

ACCESS TO AUTHORISED PERSONNEL ONLY

VISITORS MUST WASH THEIR HANDS ON ENTERING
AND REMAIN WITH THEIR HOST AT ALL TIMES

SINK FOR HANDWASHING ONLY

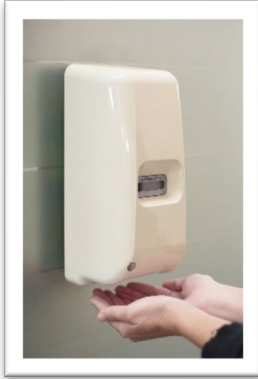
MAKE SURE BACTERICIDAL SOAP AND PAPER TOWELS ARE PROVIDED
DO NOT OBSTRUCT THIS SINK

NOW WASH YOUR HANDS PLEASE

ALWAYS WASH AND DRY YOUR HANDS THOROUGHLY
AFTER USING THE TOILET

HAND WASHING

STEP 1



Wet your hands thoroughly under warm running water and squirt liquid bactericidal soap onto the palm of one hand.

STEP 4

Rub in between each of your fingers on both hands and round your thumbs, then your fingertips and nails.



STEP 2

Rub your hands together to make a lather.



STEP 5

Rinse off the soap with clean water.



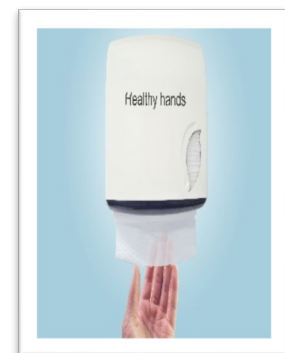
STEP 3

Rub the palm of one hand along the back of the other and along the fingers. Then repeat with the other hand.



STEP 6

Dry hands thoroughly on a disposable towel. Turn off the tap with the towel and then throw the towel away.



Apply anti-bacterial gel and/or barrier cream if provided.

FOOD ALLERGIES & INTOLERANCES

If you have any food allergies or intolerances, let us know so that we can help you choose.

As our products are prepared in a bakery where food allergens are present, we cannot guarantee they will be completely free from a particular allergen.



ALLERGIC REACTIONS

If you think a customer is having a severe allergic reaction:

- Ask the customer (or friends and family) if they have adrenaline on them (they may have an auto-injector). Check if they are wearing a medi-bracelet or necklace.
- Do not move them and ideally lie them down with their legs up
- Ring 999 and ask for an ambulance with a paramedic straight away. Explain that your customer could have anaphylaxis (pronounced 'anna-fill-axis')
- Call the first aider and ask if there is a doctor on site.
- Send someone outside to wait for the ambulance.
- Stay with the customer until help arrives.

Site details to give to emergency services

Name of Company:




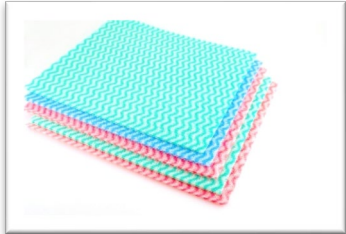
Site Address:

Postcode:





Telephone Number:

Special instructions (e.g. which floor, where to park etc)

WORK SURFACES - CLEAN-AS-YOU-GO

WHERE & WHEN TO USE	WHAT TO USE
<p>Use this method during production or service on work surfaces:</p> <ul style="list-style-type: none"> ✓ only ever used for ready to eat foods; <p>OR</p> <ul style="list-style-type: none"> ✓ only ever used for unwashed and raw foods 	<p>Spray sanitiser name:</p> <p>Dilution:</p> <p>Shelf-life:</p>
STEP 1	STEP 2
<p>Spray surface with sanitiser and wipe with one use blue towel OR a wiping cloth designated for that work surface.</p> 	 <p>Leave the sanitiser on the work surface for at least:</p>
STEP 3	PREVENTING CROSS-CONTAMINATION
<p>Rinse wiping cloth in clean water and remove sanitiser from the surface.</p> 	<p>Rinse wiping cloths between tasks and store in a bowl of dilute sanitiser solution designated for that work surface.</p> <p>Dispose of wiping cloths at the end of every day or wash on 90°C cycle.</p> 

WORK SURFACES - DISINFECTION

WHERE & WHEN TO USE	WHAT TO USE
<p>Use this method on work surfaces:</p> <ul style="list-style-type: none"> ✓ between using for unwashed/raw foods and using for ready-to-eat foods; ✓ at the start of each day; ✓ at the end of preparation; ✓ at the end of service 	<p>Spray sanitiser name:</p> <p>Dilution:</p> <p>Shelf-life:</p>
STEP 1	STEP 2
<p>Remove debris then wash thoroughly with hot soapy water.</p> <p>Rinse with clean water and wipe dry.</p> 	<p>Spray surface with sanitiser and wipe with 'one use' blue towel</p> <p>OR a new or freshly cleaned cloth.</p> 
STEP 3	STEP 4
 <p>Leave the sanitiser on the work surface for at least:</p>	<p>Rinse wiping cloth in clean water and remove sanitiser from the surface.</p> 

DO NOT USE

FOOD TO BE RETURNED OR DISCARDED

COLOUR CODING

Prevent cross-contamination! Use the correct colour coded boards and knives

RAW MEAT

RAW FISH

VEG TO BE COOKED

COOKED MEATS

WASHED VEG AND FRUIT

BAKERY AND DAIRY

READY TO EAT FOOD AREA

TAKE EXTRA CARE SO BACTERIA FROM ANY SURFACES
(INCLUDING YOUR HANDS)
DO NOT TOUCH READY-TO-EAT FOODS!

RAW/UNWASHED FOOD AREA

NEVER STORE, HANDLE OR PREPARE
READY TO EAT FOODS HERE

SHARED RAW/UNWASHED AND READY TO EAT AREA

THOROUGHLY CLEAN AND DISINFECT WORKSURFACES,
WALLS, SINKS AND TAPS AFTER USING FOR RAW FOOD PREPARATION

NB. physically separate areas for raw/unwashed and for ready to eat foods should be designated whenever possible

SINK FOR EQUIPMENT ONLY

DO NOT USE THIS SINK FOR WASHING HANDS OR FOOD

SHARED SINK FOR RAW AND READY TO EAT FOOD

DO NOT USE THIS SINK FOR WASHING HANDS OR EQUIPMENT
THOROUGHLY CLEAN AND DISINFECT SINK, FITTINGS AND TAPS AFTER USING
FOR RAW FOOD PREPARATION

NB. separate sinks for raw/unwashed and for ready to eat foods should be designated whenever possible

SINK FOR RAW OR UNWASHED FOOD USE ONLY

DO NOT USE THIS SINK FOR WASHING READY TO EAT FOOD,
HANDS OR EQUIPMENT

SINK FOR READY TO EAT FOOD USE ONLY

DO NOT USE THIS SINK FOR WASHING RAW FOOD,
HANDS OR EQUIPMENT

EQUIPMENT FOR RAW OR UNWASHED FOOD USE ONLY

NEVER USE FOR READY TO EAT FOODS

EQUIPMENT FOR READY TO EAT FOOD USE ONLY

NEVER USE FOR RAW OR UNWASHED FOODS

FRIDGE FOR RAW/UNWASHED FOODS ONLY

DO NOT STORE READY-TO-EAT FOODS IN HERE

FRIDGE FOR READY-TO-EAT FOODS ONLY

DO NOT STORE RAW FOODS IN HERE

FRIDGE/FREEZER LAYOUT

Prevent contamination! Never store raw foods above or on the same shelf as ready to eat foods e.g.

READY TO EAT FOODS

READY TO EAT FOODS

RAW/UNWASHED FOODS

RAW/UNWASHED FOODS

CHEST FREEZER LAYOUT

Prevent contamination! Never store raw foods directly adjacent to ready to eat foods e.g.

