

**Central Production Unit Food Safety & Quality Management System**  
**Housekeeping and Hygiene**

### **Purpose**

To outline the controls required to ensure housekeeping and hygiene standards are implemented to deliver:

- A high standard of hygiene across the whole site including high-care, low-care, warehouse, yard, external and colleague areas and offices
- Cleaning operations that are conducted by trained individuals in accordance with cleaning instructions
- Verification that cleaning activities are checked by an independent colleague
- A clean and orderly environment that is consistently maintained to support the safe preparation and production of food
- A clean working environment to support good colleague morale, underpinning a positive food safety culture

### **Scope**

The management controls required to effectively manage housekeeping and cleaning standards at Central Production Units.

### **Central Production Unit details:**

### **Responsibilities**

<b>Responsible Person (s)</b>	<b>Responsibility</b>
<b>Site Manager</b>	<p>Responsible for setting Unit standards and monitoring adherence to housekeeping and hygiene procedures</p> <p>Responsible for ensuring Unit specific cleaning instruction are available and clear, and that each colleague who undertakes cleaning activities is fully trained</p> <p>Responsible for conducting cleaning checks and verifying cleaning standards are consistently being met</p> <p>Responsible for coordinating with operational teams to ensure suitable cleaning instructions are in place and ensure all colleagues are trained for the cleaning tasks they responsible for undertaking</p> <p>Responsible for ensuring the Unit flow is designed to allow for equipment and machinery to be easily cleaned and maintained.</p> <p>Ensuring all Unit colleagues are consistently operating to good hygienic standards when working inside and outside of the Unit environment</p>
<b>Operational Colleagues</b>	<p>Operational colleagues are responsible for conducting all cleaning operations in accordance with scheduled and in line with Unit cleaning schedules</p>

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### Policy details

All Unit colleagues, to include operational and leadership play an important role in ensuring that the appropriate standards of hygiene and housekeeping are maintained across all areas of the site both internally and externally.

- The site teams work to maintain a suitable level of cleanliness and control is achieved through risk-based cleaning policies, procedures and schedules and demonstrated through documented process and Unit led monitored systems
- It is everyone's responsibility to ensure that cleaning is carried out in accordance with documented procedures and schedules. Wherever possible a clean as you go policy must be applied by all colleagues
- Documented cleaning procedures should be in place and be maintained for the building, plant and all equipment. Cleaning frequency and methods implemented must be designed to ensure the appropriate standards of cleaning is effective to minimise the risk of contamination.
- Cleaning instruction cards should be developed to describe the step-by-step process for cleaning both equipment and the wider Unit environment
- Production planning should ensure that enough time for cleaning is available. Cleaning will be carried out by trained colleagues in a way that will ensure it does not pose any risk of product contamination
- The effectiveness of cleaning should be verified by a comprehensive swabbing programme across the high care production areas by a member of the Unit leadership team. This includes the fabric of production areas and food contact surfaces. The results from swabbing should be analysed and trended. Where any out of specification results occur, they should be investigated, and corrective actions implemented
- All cleaning chemicals must be supplied by a reputable company and approved by Compass Group UK & Ireland Supply Chain.
- Chemical containers must be checked to ensure they are always clearly labelled. Safe usage of cleaning equipment and the correct application of chemicals as advised by the chemical company and any supporting MSDS
- All cleaning equipment should be colour coded according to the production areas and stored off the floor when not in use
- Chemical MSDS should be accessible for all chemical products used on site

### Document control

Document name:	Housekeeping and hygiene
Document reference:	CPU.FS.POL.004.01
Date of 1 <sup>st</sup> Issue:	19 August 2024
Author:	Food Safety
Version number:	1

Revision record	
Date of revision	Details of revision