- Do not push meat down the carriage. The weight of the “last slice device” is sufficient.
- Move the carriage only by using the handgrip provided.
- Always return the thickness control to “0” after use.

Keep hands clear of blade at all times.

Cleaning of Machines

DO NOT clean this machine unless you are over 18 years of age and have been trained or are being trained under supervision.

- Ensure that the thickness control is at the ‘0’ setting.
- You must disconnect the machine from the electricity supply (**unplug from the socket or switch off at the isolator**) before cleaning, adjusting or dismantling the slicer. Never rely on the stop button of the machine
- Only remove the blade using the safety carrier. Never attempt to remove or replace the blade without the use of the safety carrier.
- Take care-blade edge is extremely sharp. Under no circumstances attempt to apply a damp cloth to a revolving blade!!!
- Electrical. Check plugs, cables and connections regularly and report any defects to your supervisor immediately.

Use of Food mixer

Make sure you have been trained on the piece of equipment before using.

- Please use **caution** when working around power-driven equipment.
- Use any guard that is provided for the machine
- Do not put your hands into machinery to manipulate food when in use
- Use pushers or scrapers to move food in machinery when machine is stopped.
- Ensure the work area is clear of any obstructions i.e cables/ boxes
- Please ensure the house rules for personal hygiene is being adhered to in relation to no jewellery worn.

Only clean the machine when switched off and the electrical supply has been **unplugged or switched off at the isolator**.

There is a risk of electric shock resulting from faults in plugs/cables coupled with steamy, wet environment. Also high risk of operating electrical machinery with wet hands.

Use of Tin Opener

- Be careful of cutting edge of can opener it can be very sharp.
- Avoid trapping your hand or fingers between can and opener handle
- Be aware of weight of some catering sizes of canned food. Hold can in close to body when carrying it to can opener. Avoid twisting of the spine when picking up and setting down canned goods.
- Ensure lid is completely cut off as the sharp edge can be a hazard.

Use of Food Processor

Make sure you have been trained on the piece of equipment before using.

- Please use **caution** when working around power-driven equipment.
- Use any guard that is provided for the machine
- Do not put your hands into machinery to manipulate food when in use
- Use pushers or scrapers to move food in machinery when machine is stopped.
- Ensure the work area is clear of any obstructions i.e cables/ boxes
- Please ensure the house rules for personal hygiene is being adhered to in relation to no jewellery worn.

Only clean the machine when switched off and the electrical supply has been **unplugged or switched off at the isolator**.

There is a risk of electric shock resulting from faults in plugs/cables coupled with steamy, wet environment. Also, high risk of operating electrical machinery with wet hands.

Use of Hand Blenders

Make sure you have been trained on the piece of equipment before using.

- Please use **caution** when working around power-driven equipment.
- Do not put your hands into dish when blending to manipulate food
- Use pushers or scrapers to move food in dish when blender is stopped.
- Ensure the cable is in a safe position, not trailing over the table onto the floor.
- Please ensure the house rules for personal hygiene is being adhered to in relation to no jewellery worn.

Only clean the machine when switched off and the electrical supply has been **unplugged or switched off at the isolator**.

Use of cooking pans, trays, bain marie etc

Pans and trays should be stored at waist high or below.

Possibility of developing musculoskeletal injuries resulting from the manual handling of cooking pots, pans, trays etc especially when full of liquid. Pay particular attention to lifting techniques in your manual handling talk; make use of trolleys if available. Breakdown into smaller amount if required.

There is a danger of burns resulting from exposure to hot pans, trays etc. Scalds resulting from exposure/proximity to boiling liquids, fat, oil, steam etc. Use oven gloves/ gauntlet gloves if appropriate. Be aware of the location of the first aid kit and make sure you know how to contact the first aider.

When decanting hot food from pans/pots trays make sure this is done on a non-movable surface.

Ensure any hot liquid is decanted into suitable metal container. Not plastic

When straining items this should be done in the appropriate sink. Colander should be in the sink, use appropriate PPE, when pouring into colander make sure hands, arms and face are out the way of the steam.

When using a bain-marie or other pieces of equipment such as heated food trolleys or soup pots, be aware that there is a high risk of electric shock when operating electrical machinery with wet hands. Ensure that your hands are dry before use of such equipment.

Only clean the machine when switched off and the electrical supply has been **unplugged or switched off at the isolator**.

There is also a risk of electric shock resulting from faults in plugs/cables coupled with a steamy, wet environment.

All equipment is pat (portable appliance testing) checked regularly however report all faults and never use an appliance that has a damaged plug or cable.



Use of Knives

Keep your knives sharp. If your knife is sharp, it will slide easily through whatever you are cutting with little force involved. If the knife is dull, you must force it to do the cutting, and if you slip a little, all that force will be transferred to whatever is in the knife's path and it may be your hand

- When you are using a knife pay a lot of attention to where the edge of your sharp blade is pointing, and make sure it cannot cut you if you slip a bit.
- Use appropriate knife for the task at hand.
- Don't hand a knife to someone, put it down on the counter or worktop and let that person pick it up.
- If you are working with or handling a knife, and you drop it, stand back and let it fall, don't try to catch it.
- Ensure that knives are placed in the knife drawers with the handles to the rear, this will reduce the risk of the next person to use a knife cutting them when removing knives from the drawer.
- **If you have a dirty knife, don't toss it in the sink.** There is a good chance the next person to use the sink will cut themselves. Wash the knives separately.
- When you are working with a knife, and you lay it down, don't lay it down with the edge pointing up. It is hard to see the edge, and someone may put their hand down on it.

Policy limits the amount of glass brought into kitchens. However, there are occasions when glass jars are used e.g. containing beetroot. Any kind of broken glass is incredibly sharp and dangerous. Clean it up carefully, the recommended method is to use paper towels and wrap the broken pieces in the paper towels. If there is a lot of it, warn all concerned.

Use of Cookers

Be aware that there is a danger of burns resulting from exposure/proximity to hot substances and surfaces such as naked gas flames, ovens, hotplates, steam etc. Scalds resulting from exposure/proximity to boiling liquids, fat, oil, steam etc. Be aware of the location of the first aid kit and make sure you know how to contact the first aider.

- Be careful of making contact with corners/edges of cooker when bending to use ovens and also when moving quickly because of service demands.
- Don't leave oven doors open unnecessarily, as this creates an impact hazard for others
- Be wary of receiving musculoskeletal injuries resulting from the manual handling of cooking ingredients, pots, pans, trays, etc. (particularly when lifting hot and heavy items from oven) and when standing for long periods with back in "static" position. Use good lifting practices and exercise your back from time to time.
- Be aware that there is a risk of electric shock when operating electric hobs and ovens with wet hands. Ensure that your hands are dry before use of such equipment.
- There is also a risk of electric shock resulting from faults in plugs/cables coupled with a steamy, wet environment.
- Only clean the machine when switched off and the electrical supply has been unplugged or switched off at the isolator.
- Report all faults and never use a cooker that has a damaged plug or cable.

There is a risk of fire or explosion, which may result from electrical faults, or faults with gas appliances, exposure/proximity to naked gas flames or spattering of hot oil from deep fat fryers.

Use of Steaming Ovens

- Load the steaming oven with heavier trays of food in the lower shelves.
- When you are about to open the steamer oven – step back, open the door a little way to allow the steam to release, once the steam is released then open door fully.
- When the door catch is released, the door will swing back on itself. Be careful that you are not in the way as there are varying degrees of force on different steam oven doors.
- The tray lids collect a lot of very hot water on them. Before you remove the trays from the steam oven, tilt the tray up at the front to allow the excess water to escape away through the drainage system of the oven.
- There still may be escaping steam from the trays when they are being removed. Ensure that you have on the gauntlet gloves when removing trays from the oven. You can also use oven gloves for extra protection but be aware that the oven gloves will get wet and will be hot.
- The drain tap at the bottom of the steam oven is often high above the drain grid. If this is the case be careful that the hot water being released when the tap is open can splash on your feet and lower legs.
- Only clean the machine when switched off and the electrical supply has been unplugged or switched off at the isolator.
- Ensure a wet floor sign is used when cleaning machine for any water that may be on the floor.



Use of Combination Ovens

When you are about to open the combi oven – step back, open the door a little way to allow the steam to release, once the steam is released then open door fully. Look away when opening the oven door as the escaping heat can cause serious injury to the eyes.

- Use oven gloves or cloth to protect your hands when removing heated objects.

If you have a fire in an oven, turn off the oven immediately and unplug the power cable if safe to do so. **Do not open the door of the oven**, simply wait till the fire suffocates, never open the door until you are absolutely sure the fire is out. If the fire does not appear to be going out, call for the fire brigade.

Three different cleaning systems are used to clean these ovens:

- The Rational ovens use cleaning tablets in a cleaning drawer
- The Hobart ovens use a container of cleaning fluid connected to the cleaning systems.
- The Falcon combi ovens require cartridges to be put into the machine.
- Wear gloves when using either fluid or tablets when cleaning the ovens.



Use of Water Boilers

These are 2 examples of water boilers, yours may be different.

- Be aware of splashes and drips from the spout of the boiler.
- The risk of electric shock is not so likely when using wall mounted water boilers, however, the possibility of the equipment developing a fault still remains.

Use of Urn

When using an urn you must ensure it is placed on a solid top counter or if on a trolley the brakes are on.

- Equipment is regularly pat tested, however, report any defects immediately and do not use the equipment until it is repaired or replaced
- Never carry a full urn, put the urn in place and top up by using jugs or buckets. When finished using the urn before decanting the water in urn, let the water cool down first before decanting into buckets.
- Ensure the cable is in a safe position, not trailing over the table onto the floor and away from the urn spout for decanting water.
- When topping up the urn when on be aware of steam and wear gauntlet gloves. Keep your face, arms and hands away from the steam.
- Clear any spillages immediately and put wet floor signage out.

Use of a Boiling Pan

There are different models of boiling pan, double boilers and solid boilers. The double boilers have a removable inner.

- This equipment is only to be used by a qualified person.
- The burner must not be turned on when the pan is empty.
- When lifting cover from a hot boiling pan, grasp the centre handle and raise the rear edge first to allow steam to be directed away from the operator.
- Lift cover to a vertical position to allow condensation to drip back into the boiling pan.
- Do not drain contents of boiling pan immediately after switching off. Wait until boiling ceases.
- The safety catch on the drain tap must never be lifted when the boiling pan contains liquid.
- On the models that have lift out inner pans, scoop out remaining contents and lift inner pan. If necessary use a second person to help with lift. It is advisable to clean pan whilst still warm if possible. Steam cleaner may be used to remove stubborn food.
- Isolate from electrical supply before cleaning, adjusting or dismantling.

Do not wash down the front of this appliance as water may enter the electrical control panel. Use a dry or slightly damp cloth only



Use of Microwave ovens

Ensure that you are familiar with how to use the microwave oven, and refer to the manufacturer's handbook.

Before using a microwave oven please check the following:

- The surface of the door is not damaged.
- The door fits squarely and securely and opens and closes smoothly.
- The door hinges are in good condition.
- The oven is clean and in particular the door edges and interior surrounds are not covered with food or burnt material.
- No corrosion is evident on the door, the door hinges or the oven interior.

If all the above is ok, then you are safe to use the microwave oven.

Precautions for radiation safety in the use of microwave ovens

- Follow the oven manufacturer's instructions on recommended operating procedures and safety precautions.
- Never de-activate or tamper with the interlocking devices.
- Never operate the oven without a load (i.e. an absorbing material such as food or water) in the oven cavity unless specifically allowed in the manufacturer's instructions.
- Never rest heavy objects such as food containers on the door while it is open.
- Clean the oven cavity, the door and seals with water and a mild detergent at regular intervals (do not use abrasive cleaning pads).

Other precautions for the safe use of microwave ovens

- It is sometimes possible to super-heat some liquids or foods beyond their natural boiling point. Such super heated liquids may boil suddenly and violently when jolted or stirred after removal from the oven – it is therefore a good idea to take precautions such as covering the food or liquid or allowing it to cool before removal from the oven.
- Ensure that all food prepared in a microwave oven is stirred and/or left to stand for a few minutes before consuming
- Never place any metal item in the oven, including plates with silver or gold rims. The effect of metals is that they reflect the microwaves reducing the cooking effect and also possibly damaging the oven.
- Use only cooking containers designated as suitable for microwave cooking.



Use of Deep Fat fryers

No person may operate this machine unless they are at least 18 yrs of age and have been trained or are being trained under supervision.

When using a deep fat fryer most accidents occur because of:

- Overheating of the oil, which results in fire.
- Exposure to hot substances and surfaces, which results in burns and scalds

Ensure that the thermostat is operating correctly. If there is any doubt, inform your supervisor immediately.

Ensure that the oil is tested regularly and, if necessary, changed. The symptoms of used oil are:

- Changing colour (darkening)
- Oil appearing 'thin' (exhausted fat content)
- Yellow (unhealthy) foam appearing on surface

If the oil is not changed it can boil or 'surge' and spent oil has a lower flashpoint than new oil.

- Beware of hot oil splashing on to adjacent hot surfaces or naked flames.
- Beware of burns/scalds from hot oil splashing on to operator.
- Never overfill the fryer.
- Don't over fill the baskets and only fill to the weight you can handle

Follow safe manual handling procedure, especially when handling large containers of oil to fill/drain the fryer.

- Ensure that you understand the authorised fire fighting procedure.
- Ensure that you understand the authorised first aid procedure.

Only clean the machine when switched off and the electrical supply has been **unplugged or switched off at the isolator**.

Use of Toasting, panini machine

Before using any sandwich machines ensure that the plug is not broken, the cable is not damaged (you cannot see any brown, blue or green and yellow wires)

- Equipment is regularly pat tested, however, report any defects immediately and do not use the equipment until it is repaired or replaced.
- Be aware that the sandwich filling as well as the machines grill will be very hot. Do not move machine until cool to touch.
- Unplug the machine from socket and allow it to cool before cleaning.
- Electric shocks can result from faults in plugs/cables coupled with a steamy, wet environment.

There is also a high risk of receiving a shock when operating electrical machinery with wet hands. Ensure your hands are dry when operating this equipment.

Use of Baked Potato Machines

Before using any baked potato machine ensure that the plug is not broken, the cable is not damaged (you cannot see any brown, blue or green & yellow wires)

- Equipment is regularly pat tested, however, report any defects immediately and do not use the equipment until it is repaired or replaced.
- Be aware that the potatoes as well as the baking oven will be very hot. Do not move machine until cool to touch.
- Unplug machine from socket and allow it to cool before cleaning.
- There is also a high risk of receiving a shock when operating electrical machinery with wet hands. Ensure your hands are dry when operating this equipment.

Electric shocks can result from faults in plugs/cables coupled with a steamy, wet environment.

Distribution of Meals

The catering department provides school meals to some primary and ELC setting that are produced from a production kitchen.

Food is delivered to the serveries in stainless steel tins with sealed lids where appropriate that are placed into either a Rieber boxes (orange) or Thermobox (black). When the Rieber box / Thermobox are filled, they are transported to the serveries.

- Please fill boxes tightly so there is less chance of tins moving about when being transported
- Hot items should be well above hot holding to allow the items to drop temperature during travel but not drop below the minimum hot holding temperature.
- Care is to be taken as a Rieber box/ Thermobox can weigh as much as 10kg and it is recommended that only one container be moved at a time.
- Some school kitchens will have a delivery trolley that should be used.
- Pay attention when manoeuvring through doorways, exits etc as there is a greater risk of slipping and/or tripping whilst carrying boxes.
- Access to some kitchens is via the playground. If you have to access a kitchen via a playground you must close the gate behind you, drive at walking pace and be aware of any pedestrians. Any reversing manoeuvres must only be carried out with the assistance of another member of staff.

Be aware that it is against the law to use a mobile phone when driving. If you must use your mobile phone then either pull up to a safe parking position apply the handbrake and switch off the engine or alternatively wait until you reach your destination.



Serving of Meals

In the servery area, the tiled floors are likely to be wet or greasy with pieces of food and/or waste lying around. Because of this slipping is a hazard, clear up any spillages immediately and put a wet floor sign out.

Because of the relatively confined space of a working kitchen and especially when moving quickly because of service demands it is possible to make contact with fixed machinery or equipment. Be careful when moving around the servery as it is easy to knock yourself.

- Ensure to put out on the server Caution Hot surface sign.
- Ensure that inners are secured on the Bains-Marie, be aware of steam escaping when lifting covers and be careful of serving tools getting hot when left in trays.

When staff are working in close proximity to hot substances and surfaces. Such as hotplates, boiling liquids, steam etc. There is a risk of receiving burns or scalds. Be vigilant when working in these areas. Use oven gloves where practical to protect you when picking up pots/pans and wear safety shoes that completely cover the feet in case of any splashes/spillages.

Take care when positioning mobile serving trolleys. Ensure brakes are off, put trolley into correct position and then reapply brakes. Make sure that all cables are secure under cable covers. The tray slide stores vertically when not in use. When moved to the horizontal position, ensure that the tray slide hinges have fully dropped into position and the tray slide is stable.

There can be a danger of electric shock resulting from faults in plugs/cables when coupled with a steamy, wet environment. Also there is a higher risk of shock when operating electrical equipment with wet hands. All electrical equipment is tested regularly, however if you see equipment with damaged plugs or bared wires then do not use it. Report all faults as soon as possible.

- Only clean the machine when switched off and the electrical supply has been unplugged or switched off at the isolator.
- Some of the primary schools have trolleys for the pupils to serve themselves cold food and also to clear waste and return their plastic tableware for cleaning.
- The size of these trolleys are appropriate for the child age groups, however, this may create a trip hazard for adults.
- Ensure that the placement of these trolleys is in a position least likely to cause a hazard and ensure that the brakes are on after they have been positioned.

The tray slide stores vertically when not in use. When moved to the horizontal position, ensure that the tray slide hinges have fully dropped into position and the tray slide is stable. To put in the storage position, lift the tray slide up and lower the edge closest to you until the tray slide is vertical.

It is also important that you ensure both brakes are released before moving the trolleys to a new position or to the storage area.



Premises and Equipment Cleaning/ Washing

Whilst carrying out daily or other routine cleaning there is a risk of slipping on tiled floors which may be wet/greasy. Steam cleaner and other equipment electrical cables can present a trip hazard if staff are not careful and there is also a risk from tripping over boxes or other containers.

- Take care when bending to clean underneath worktops, permanently fixed equipment, ovens and cupboards that you don't bang your head or harm other parts of the body.
- Be aware that exposure to harmful cleaning agents can be dangerous. Wear PPE and read relevant COSHH assessment and data sheets.
- There can be a danger of musculoskeletal injuries resulting from carrying heavy loads and particularly when emptying full buckets. Staff should be careful when moving, pushing, pulling equipment and/or machinery. Pay particular attention to your manual handling section and training.
- Take care when cleaning and wet mopping in the vicinity of electrical sockets, as there is a danger of electric shock. Consider blanking or taping off sockets where there is a risk of water ingress.
- When wiping down hot surfaces there is a risk of receiving burns. Consider starting your clean elsewhere and returning to them once they have cooled.
- There is also a risk of scalds resulting from exposure to very hot water/steam when hand washing or using dishwasher. Wear washing up gloves whilst carrying out this task.
- There is a danger from contact with sharp objects on surfaces being wiped. Remove all sharp objects taking care when cleaning and putting away.
- Take care when using dishwashing equipment as the temperature of the water jet can be scalding.





Use of Steam Cleaners

Before use check for any signs of damage to the plug, splits or cuts in the cable sheath, or any slippage of the cable in the cable grip at either end. You should not be able to see the brown, blue or green and yellow coloured wires inside.

- You should also look for loose or broken covers over electrical parts. You could get a shock if water gets into the wrong parts of the cleaner.
- Report any faults that you find to your line manager. Remember that faulty cleaners can kill. Do not use a faulty steam or water pressure cleaner.
- These machines make work areas wet and may also make you wet. Because of this, if you receive an electric shock from a faulty machine, it is more likely to be dangerous. Electric shocks from this equipment can also cause serious burns.

To prevent failures of flexible cables, try to route the cables away from the work area, and not across paths where they might get caught and pulled, or run over and damaged. This includes any extension cable, because it too will be most likely to fail at its connections at the plug and the socket.

High pressure jets can force the fluid through the skin and this can be dangerous. No-one should stand in front of the cleaning jet. Also, the spray from your cleaner could drift into other work areas, or over other people, and this could be dangerous too.



Setting up/ clearing away dining area

In school dining areas the floors can be wet or greasy with pieces of food and/or waste lying around. Slipping/tripping is, therefore, a hazard.

- Clean any spillages up immediately and put a wet floor sign in the area.
- There is also a danger of being struck by tables being moved by others or even from bumping into dining furniture when moving quickly because of service demands.
- There can be a danger of musculoskeletal injuries resulting from the moving, lifting and stacking of tables and chairs or when setting up or dismantling 'Sico Tables' (see instructions for operation of Sico Tables). Ensure good lifting practices are used when lifting heavy and/or awkward loads.

Instructions for Operation of Sico Tables

MOVING THE TABLE SEATING UNIT



PUSH FROM END OF TABLE
WITH TRANSIT LOCK ENGAGED.



DO NOT PUSH FROM SIDE AS TABLE
MAY TIP OVER.

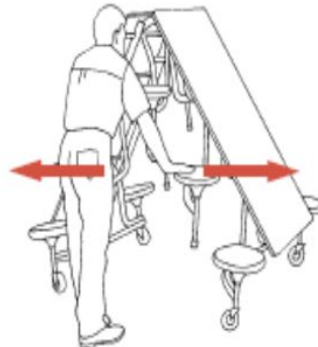


AVOID DEBRIS ON FLOOR.

OPENING THE TABLE SEATING UNIT



RELEASE TRANSIT LOCK AND
DISENGAGE, THEN GRASP TWO STOOLS
ON OPPOSITE SIDES OF THE TABLE.



CONTINUE TO OPEN UNIT USING
STOOLS AS HANDLES.



CHANGING GRIP TO BOTH CENTRE
STOOLS, EASE TABLE DOWN INTO
POSITION.

CLOSING THE TABLE SEATING UNIT



DISENGAGE CENTRE LOCK AND LIFT
TABLE USING STOOL AS HANDLE.



CONTINUE TO LIFT USING
CENTRE STOOLS.



GRASP BOTH MIDDLE STOOLS AND
PUSH TOGETHER TO ENGAGE LOCK.

Cash Handling

Primary School

Primary school pupils pay for their school meals by requesting that you manually put money on their account.

- Please review lpay manual for details on who to top up accounts manually.

Secondary School

Emptying of revalues

To avoid possibility of attack from opportunist, thief or mugger:

- Empty revaluation units successively.
- Use a 2nd person to assist in emptying units.
- Ensure that you don't put yourself at risk i.e. don't have a go.

To avoid the possibility of musculoskeletal injuries resulting from handling heavy containers of cash:

- Empty revaluation units daily keeping weight of cash to a minimum

For both Primary and Secondary

Please follow the guidance below

- Try to keep the majority of cash handling as far as possible from public areas.
- Count cash as far away from entrances/exits or public areas as possible. Check that the office and/or storeroom has a suitable lock and has doors that are not easily forced.
- When counting money in the office, carefully identify callers before letting them in.
- It is good practice not to keep large sums of cash in one location and try not to allow money to build up in the Kitchen.
- Bank money at frequent intervals and at as irregular times as you can manage.

Fire



You should familiarise yourselves with the fire procedures in your workplace.

You should also familiarise yourself with the position of extinguishers and fire blankets in your workplace & the types available.





















If You Discover a Fire:

- Sound the alarm.
- Tackle the fire with the provided equipment only if safe to do so and trained.

On Hearing the Fire Alarm:

- Shut down all appliances if possible. Close hatch if required and doors behind you.
- Leave the building by the nearest exit.
- **DO NOT** stop to collect personal belongings. Do not use lifts
- **DO NOT** re-enter the building until permission is given.

Extinguisher Types

 WATER	 CO₂	 FOAM	 POWDER
 Safe for: Wood, paper and textiles.	 Safe for: Flammable liquids.	 Safe for: Wood, paper and textiles.	 Safe for: Wood, paper and textiles.
 Not for: Live electrical equipment.	 Safe for: Live electrical equipment.	 Safe for: Live electrical equipment.	 Safe for: Live electrical equipment.
 Not for: Flammable liquids.	 Not for: Wood, paper and textiles.	 Not for: Live electrical equipment.	 Safe for: Gaseous fires.
 Not for: Flammable metal fires.	 Not for: Flammable metal fires.	 Not for: Flammable metal fires.	 Safe for: Live electrical equipment.

User Signature Page

I have read and understood the safe working methods described in the preceding pages:

[illegible]

