METHOD STATEMENT - KITCHEN / FOOD PREPARATION AREA CLEANING

STEP 1 – ASSESSMENT DETAILS

Method Statement Reference:	CCRM-029	FREQUENCY (TICK AS APPROPRIATE)				
Issue Number	12	Daily	Weekly	Monthly	Quarterly	Yearly
Task:	Kitchen / Food Preparation Area Cleaning					
Date Completed:	10/06/2026	✓	✓			
Employee consultation and involvement:	Paula Cruz					
Re-Assessment Due*:	One year from above date					
Method Statement Completed By:	Health & Safety Manager	Emergency Telephone Number: 0845 458 5223				

STEP 2 – PERSONNEL REQUIRED (DURING ACTIVITY)

Lone Worker	2 or More Persons	First Aider	Supervisor/Team Leader	Management
✓	✓	N/A	N/A	N/A

STEP 3 – PROCEDURES TO BE CARRIED OUT (BEFORE STARTING WORK)

Training & Knowledge Company safety Site -induction form: F039	Awareness Method Statement CCRM-032 Bio Hazardous Waste Clean-Up Fluids	Awareness Method Statement CCRM-031 Bio Hazardous Waste Clean-Up 'Sharps'	Place Warning Signs	Perform Visual Check of Equipment
✓	✓	✓	✓	✓

STEP 4 – HAZARDS, PRODUCT AND & PPE

Hot Surface	Slips, Trips & Falls	Manual Handling	Sharp Objects	Harmful/Irritant	Protective Gloves	Sensible work shoes	Eye Protection	Respirator Face Mask FFP2/FFP3or Surgical Mask
								
✓	✓	✓	✓	✓	✓	✓	✓	✓

STEP 5 – PRODUCT USAGE

Product Name	Product Usage	Product Type	Usage Dilution	Application / Equipment
SPRAY CLEAN	All- purpose spray cleaner	Colourless	N/A	Spray Bottle
LACTO DES	Disinfectant spray	Colourless	N/A	Spray Bottle

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STEP 6 – METHOD STATEMENT

METHOD	METHOD	CARE OF EQUIPMENT
Cleaning Food Area Equipment: • Caution Signs • Green cloths • Cleaner/ Scoring pad Health and Safety: • Wear PPE • Follow COSHH instructions on safe use of chemicals • When facing overflow sinks with zero visibility. Take extra-care • STOP and READ labels before handling, cleaning, or moving any jars or containers. • -NEVER MIX OR SWAP CONTENTS between labelled jars • Never leave Knives in a sink full of water • Let a falling knife fall. Do not try to catch it. • Avoid placing knives near the edge of a countertop. • When storing plates, cups and crystals, check for faults and any if any broken pieces in cups and crystals . NEVER try to overcrowd the storage by placing circular or cylindrical items flat-down / horizontally or on top of other items Method: • Where food handling cannot be avoided, hands are rinsed promptly before starting and after finishing the task. • Put on personal protective equipment. • With GREEN colour coded cloth apply cleaning solution via trigger spray, • Wipe kitchen work tops and surrounding surfaces including wall tiles, ledges, pipes, waste bin and kitchen sink, working from clean to dirty areas. • Wipe down associated kitchen / dining area furniture (tables, chairs etc) • Remove any objects, e.g. food waste, from the plug hole in the basin. • With running tap water, rinse sink basin thoroughly, • Using a clean cloth wipe down the interior of the kitchen appliances (refrigerator, microwave etc) • Wipe down the outsides of kitchen appliances. • Wring out cloth and polish stainless steel or chrome. • Replace moved items, replenish paper towel dispenser, where fitted. • Remove any splashes or marks from walls and wipe door handles. • Clean equipment and check for safety. • Return equipment, materials and warning signs to store.	**Cleaning Kitchen** Equipment: • Caution Signs • Green cloths • Cleaner/ Scoring pad Health and Safety: • Wear PPE • Follow COSHH instructions on safe use of chemicals • When facing overflow sinks with zero visibility. Take extra-care • Never leave Knives in a sink full of water • Let a falling knife fall. Do not try to catch it. • Avoid placing knives near the edge of a countertop. • When storing plates, cups and crystals, NEVER try to overcrowd the storage by placing circular or cylindrical items flat-down / horizontally or on top of other items Method: • Where food handling cannot be avoided, hands are rinsed promptly before starting and after finishing the task. • Put on personal protective equipment. • Assemble equipment and check for safety. • Place warning signs. • Turn off power and unplug any kitchen equipment to be cleaned. • Isolate gas supply at main cut off valve if cleaning gas ovens or gas hobs, in case of accidental gas discharge. • Ventilate the area, if appropriate. • Empty waste bins and clear waste outlets in accordance with waste procedures. • Pick up any heavy soiling. • Prepare cleaning solution according to manufacturer's instructions.	1. Clean equipment and check for safety 2. Wash buckets wipe out and store 3. Return e Washcloths and allow drying. 4. Returned equipment, materials and warning signs to store

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Safe Use of Knives/ Sharp Objects in the Kitchen

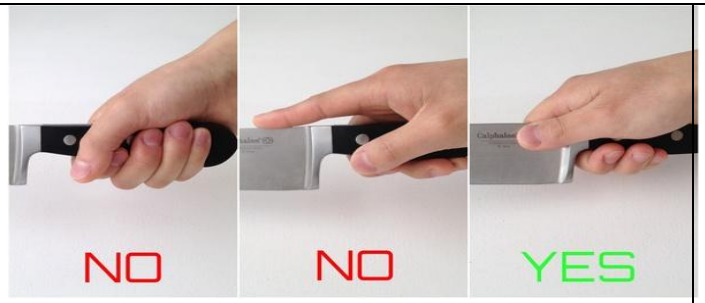
Equipment:
Glove
Non-slippery shoes

Health and Safety:

- Use a knife suitable for the task and for the food you are cutting. Try to choose the smallest all the time.
- If working in pairs to pass a knife to someone else, you should place it down (on a clean surface) and allow the other person to pick it up.
- Avoid placing knives near the edge of a countertop.
- When putting knives into the dishwasher make sure cutting edge is upside down.
- Store knives securely after use, exp in a scabbard or container
- When facing overflow sinks with zero visibility. Take extra-care
- Never leave Knives in a sink full of water
- DO NOT CARRY KNIVES. IF YOU HAVE TO make sure the cutting edge is pointed down and angled slightly away from your body.
- Let a falling knife fall. Do not try to catch it.
- DO NOT ENGAGE in horseplay with a knife
- Avoid the temptation to use your knife to get into cans or TOUGH PACKAGING
- Make sure the kitchen floor surface is even and free from obstacles
- If anybody injured with a knife, immediately apply firm pressure to the wound with a pad or clean cloth and ASK FOR HELP from security to call the first aider.

Method:

- Wear personal protective equipment
- Train employees in the safe use of knives and safe working practices when sharpening them
- Cut on a stable surface preferably chopping board
- Hold the knife properly make sure you have a firm grip on it to ensure it doesn't slip.
- DO NOT APPLY too much pressure to knife











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METHOD	METHOD	CARE OF EQUIPMENT
Cleaning Coffee Machine Equipment: • Caution Signs • Green cloths • Cleaner/ Scoring pad Health and Safety: • Trained staff only on the correct usage and procedures – Phase 2 Induction • Wear PPE • Follow COSHH instructions on safe use of chemicals • Follow user manual instruction on how to clean the machine • Report any faults immediately. • Train staff in correct usage & procedures from the manufacture's user manual book Method: After receiving instructions from your manager on the requirements and specifications of cleaning. - Isolate the machine If required according to the (User Manual hand book) - Put the machine on a clean cycle - Clean the hopper(s) - Clean machine parts thoroughly - Clean everything around the work space, and everything the client can see - Check your water filter device as required	Descaling Coffee Machine Equipment: • Caution Signs • Green cloths • Cleaner/ Scoring pad Health and Safety: • Trained staff only on the correct usage and procedures – Phase 2 Induction • Wear PPE • Follow COSHH instructions on safe use of chemicals • Follow user manual instruction on how to Descale the machine • Report any faults immediately. • Train staff in correct usage & procedures from the manufacture's user manual book Method: After receiving instructions from your manager on the requirements and specifications of cleaning. And descaling - Isolate the machine If required according to the (User Manual hand book) - Put the solution, tablets or concentrate for descaling the system (as shown on your training, and as supported on the user manual handbook)	5. Clean equipment and check for safety 6. Wash buckets wipe out and store 7. Return e Washcloths and allow drying. 8. Returned equipment, materials and warning signs to store

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Dishwasher Use

Equipment:

- Caution Signs
- Green cloths
- Cleaner/ Scoring pad

Health and Safety:

- Trained staff only on the correct usage and procedures – Phase 2 Induction
- Wear PPE
- Follow COSHH instructions on safe use of chemicals
- Do not put sharp objects like knives into the dishwasher as cutting edge is upside
- Follow user manual instruction on how to clean the machine
- Report any faults immediately such as any loose fittings or any loose dishwasher door cover.
- Train staff in correct usage & procedures from the manufacture's user manual book

Pre Use health hand safety check

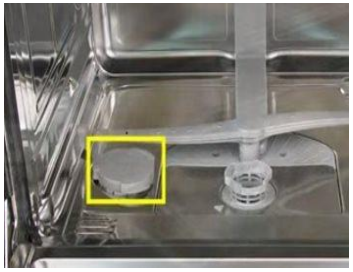
- Carry out a visual inspection of the dishwasher before use.
- Check that there are no warning signs or notices indicating that the dishwasher is out of service.
- Inspect the dishwasher door and surrounding panels for any signs of damage, looseness, missing parts, or unusual movement.
- Do not use the dishwasher if any defects or safety concerns are identified and place A DO NOT USE warning sign.
- Report any faults, defects, or concerns immediately to management and the client in line with the defect reporting procedure.
- Ensure that any defective equipment remains out of use until repairs have been completed and the appliance has been confirmed as safe to operate.
-Where equipment has previously been taken out of service, ensure staff have been informed that it has been repaired and returned to use before operating it.

METHOD DETERGENT

1. Become familiar with the kind of product you are handling, please refer to COSHH book or manufacturer instructions
2. Put on personal protective equipment.
3. Place warning signs
4. Ventilate the area, if possible.
5. Open the dishwasher and check for the type of connection on the dispenser
6. Place the new bottle on the floor "Ground Level"
7. KEEP THE BOTLE VERTICAL AT ALL TIMES.
8. Do not place any full or empty container on the countertop of the kitchen.



Dishwasher Tablets



Dishwasher Salt



Dishwasher Rinse Aid

9. Clean equipment and check for safety

10. Wash buckets wipe out and store

11. Return e Washcloths and allow drying.

12. Returned equipment, materials and warning signs to store

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METHOD	CARE OF EQUIPMENT
Catering for Meetings and Events (Restocking Dispensers, Tea, Coffee and Milk and Food Handling) Equipment: • Caution Signs • Green cloths Health and Safety: • Refer to site control measures regarding COVID-19 Response • Trained staff only on the correct usage and procedures – Phase 2 Induction • Wear PPE • Before starting task , ensure hob is switched off from the main fuse • Where possible and sensible, staff use tools (cutlery, tongs scoops etc) to handle food rather than hands • STOP and READ labels before handling, cleaning, or moving any jars or containers. • NEVER MIX OR SWAP CONTENTS between labelled jars • Where food handling cannot be avoided, hands are rinsed promptly before starting and after finishing the task. • Use clean equipment and maintain good personal hygiene when handling food • Work in teams if possible if load is heavy or bulky with necessary PPE • Use heat resistant gloves if necessary when handling hot liquid in large amounts • Always isolate (switch off from power supply) machinery before carrying out maintenance or cleaning work. • Do not store chemicals near food preparation areas • Follow COSHH instructions on safe use of chemicals when cleaning work surfaces • Report any faults immediately. • Train staff in correct usage & procedures from the manufacture's user manual book Method: After receiving instructions from your manager on the requirements and specifications of housekeeping - Restock tea coffee as required -Restock dispensers -Restock milk (work in pairs if the load is too heavy) -Prepare catering for events and meetings as required and instructed by client	13. Clean equipment and check for safety 14. Wash buckets wipe out and store 15. Return e Washcloths and allow drying. 16. Returned equipment, materials and warning signs to store

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METHOD		CARE OF EQUIPMENT
Cleaning induction hobs / electric hobs Equipment: • Caution Signs • Green cloths Health and Safety: • Always maintain 2 m Social Distancing if working in pairs • Refer to site control measures regarding COVID-19 Response • Trained staff only on the correct usage and procedures – Phase 2 Induction • Wear PPE • Always isolate (switch off from power supply) machinery before carrying out maintenance or cleaning work. • Do not clean if hob still hot • Clean the hob by using only a damp microfibre cloth • Report any faults immediately. • Train staff in correct usage & procedures from the manufacture's user manual book Method: After receiving instructions from your manager on the requirements and specifications -Clean the hob using a green microfibre cloth -Wipe hob with a dry microfibre cloth	• Ensure power suppy is switched off before carrying out cleaning  	17. Clean equipment and check for safety 18. Wash buckets wipe out and store 19. Return e Washcloths and allow drying. 20. Returned equipment, materials and warning signs to store

STEP 7 – RISK ASSESSMENT (likelihood X Severity = Risk)

CATEGORY	HAZARD	POTENTIAL HARM	LIKELIHOOD	Severity	Risk before Controls	Risk After Controls	COMMENTS
Cleaning of Kitchen and food area.	Electricity	Burns / Shock/	2	3	6	3	Staff instructed not to touch any light switches with wet hands.

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Cleaning of Kitchen and food area	Defective dishwasher door/panel becoming detached during use	Impact injuries, bruising, sprains, fractures to feet, ankles or lower limbs	2	3	6	3	Staff to visually inspect the dishwasher before use. Any faults must be reported immediately. Faulty equipment must not be used and warning signage must be displayed until repairs have been completed and communicated to staff. Staff inductions completed.
Kitchen and food area.	Contact with steam, hot water, hot oil and hot surfaces	Scalding or burns injuries	3	4	12	6	Staff Trained on the risk of hot liquids Use of heat resistants gloves where neccesary Ensure hobs are turned off or disconnected when not in use Display 'hot water' signs at sinks Staff training for all staff on first aid procedures, should it be needed. Staff advised to wear long sleeve
Kitchen and food area.	Food Handling	Frequent hand washing can cause skin damage. Some foods can cause some staff to develop skin allergies	3	4	12	4	Where possible and sensible, staff use tools (cutlery, tongs scoops etc) to handle food rather than hands. Food grade, single- use, non-latex gloves are used for tasks that can cause skin problems Where handling cannot be avoided, hands are rinsed promptly after finishing the task. Staff reminded to thoroughly dry hands after washing.
Kitchen and food area.	Food Handling – mixing or swapping contents of the food jars & containers	Allergic reactions	4	4	16	4	Operatives trained in these operations. Awareness of environment and other people's actions. Tool box programme in place Staff instructed to report hazards to area managers.
Kitchen and food area.	Food Safety	Bacterial growth or further contaminated by micro-organisms, chemicals etc.	3	3	9	4	Staff training Store at safe temperatures Cover or wrap foods Check Storage instruction Check expiry date on the packaging Efective cleaning routine Good personal hygiene
Cleaning of Kitchen and food area.	Slips, trips & falls	Broken bones/bruises/cuts	4	3	12	6	Operatives trained in these operations. Awareness of environment and other people's actions. Tool box programme in place Staff instructed to report hazards to area managers. Staff instructed to wear sensible shoes. Good housekeeping – work areas kept tidy, goods stored suitably etc. Kitchen equipment maintained to prevent leaks onto floor. Equipment faults leading to leaks quickly reported to manager.

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Cleaning of Kitchen and food area.	Exposure to hazardous substances	Inhalation, skin contact, eye contact / irritation, ingestion, vomiting, possible intoxication	4	2	8	2	Training, induction and Toolbox progarmme in place Disposable gloves and aprons provided See COSHH assessments
Cleaning of Kitchen and food area.	Sharp objects	Cuts / Injuriy	4	4	16	4	Operatives trained in these operations. Staff instructed to report hazards to area managers. Training, induction and Toolbox progarmme in place PPE provided Competent supervision and monitoring When handling Knife always keep blade and /or sharp ends away from the body If passing a knife to another person never give the knife directly to the other person. • Place the knife on a flat surface such a table or conutertop and alow the other person to take the knife from that surface.
Cleaning of Kitchen and food area.	Contact with body fluids	Biohazard risk / contamiation / infection	3	4	12	4	Training, induction and Toolbox progarmme in place Reporting of near missess and dangerous occurrence Competent supervision and monitoring Disposable gloves and aprons provided Biohazrd Fluids and sharp risk assessment and training in place
Cleaning of Kitchen and food area.	Contact with body fluids due to using contaminated cloths and poor personal hygiene	Biohazard risk / contamiation / infection	4	4	16	4	Training, induction and Toolbox progarmme in place Reporting of near missess and dangerous occurrence Competent supervision and monitoring Disposable gloves and aprons provided Biohazrd Fluids and sharp risk assessment and training in place Forensic cleaning technique is in place Colour coding system for cloths & buckets are in place GBAC trained supervisor Operatives are aware and informed regarding personal hygiene rules on sites
Cleaning of Kitchen and food area.	Manual Handling	Musculoskeletal injury (e.g. Back, arms, shoulders injuries)	3	3	9	3	Staff trained in safe method of work Training and site induction in place ToolBox programme in place
Cleaning and Descaling of Coffee machines	Manual Handling / Exposure to hazardous substances	Burns, electrocution, scalds and burns and fire	3	3	9	3	Trained staff only on the correct usage and proceedures – Phase 2 Induction Fault reporting in place and follow by all staff Ensure area around you is celar of obstruction COSHH training must be completeed before using chemicals and PPE must be worn. Refer to The User Instruction Manual for Descaling process or contact the client Read the COSHH of the descaling product before performing the descailing process. If in doubt contact immedialtely your supervisor or Manager

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OVERALL RISK RATING BEFORE CONTROL: 11	Very Low	Low	Medium	High	COMMENTS
			✓		
OVERALL RISK RATING AFTER CONTROL: 3.85	Very Low	Low	Medium	High	
	✓				

LIKELIHOOD	SEVERITY	INTERPRETATION
1. IMPROBABLE OCCURRENCE 2. REMOTED OCCURRENCE 3. REASONABLY PROBABLE OCCURRENCE 4. VERY LIKELY OCCURRENCE 5. ALMOST CERTAIN OCCURRENCE	1. SLIGHT: NO INJURY or Injury requiring first Aid treatment 2. MINOR: INJURY requiring medical treatment with absence from 3 days to 3 weeks 3. MODERATE: Injury illnes resulting in temporary disibility (eg. fractures) and absence over 3 weeks 4. SERIOUS: Severe injury or permanent disibility (e.g loss of limb, sight) property and equipment damage 5. MAJOR: Immidiate danger exist, capable of causing death, loss or damage on a wide scale and serious business disruption (e.g. Explosion, fire, structural damage, etc.)	4 and below very Low risk = No further action, but ensure controls are maintained an review 5 to 8 Low risk = Risk Can be tolerated or for only short term. Plan introduction of meassures with a define time period 9 to 15 Medium Risk = Planned and introduce further control measures to mitigate the risk within a time scale 16 and Above = Stop activity and immediate action

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