

Temporary Kitchen Signage Pack

This pack contains signage you may be required to display in your temporary kitchen to give safety and hygiene information to your employees. Please laminate any signage required and display as necessary. If you require any further assistance or advice, please contact your HSE Team.

1. **Six Steps to Effective Hand Washing** – Display adjacent to all hand wash basins (print and cut into 2 x A5 signs, 1 sign per hand wash basin).
2. **First Aid Box Location** – Display above where the first aid box is stored.
3. **Fire Extinguishers** – Display adjacent to fire extinguishers. Signage should be provided by the client this is for backup if required.
4. **Caution Very Hot Water** – Display next to hot water urns or any sinks with very hot water.
5. **Caution Hot Surface** – Display next to hot surfaces such as hot plates.
6. **Mind the Step** – Display on doors or in areas where there is a step on the access route.
7. **This sink for food wash only** – Display adjacent to sinks designated for food wash only.
8. **This sink for equipment wash only** – Display adjacent to sinks designated for equipment wash only e.g. pot wash sinks.
9. **Know Your Allergens** – Display where both BOH and FOH can read the information.
10. **Warning Hot Oil** – Display on or adjacent to deep fat fryers.
11. **Chemical Safety** – Display in the dish wash / pot wash area.
12. **Fire Exit** – These should be provided by the client, but this can be used as back up display above fire exit doors.
13. **Dual Use Work Bench** – Display above work benches to demonstrate that *E. coli* cross-contamination controls are in place, where dual use of work benches is required due to limited preparation surfaces.
14. **Aseptopol EL76 Task Card – Surface Disinfection** – Display in areas where this chemical is used as a reminder of the two-stage cleaning and sanitising process.
15. **Oasis Pro 20 Task Card – Surface Disinfection** – Display in areas where this chemical is used as a reminder of the two-stage cleaning and sanitising process.
16. **Aseptopol EL76 Task Card – Manual Wash Up** - Display at sinks where food equipment is being washed manually.
17. **PPE Warning Signage** – Display areas where sanitiser bottles are filled, dishwasher chemicals are used and where Aseptopol is used for manual pot washing, to remind users to wear the correct PPE when dispensing the concentrated chemicals.
18. **Tea & Coffee Station** – Display on or adjacent to BOH tea and coffee stations to warn staff of risks in this area.
19. **Raw Product Equipment** – Display above complex equipment, including vac packers or slicers, being used for **raw** food items. All complex equipment must be designated according to use.
20. **Ready-to-Eat Product Equipment** – Display above complex equipment, including vac packers or slicers, being used for **RTE** food items. All complex equipment must be designated according to use.
21. **LPG Warning** – Signage for the LPG cylinder cage should be provided by the supplier; this is for backup if required.
22. **Dangerous Equipment** – Display on or adjacent to any equipment with moving parts, such as dish wash machines, food mixers and slicing machines.
23. **No Smoking** – Display on the outside of external doors to kitchens.



THIS SINK FOR HAND WASH ONLY

6 STEPS TO EFFECTIVE HAND WASHING

1 Wet your hands



2 Apply soap



3 Lather and scrub - for no less than 20 seconds



4 Rinse for 10 seconds



5 Turn off the tap using paper towel and dispose of it



6 Use some more paper towel to dry your hands



DON'T FORGET TO WASH: BETWEEN YOUR FINGERS, UNDER YOUR NAILS, THE TOPS OF YOUR HANDS.

SAFE FOOD
served with you in mind



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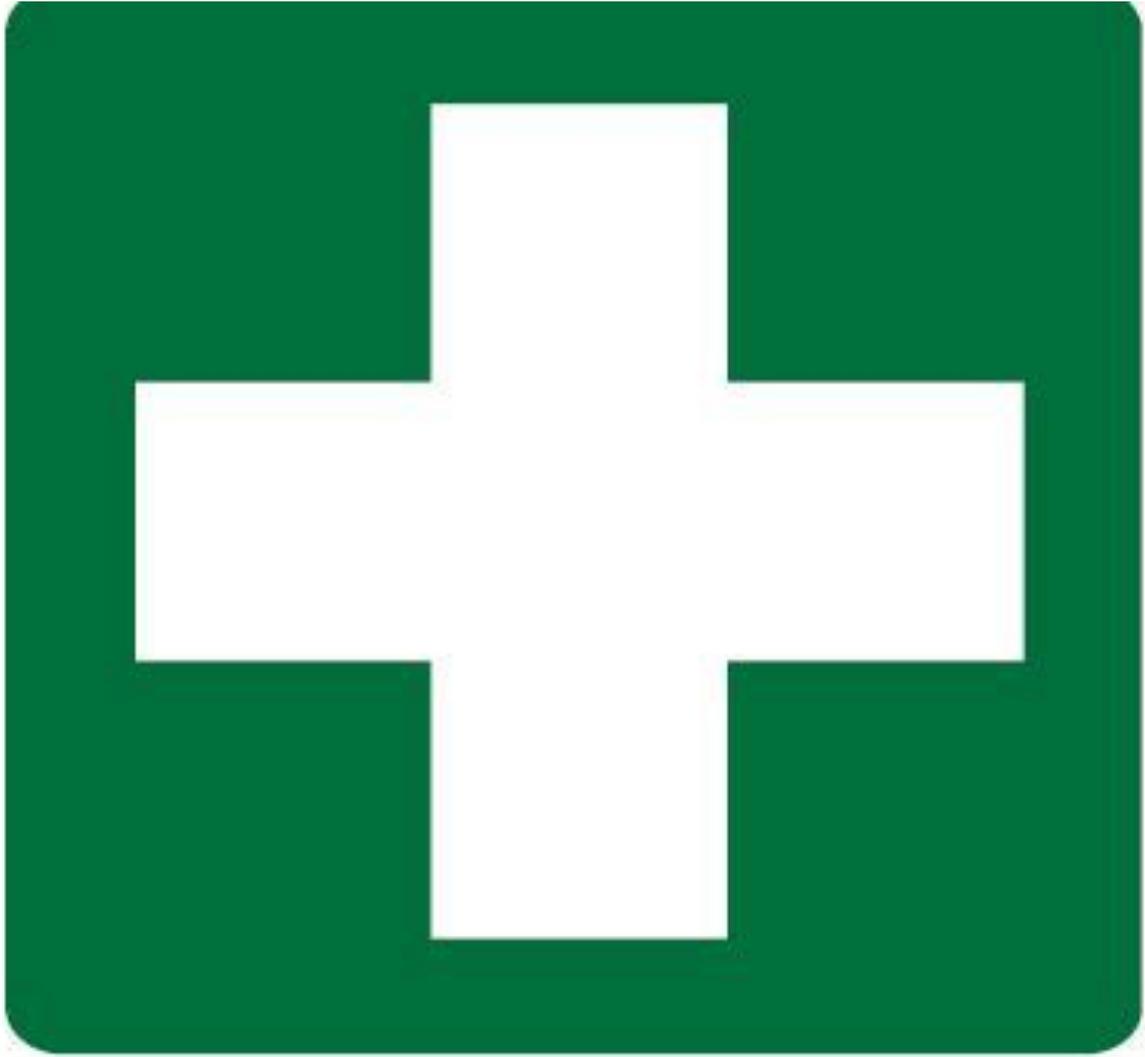
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care



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**First Aid
Box**

Fire Extinguishers



CO₂

✓ For use on

- CLASS B Flammable Liquids
- Live Electrical Equipment

Do not use on:

- Wood, paper and textiles.
- Flammable metal fires.
- Do not use in a confined space or hold horn when operating.



Water

✓ For use on

- CLASS A Wood, Paper, Textiles etc.

Do not use on

- CLASS B Flammable Liquid
- Live Electrical Equipment



Foam

✓ For use on

- CLASS A Wood, Paper, Textiles etc.
- CLASS B Flammable Liquids

Do not use on

- Live Electrical Equipment



Wet chemical

✓ For use on

- CLASS F Cooking oil fires

Discharge entire contents onto fire from at least 1 metre distance



Dry powder

✓ For use on

- CLASS A Wood, Paper, Textiles etc.
- CLASS B Flammable Liquids
- CLASS C Gaseous Fires
- Live Electrical Equipment



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**Caution
Very Hot Water**



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**Caution
Hot Surface**



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Mind The
Step



**THIS SINK FOR
FOOD WASH
ONLY**



**THIS SINK FOR
EQUIPMENT WASHING
ONLY**

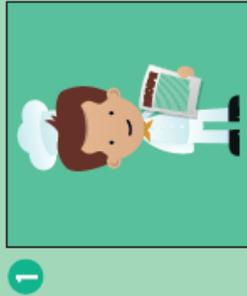
KNOW YOUR ALLERGENS



WHAT ARE THE ALLERGENS TO BE AWARE OF?



BACK OF HOUSE:



1

Ensure your recipes are printed from The Source or where applicable created using the Manual Allergen Builder.



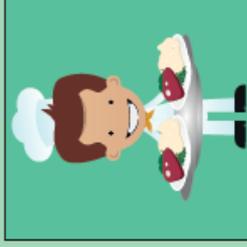
2

Always follow the recipe. Cross-check the ingredients against the recipe to ensure they match.



3

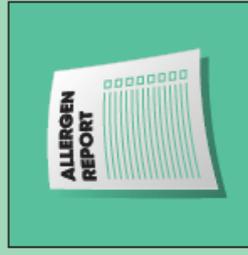
Periodically check The Source allergen information against your printed allergen information and against the packaging of items when they arrive in unit.



4

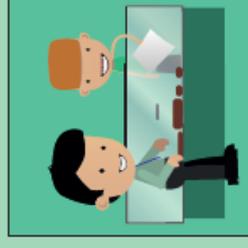
Before service, brief your front of house team on allergens in dishes available on a menu.

FRONT OF HOUSE:



1

Ensure allergen information is correct and available. This must be cross-checked during pre-service brief.



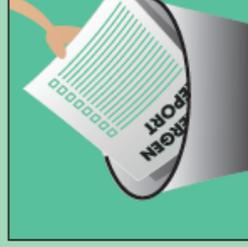
2

If a customer has a question regarding allergens point them to where the allergen information is available. Remember don't advise the customer what they can have!



3

Customer to review the information in the allergen folder and decide if the food is safe for them to consume.



4

Allergen information to be kept whilst applicable and retain for 4 weeks before disposing of it.



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WARNING Hot Oil

Please allow the oil in this fryer to cool for a minimum of 7 hours before draining.

Only trained persons to operate and clean the deep fat fryer

Chemical Safety

Control of Substances Hazardous to Health



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The 12 Point Plan for Safe Product Use



1. ALWAYS read the product label or COSHH Product Assessment prior to first use.

2. ENSURE the product is suitable for the intended use.

3. WEAR the correct protective clothing or equipment provided if required.

4. DILUTE products accurately, as described on the label. Always add product to water when diluting.

5. NEVER mix chemicals. Toxic gas may be given off.

6. DON'T use unmarked containers. Always labelled trigger spray bottles.

7. DON'T use any containers or spray bottles that are normally intended for other use to store chemicals.

8. STORE products upright, safely and securely when not in use.

9. KEEP products out of reach of children at all times.

10. REPORT all spillages and damaged containers to your manager immediately.

11. AVOID body contact with all chemicals, report any accidents and seek medical advice where necessary taking the Safety Data Sheet or product label with you.

12. ALWAYS use safe working practices. Obey these rules and never take shortcuts.





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Fire
exit



This work bench can be used for both **RAW**
and **READY-TO-EAT** products

Raw products will be prepped first and then a complete clean and sanitise of the area will be conducted before any **Ready-To-Eat** prep is carried out, ensuring a minimum 1-minute contact time with Oasis Pro20 or Aseptopol EL76.

Ensure complete separation at all times

Aseptopol EL76 – Surface Disinfection & Food Preparation Sanitisation(2 stage)

HS.TC.116.02 – Sep 2022

READ BEFORE STARTING



Wear PPE where advised in each step

GLOVES & GOGGLES

You MUST refer to the CPAs & Task Cards for your PPE Requirements



USE BIOCIDES SAFELY. ALWAYS READ THE LABEL AND PRODUCT INFORMATION BEFORE USE

1 Remove any loose soils



3 Spray cloth with Aseptopol EL76 solution. Wipe surface to clean. Remove all loosened soils.



5 Allow 1 minute contact time



7 Wipe dry with paper towel



2 Fill correctly labelled spray bottle with 600ml of clean water and 10ml of Aseptopol EL76 and re-fit trigger. - 1 pelican pump per 600ml bottle



4 Spray clean cloth with Aseptopol EL76 solution. Wipe surface to be disinfected, ensuring it is thoroughly wet (10ml per 600ml trigger via dispenser)



6 Rinse surfaces with clean water



Oasis Pro 20 (OP20) Premium – Surface Disinfection & Food Preparation Sanitisation(2 stage)



HS.TC.119.03 – Sep 2022

READ BEFORE STARTING



Wear PPE where advised in each step

GLOVES & GOGGLES

You MUST refer to the CPAs & Task Cards for your PPE Requirements



USE BIOCIDES SAFELY. ALWAYS READ THE LABEL AND PRODUCT INFORMATION BEFORE USE

If your site has a P4U (plumbed in dispensing system) then please disregard step 2 and fill the bottle with the solution directly from the pre-mixed dispenser

1 Remove any loose soils

2 Fill correctly labelled spray bottle with 600ml of clean water and 20ml of Oasis pro 20 and re-fit trigger. - 1 pump per 600ml bottle

3 Spray cloth with Oasis pro 20 solution. Wipe surface to clean. Remove all loosened soils.

4 Spray clean cloth with OP20 solution. Wipe surface to be disinfected, ensuring it is thoroughly wet (20ml per 600ml trigger via dispenser)

5 Allow 1 minute contact time

6 Wipe dry with paper towel

If in any doubt about the PPE required, please refer to the separate COSHH Product Assessment or your HSE Manager



Aseptopol EL76 – MANUAL POT AND PAN WASHING



HS/TC/117/01 – June 2020

READ BEFORE STARTING



Wear PPE where advised in each step

GLOVES & GOGGLES

You MUST refer to the CPAs & Task Cards for your PPE Requirements



1

Fill sink to required level of water. Water must be warm.



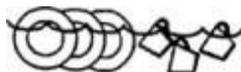
2

Dispense 40ml of Aseptopol EL76 into 10L water via pelican pump. (4 doses)



3

Remove loose soils from item to be washed and fully submerge in sink



4

Leave in contact for 5 minutes



5

Scrub items with pad or brush to remove all soil if necessary.



6

Rinse with clean water



7

Leave to air dry



IMPORTANT - YOU MUST WEAR PPE WHEN:



GOGGLES



GLOVES

- **DISPENSING CONCENTRATED CHEMICALS INTO SANITISER BOTTLES**
- **CHANGING DISH WASHER CHEMICAL BOTTLES**
- **ANY OTHER TIME YOU ARE HANDLING UNDILUTED CHEMICALS**

If in any doubt about PPE required, please refer to the COSHH Product Assessment or ask your supervisor / manager



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Tea & Coffee Station



Using Disposable Cups and Lids

- ✓ **Before using, check each cup and lid for faults. Discard damaged ones and report to your Supervisor**
- ✓ **Fit the lid securely to the cup, check the rim to ensure it is secure across all of the perimeter**

Using This Tea & Coffee Station

- ✓ **Keeping this station organised and tidy will reduce the likelihood of accidents**
- ✓ **When filling Urns and Coffee Pots take care not to over fill them**
- ✓ **Spillages are to be cleaned up as they occur and wet floor warning signs used when appropriate.**
- ✓ **Report any faults or defects to the equipment to your Supervisor as soon as possible**



Only **RAW** products
to be prepared on this machine

Under no circumstances may ready-to-eat
products come into contact with this machine

Only **READY-TO-EAT** products
to be prepared on this machine

Under no circumstances may raw products
come into contact with this machine



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CARE



SHARE



Danger

Highly
flammable LPG



No
smoking



No naked
lights



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CARE



SHARE



DANGEROUS MACHINE



1. Only trained operators are allowed to use this machine.
2. Operators under training may only use this machine under skilled supervision.
3. Only persons over the age of 18 are allowed to operate or clean this machine.



4. Check that the guards are in place before operating.
5. Before commencing to clean or dismantle this machine, the operator must check that the power has been switched off and power plug removed.
6. Switch off when not in use.



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No
Smoking