

Content**MODULE 2: Hygiene, Safety and Security****Unit 2.1: Managing safety procedures in the food preparation area**

- Possible accidents in the kitchen
- Safety practises to avoid accidents: cuts, burns, electricity, gas, chemicals
- Evacuation of the Training kitchen / Restaurant (Refer to school evacuation policy)
- Safety signs e.g., evacuation, wet floors, electricity hazards, burning hazards, poisoning hazards, positioning of fire extinguisher
- Fires in the kitchen: reporting and extinguishing

Unit 2.2: Hygiene practices in the food preparation area**Personal hygiene**

- Basic personal hygiene rules
- Washing/sanitising of hands
- Uniforms (chef and waitron)

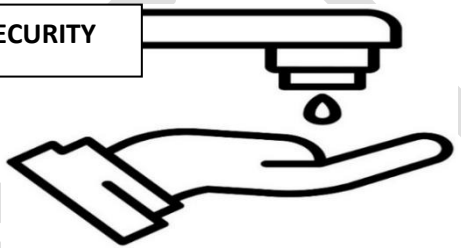
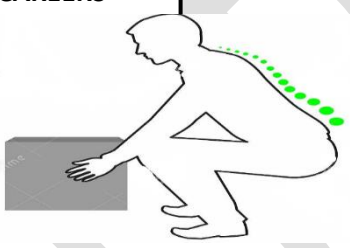

Kitchen hygiene

- Correct use of chemicals
- Cleaning surfaces and floors
- Washing dishes
- Refuse bins

Practical Demonstration: Visit the training kitchen: Locate and identify safety signs. Practice evacuation procedures. Apply the procedures for safe practises in the food preparation area/kitchen.

Practical Activity: Visit the training kitchen: Introduction and orientation. How to apply the rules and principles for hygiene in the kitchen. How to wear the uniform and where to put dish cloth.

MODULE 2: HYGIENE, SAFETY AND SECURITY

Unit 2.1: Managing safety procedures in the food preparation area <ul style="list-style-type: none"> Possible accidents in the kitchen Safety practises to avoid accidents: cuts, burns, electricity, gas, chemicals Evacuation of the Training kitchen / Restaurant (Refer to school evacuation policy) Safety signs e.g., evacuation, wet floors, electricity hazards, burning hazards, poisoning hazards, positioning of fire extinguisher Fires in the kitchen: reporting and extinguishing 	Unit 2.2: Hygiene practices in the food preparation area <p>Personal hygiene</p> <ul style="list-style-type: none"> Basic personal hygiene rules Washing/sanitising of hands Uniforms (chef and waitron) <p>Kitchen hygiene</p> <ul style="list-style-type: none"> Correct use of chemicals Cleaning surfaces and floors Washing dishes Refuse bins
<div style="display: flex; align-items: center; justify-content: center;"> <div style="border: 1px solid black; padding: 5px; margin-right: 20px;">HYGIENE, SAFETY and SECURITY</div>  </div>	
<div style="display: flex; align-items: center; justify-content: center;"> <div style="border: 1px solid black; padding: 5px; margin-right: 20px;">CAREERS</div>  </div> <p>Health & safety officers/ inspectors Assessors Caterers Chefs/ cooks Food handlers First aid attendants</p>	<div style="display: flex; align-items: center; justify-content: center;"> <div style="border: 1px solid black; padding: 5px; margin-right: 20px;">ENTREPRENEURSHIP</div>  </div> <p>-Learners can offer their services to the school by washing and ironing chef uniforms/ linen -Create and sell general kitchen safety leaflets for local outlets -Print and sell safety signs using cheaper materials</p>
KEY CONCEPTS	
Hygiene Sanitising uniform	Body strength
SOFT SKILLS	
Self-awareness Self-control Innovation	<div style="display: flex;"> <div style="flex: 1;">Critical reasoning Confidence Decisiveness</div> <div style="flex: 1;">Teamwork communication</div> </div>

INTRODUCTION

Food is perishable and can easily become contaminated. Therefore, it is important to store food at the prescribed temperatures and under hygienic conditions and this will broaden the understanding to the learners. Also, the module will focus on the reasons and understanding why high standards of personal hygiene are necessary to prepare and serve healthy foods and beverages.

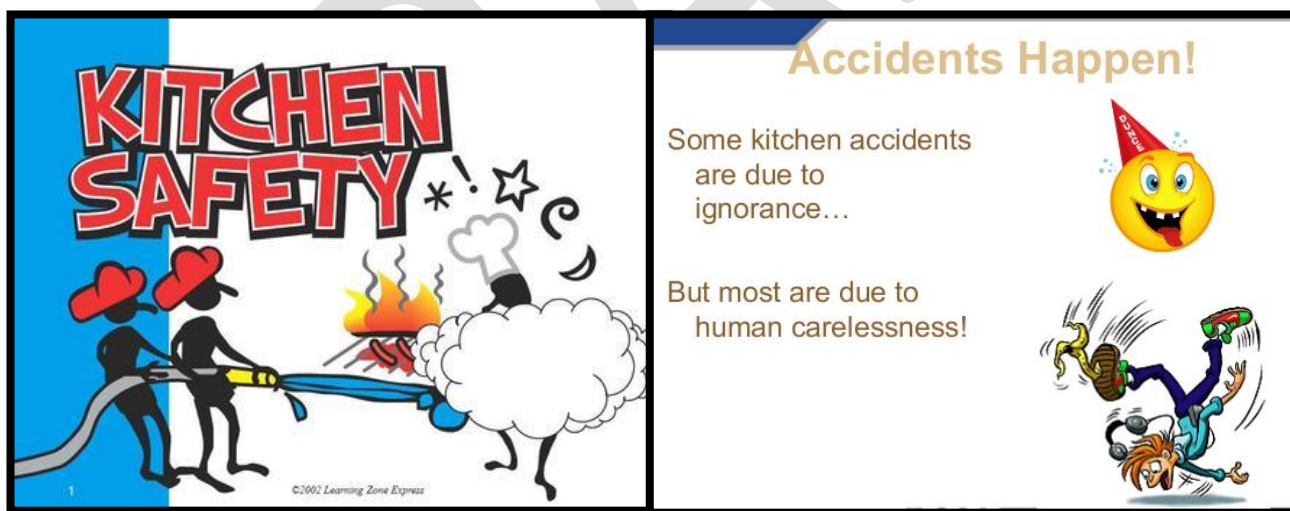


Unit 2.1: Managing safety procedures in the food preparation area

- Possible accidents in the kitchen
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2.1.1 Possible accidents in a kitchen / vending stall

Kitchens are hot, busy and dangerous places to work. Hot ovens, open fires, and sharp knives all add to the risk of injury.



Source: slideshare.com

REMEMBER: A vending stall can be a dangerous place – it is the one area that offers up so many ways of hurting yourself, whether it be the knives, boiling water, electricity or burning yourself and if you don't take care and are sensible then you are going to get hurt.

2.1.2 Safety practises to avoid accidents:

Something is safe if there are no dangers.

The Occupational Health and Safety Act requires that every workplace must be safe enough for people to work in and that every employee is responsible for his own health and safety as well as that of his/her co-employees.



Source: shutterstock.com

Injuries or accidents:

An accident occurs when anything is handled in an unsafe way in the kitchen or if someone plays around and doesn't concentrate. This usually leads to an injury.

Injuries in the food industry can be minor or very serious.



Source: istockphoto.com & wecareonlinelasses.com

Why do injuries happen?

- Due to not concentrating on your work and joking around all the time
- Due to running instead of walking
- Due to not obeying the rules of the kitchen or the classroom
- Due to talking to others and thereby breaking their attention

How can injuries be prevented?

By obeying all safety rules of the establishment and not fooling around.



Source: istockphotos.com

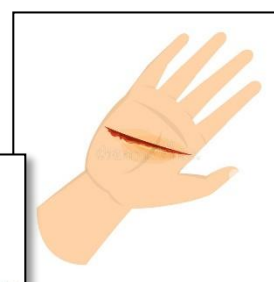
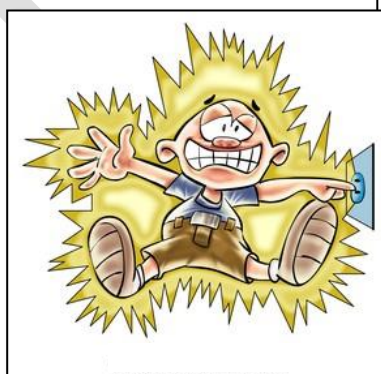
What to do in case of an injury or an accident in the kitchen?

- Try to stay as calm as possible
- Apply first aid as far as possible
- Don't give the injured person anything to eat or drink
- Call for an ambulance in case of a serious injury
- Report all accidents or injuries to the manager
- The manager must enter all accidents and injuries into an injuries book



The following types of injuries may happen in the kitchen:

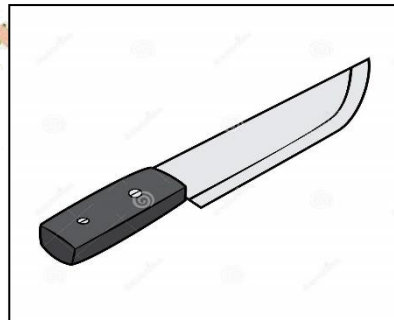
- Cuts and grazes
- Burns (with fire or chemical substances)
- Slipping or falling
- Electric shocks
- Poisoning
- Muscle injuries



Source: dreamstime.com & shutterstock.com

To prevent cuts and grazes:

- Be careful with sharp equipment
- Always use very sharp knives to prevent the use of pressure on the knife when trying to cut something
- Always cut away from your body and use a chopping board to cut on
- Never try to cut frozen food
- Never try to catch a falling knife – always jump out of the way and allow it to fall on the floor
- Always store sharp equipment in the right places
- Always hand over sharp objects, with the blunt side facing the other person
- Wrap pieces of glass in newspaper before dropping it into the dust bin
- Place large equipment far enough from each other to prevent grazes when walking past it

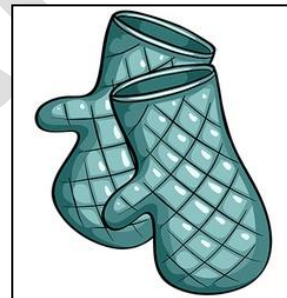


Source: dreamstime.com & www.123rf.com



To prevent burn wounds:

- Always use oven gloves to handle hot pots and pans
- Stand away when lifting the lid of a pot to prevent the steam from burning you
- Turn the handles of pots to prevent them protruding over the edges of the stove
- Never leave hot oil unattended. It may catch fire
- If oil ignites, the flames must be extinguished immediately. Use a fire extinguisher or smother the flames with the lid of the pot or a powdery substance like flour
- **NEVER EXTINGUISH A FIRE CAUSED BY OIL WITH WATER!!!!!!!!!!**



Source: vectorstock.com & www.123rf.com

- Always wear gloves when handling strong chemical cleaning agents to prevent chemical burns on the hands
- Always first pour in the water and then add the chemical substance to prevent the mixture from spattering

To prevent slipping and falling:

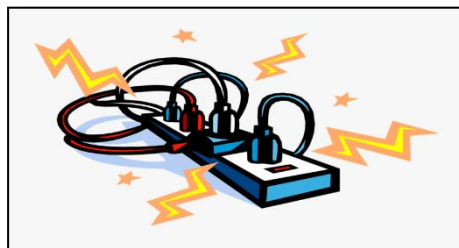
- Walk, never run or jog
- Watch where you walk
- Wear shoes with rubber soles
- Always immediately wipe up wet spots or spilled liquids
- Pick up everything lying on the floors or move the stuff just standing around, out of the way
- Put out the warning sign when washing the floor
- Never climb on a chair to reach stuff packed on high shelves. Use a ladder



Source: www.army.mil

To prevent electric shocks

- Always first switch off the electricity at the wall before removing the plug or plugging in something
- Never try to pull out the plug by the jerking the cord
- Never allow water to get close to the electric equipment
- Never overload electric sockets
- Ensure the correct wiring of electric plugs
- Always fix plugs or electric wiring the correct way or get the help of a qualified electrician
- Never touch anyone that got shocked without using a non-conductor of electricity, such as a wooden broom stick, or else you will get shocked as well.



Source: www.clipartkey.com

To prevent poisoning:

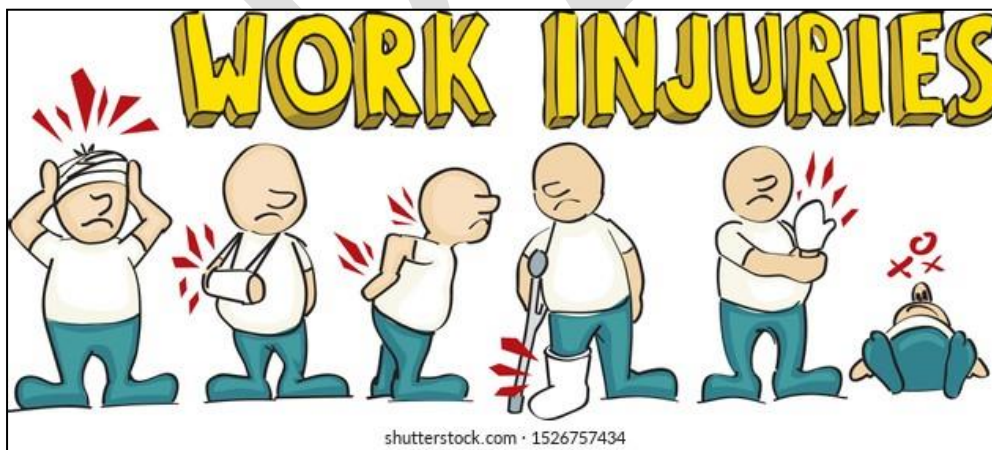
- Ask or make sure before you taste or drink anything
- Keep all cleaning agents in the bottles in which it was purchased
- Ensure that all bottles with cleaning agents are clearly marked
- Lock all cleaning agents not in use, away in cupboards
- Keep all chemical substances out of reach of children



Source: phillytrib.com

To prevent muscle injuries:

- Don't pick up heavy items without someone helping you
- Keep your back straight and bend your knees when lifting something heavy.
- Don't bend your back
- Climb onto a ladder to get hold of high stuff
- They carry lots of germs that can be transferred to food.
- They are also a safety risk – one can trip and fall over them if they are constantly under your feet.



REMEMBER: Pets like cats and dogs are lovely to have and to love but are unfortunately not allowed in kitchens or places where food gets cooked or served.



Source: shutterstock.com & wallpapercave.com

HYGIENE, GOOD HEALTH AND SAFETY IS EACH PERSON'S OWN RESPONSIBILITY!!!!

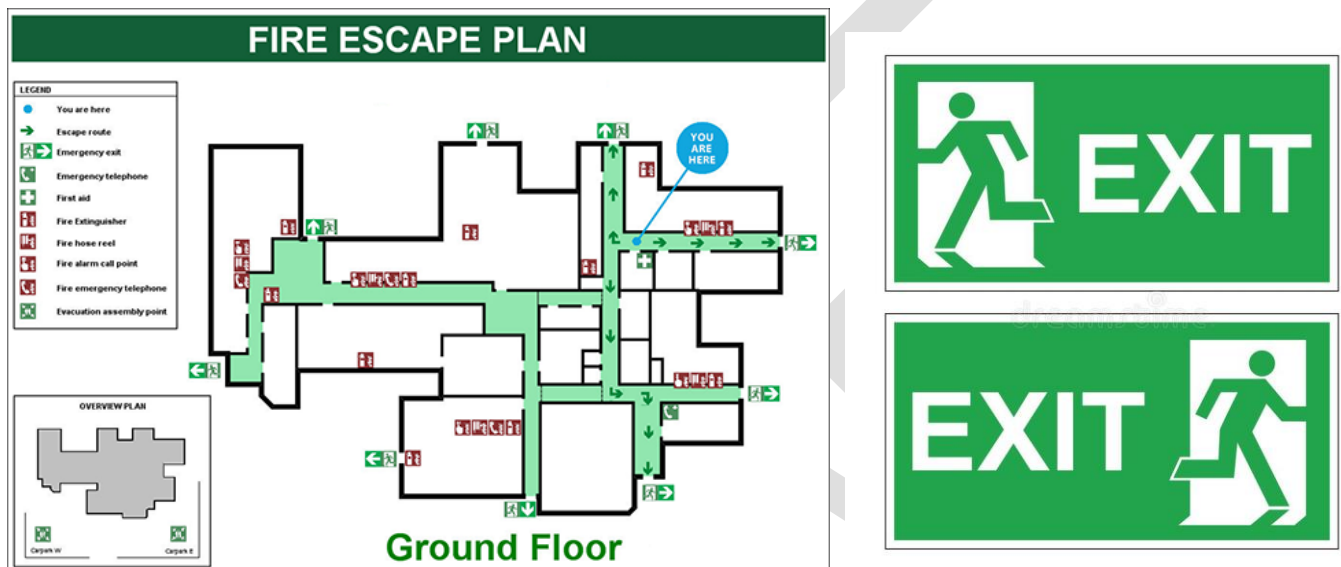
2.1.3 Evacuation of the kitchen

Evacuation of the kitchen may be needed in case of a serious accident that happened, a fire, an explosion, dangerous gasses in the air, a bomb threat or any other serious life-threatening incident that may occur.

Every establishment, also those that form part of the hospitality industry, must have documentation available of the specific action to take in case of emergency.

Make sure that you are familiar with the exact procedures to follow at your school.








Examples of an evacuation plan and applicable signage:



Source: cadpro.com & dreamstime.com

2.1.4 Safety signs used in the kitchen



Wet floors	 
Electricity hazards	
Burning hazards	 
Poisoning hazards	
Positioning of the fire extinguisher	

Source: highpoint.edu & complanesigns.com & aacateringservices.co.uk & mysafetysign.com & safetysign.com & mysafetysign.com & safetysigns.com & constructionsafety.com

2.1.5 Fires in the kitchen: reporting and extinguishing



Kitchen fires are a risk in the restaurant business. Common causes of commercial kitchen fires include inadequate cleaning of extraction systems and other kitchen surfaces, overloading or use of poor-quality power boards and incorrectly installed appliances.

KEEP IN MIND THE FOLLOWING:

- Stay in the kitchen when you are frying, grilling, or broiling.
- If you are simmering, baking or roasting, remain at home and check the food often. Set the timer as a reminder.
- Keep anything that can catch fire—potholders, towels, food packaging—away from the stovetop.
- Always keep a lid nearby to smother small grease fires by sliding the lid over the pan and turning off the burner.
- If a fire starts in the oven, turn it off and leave the door closed.
- If the fire gets out of hand, leave the house and call emergency services.
- Keep a fire extinguisher on hand.
- Do not work closely to hot fryers when the floor is wet.
- Do not spill water or ice into oil. Do not store employee drinks by deep fryers. They could be easily bumped into the hot oil and cause a flare-up.
- Do not overfill or pour excessive amounts of frozen fries into deep fryer at one time. Overfilling causes excessive splashing and bubbling over of hot oil.
- Do not pour excess ice from fry packages into the fryer.
- Do not overheat the oil; use only manufacturers recommended cooking temperatures.
- Do not move or strain hot oil containers; wait until the oil is cool!
- Do not store oil on floors by grill area. Someone could slip and fall into the oil.
- Extinguish hot oil/grease fires by using a class K fire extinguisher.



Source: alamv.com

INFORMAL WRITTEN ACTIVITY

ACCIDENTS IN THE KITCHEN

Refer to the picture provided and make a list of all the possible accident and danger spots found. When identified state what should be done to make this kitchen a safe working area.

1. Refer to the picture provided and make a list of all the possible accident and danger spots found. When identified state what should be done to make this kitchen a safe working area.



2. SAFETY SIGNAGE

Match the numbers within the textbook to the related letters of the alphabet. Provide the main purpose for each sign listed within the textbox.

1. Wet Floors
2. Electricity Hazard
3. Evacuation
4. Fire Extinguisher
5. Burn Hazard

A 

B 

C 

D 

E 

F 

G 

H 

Unit 2.2: Hygiene practices in the food preparation area

Personal hygiene

- Basic personal hygiene rules
- Washing/sanitising of hands
- Uniforms (chef and waitron)

Kitchen hygiene

- Correct use of chemicals
- Cleaning surfaces and floors
- Washing dishes
- Refuse bins



2.2. The importance of hygiene

Food that is prepared and served in a dirty environment is probably infected with germs and can bring on food-poisoning and other illnesses that can be spread through food. The Hospitality Industry has a set of laws that regulates food handling in order to prevent poor hygiene and promote safety practices.

The health law provides measures that regulates all food handling. This includes the producing, processing, transport, preparation, storing and serving of food.

Employers and employees in the Hospitality Industry are required by law to apply these laws. They also have a moral obligation to provide their clients with healthy, nutritious food in a clean and pleasant environment.

2.2.1 Personal hygiene

People that prepare food for the public have a very big responsibility. It is very important to have a professional and hygienic appearance and to maintain very high levels of standards of personal neatness. Good personal hygiene help to prevent the spread of disease. Even healthy persons carry bacteria on their skin and in their noses and mouths. Some of these bacteria can make other people ill if the bacteria have the opportunity to grow.

We all have our own understanding of personal hygiene, but we forget the importance of personal hygiene in the Hospitality Industry.

Our own personal hygiene can affect other people's health. We can easily transfer the bacteria that we carry in our bodies to the people and food that we come into contact with.

If we follow and understand the basic rules of personal hygiene, we should all be working in a healthy environment.

Food handlers should be in good overall health. If you have a cold or an infection, you are likely to contaminate food and as a result infect other people.

Health regulations enforce basic rules of hygiene.

- Basic personal hygiene and Prevention rules:
- Bath or shower daily.
- Brush your teeth frequently. Visit the dentist regularly.
- Always wear clean uniform and aprons.
- Keep your hair clean and tie it up. Always wear a chefs' hat or hairnet.
- Don't wear rings or other jewellery. It can become a breeding ground for bacteria.
- Men must be cleanly shaven.
- Shoes must be clean with a rubber sole. Wear clean socks every day.
- No makeup may be used.

Always wash your hands before and after touching food, after touching refuse, using the toilet coughing, sneezing, or blowing your nose.





PRACTICAL ACTIVITY-WRITTEN

Visit the training Kitchen:

- Training Kitchen introduction and orientation
- How to apply the rules and principles for hygiene in the kitchen.
- How to wear the uniform and where to put the dish cloth

PERSONAL HYGIENE

HAIR

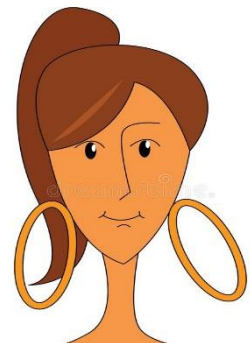
- Keep hair clean and brush it regularly. This should be done before putting on uniforms and away from kitchens and food handling areas.
- Hair falls out constantly and poses a common food contamination risk.
- Food preparation workers should wear a suitable head covering, and long hair should be tied back out of the way in food service areas.
- Hair should properly tuck inside the cap.



Source: ebay.co.za

JEWELLERY

- Watches, earrings, jewelled rings or necklaces pose another food contamination hazard. Dirt and bacteria can build up underneath jewellery and transfer to food.
- Damage to jewellery can result small pieces of metal or bits of glass falling into the food, resulting in a customer complaint.
- In some working circumstances, jewellery can also pose a safety risk for workers. If jewellery is caught in machinery, the worker can be seriously injured. Even a simple ring can be caught in moving machine parts, resulting in crushed or amputated fingers.



Source: dreamstime.com

SNEEZING AND COUGHING

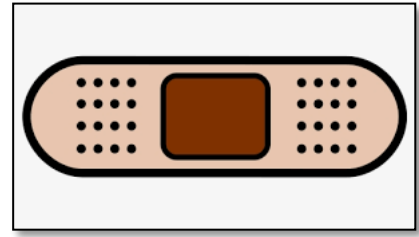
- Avoid coughing or sneezing over or around food or picking or scratching the nose or any other part of the body. If you must sneeze or cough, move away from food and food preparation surfaces.
- Use a tissue to cover nose and mouth and to wipe any discharges, then dispose of the used tissue in a proper waste container and wash hands before returning to work tasks.



Source: dreamstime.com

CUTS AND SORES

- If you have any cuts, scrapes, sores, etc. these wounds must be completely covered by waterproof dressings and suitable gloves. It's important to use coloured dressings (blue) that can be easily located if they fall off.
- This can avoid an expensive claim from a customer finding the lost dressing in their product.



Source: kindpng.com

PERFUME

- Perfumes should not be used when handling food. Any strongly scented substance can influence the taste of foods, especially with a high fat content or strong adsorbent qualities.
- While this taint may not pose a health hazard, it can result in customer complaints, so it is best to avoid strong fragrances handling foods.



those

when

Source: clipart.email

SMOKING

- Tobacco products (including cigarettes, pipes or cigars) must not be used in areas where food is prepared, handled or stored. Not only is there a risk of food contamination from cigarette butts and ashes, but also smoking involves touching the lips, which could result in bacteria being transferred to food.
- Smoking also increases the risk of food handlers coughing on food, and saliva deposited on cigarette butts can carry human pathogens. It also creates an unpleasant and unhealthy environment for non-smokers.



Source: dreamstime.com

HEALTH

- Put your hand in front of your mouth when coughing or sneezing. Always turn your head away from food when you cough or sneeze
- Don't work with food if you're ill, have a cold or infection. Cover cuts and wounds with plasters and bandages. Put on surgical gloves once you have covered up a cut with a bandage.



Source: comiccompanyco.uk

HABITS

- Don't smoke or chew gum during your service turn.
- Don't sit on work surfaces.
- Don't carry your dishtowels over your shoulder – it could get contaminated with dandruff.
- Use a clean spoon or fork when tasting food. Wash it again before using it to taste again.
NEVER taste food with your fingers!



Source:dreamstime.com

2.2.2 Washing/sanitising of hands




Washing your hands the right way can stop the spread of illness-causing bacteria.

Here's how to

Techniques and steps

- 1) Wet the hands and forearms with enough running hot water.
- 2) Use enough anti-bacterial, liquid soap (soap that kills the germs) from a dispenser.
- 3) Lather the hands and forearms with soap and thoroughly rub palm against palm for 10 – 20 seconds.
- 4) Place the palm of one hand over palm of other hand.
- 5) Rub the back of your hands against your palm. Interlace fingers.
- 6) Wash the thumb with other hand, then change around – hands should be washed right up to the wrists.
- 7) Rinse thoroughly.
- 8) When finished, use a clean, dry paper towel to turn off the tap.
- 9) Dry hands and nails with paper towel, use the paper towel to turn off tap or with a hot air dryer to avoid re-contaminating them.

Hand Hygiene Technique with Soap and Water

 **Duration of the entire procedure: 40-60 seconds**



Wet hands with water;



Apply enough soap to cover all hand surfaces;



Rub hands palm to palm;



Right palm over left dorsum with interlaced fingers and vice versa;



Palm to palm with fingers interlaced;



Backs of fingers to opposing palms with fingers interlocked;



Rotational rubbing of left thumb clasped in right palm and vice versa;



Rotational rubbing, backwards and forwards with clasped fingers of right hand in left palm and vice versa;



Rinse hands with water;



Dry hands thoroughly with a single use towel;



Use towel to turn off faucet;

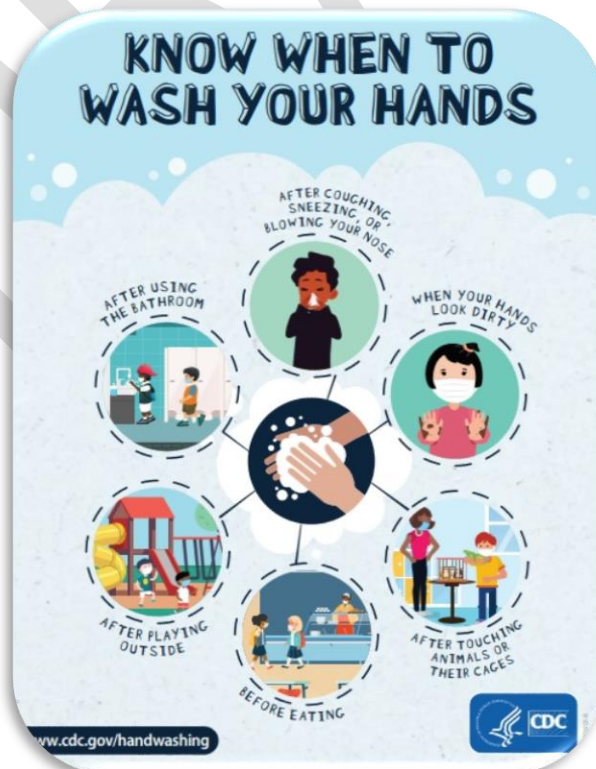


Your hands are now safe.

And when to do it:

- after using the toilet,
- after blowing your nose,
- after coughing or sneezing,
- after touching garbage
- after smoking,
- after touching animals or animal waste
- after combing or touching your hair,
- after handling waste food or rubbish
- after handling uncooked eggs, or raw meat, poultry, seafood, or their juices.
- before and after treating a cut or wound
- before and after caring for someone who is sick.
- before eating,
- before, during and after preparing food.
- handling cleaning equipment.

This will prevent cross-contamination





INFORMAL ACTIVITY

- Washing/sanitising of hands

INFORMAL ACTIVITY

WASHING/SANITISING OF HANDS

25



Surname, Name:		Gr.8:
MODULE Hygiene, Safety and Security	OBJECTIVES: Learners will be able to: <ul style="list-style-type: none"> • Wash hands using correct procedures • Know which sanitizers to use 	SOFT SKILLS <ul style="list-style-type: none"> • Analytical skills • Time management • Critical Thinking

A] INTRODUCTION

1. Watch the video below and study the following notes before attempting your practical lesson.

<https://www.youtube.com/watch?v=ZZRZILGxt3A>

B] Demonstrate how to effectively and successfully wash your hands.
Tick YES or NO and write a comment if necessary.

ACTION PERFORMED	YES	NO	COMMENT
1.1 Wet the hands and forearms with hot water.			
1.2 Used anti-bacterial, liquid soap.			
1.3 Wise use of liquid soap/sanitiser.			
1.4 Lather the hands and forearms with soap			
1.5 Wash the hands thoroughly for at least 10 seconds.			
1.6 Brush the nails with a nail brush.			
1.7 Rinse the hands under hot, running water			
1.8 Dry the hands with disposable paper towel or with a hot air dryer.			
1.9 Dispose paper towel in the allocated bin.			
1.10 Ensuring that the cleanliness of the wash basin has been maintained.			
TOTAL			10



- C] Make a Collage of 10 pictures of different types of soap, sanitizers or cleaners suitable for use in the hospitality industry, and label it no 1 to 10. Allocate each item with a ✓ underneath in the table provided, to an area where it will be most effectively used.





TOTAL: 5 MARKS

DRAFT

2.2.3 UNIFORMS

CHEF UNIFORMS

Why wear protective clothing in the kitchen?

UNIFORMS AND PROTECTIVE CLOTHING

- Most food handlers are required to wear uniforms or protective clothing to avoid food contamination. Normal clothing accumulates dust, pet hairs, human hairs, woollen fibres and other contaminants that consumers don't want in their food.



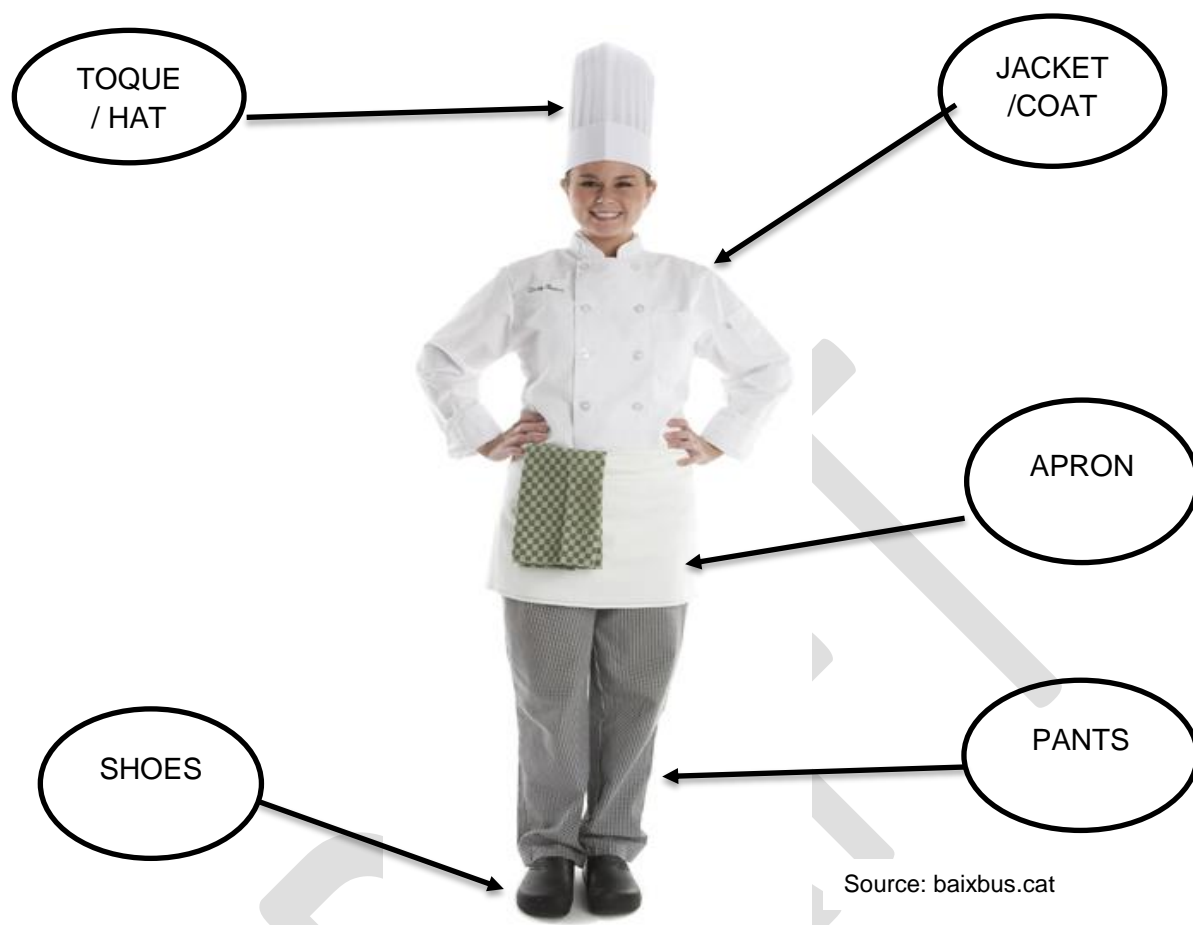
Source: saylbarcelona.com

- Food handlers should wear clean, washable, light-coloured protective clothing. In most cases, this is provided by the employer.
- Always change uniforms as they become dirty and avoid wiping hands on aprons or clothing.

Kitchens are hot, busy and dangerous places to work. Hot ovens, open fires, and sharp knives all add to the risk of injury.

The correct chef uniforms

Wearing the correct uniform when working in a kitchen helps you to prevent injury by protecting you from burns, cuts and more.



Jackets	Your jacket should: <ul style="list-style-type: none"> • Be made from cotton to lower the risk of it catching fire • Have long sleeves to protect your arms • Be double breasted to protect your chest from heat • Be white to show stains and can be easily cleaned
Hats	<ul style="list-style-type: none"> • Wear a hat to cover your hair and absorb sweat on your forehead
Apron	<ul style="list-style-type: none"> • Wear an apron to protect your clothes from splashes
Pants	<ul style="list-style-type: none"> • Wear long pants to protect your legs
Shoes	<ul style="list-style-type: none"> • Wear closed shoes to protect your feet • Wear shoes with rubber soles to prevent you from slipping and falling

WAITRON UNIFORMS

Why wear a proper waitron uniform in the restaurant?

Uniforms are a great team-building resource for restaurant staff and it can improve overall customer service because the staff will look professional. The waiters' uniform may also represent the brand of a specific company and must therefore be worn with pride and dignity.



Source: istockphoto.com










INFORMAL ACTIVITY

- Complete the activities based on the Chef Uniform.

1. Complete the table about the qualities and reasons for wearing a chefs' uniform.

TABLE	
CLOTHING ITEM	GIVE <u>ONE</u> QUALITY (What it must be like) AND <u>ONE</u> REASON FOR YOUR ANSWER FOR EACH CLOTHING ITEM THAT IS ILLUSTRATED BELOW
	Quality: <hr/> Reason for abovementioned quality: <hr/> <hr/> <hr/>
	Quality: <hr/> Reason for abovementioned quality: <hr/> <hr/> <hr/>
	Reason for wearing a chef's hat: <hr/> <hr/> <hr/> <hr/>
	Quality: <hr/> Reason for abovementioned quality: <hr/> <hr/> <hr/>

	Quality:
	Reason for abovementioned quality:

2.

Study the illustration below. Match each uniform item to one of the six images. Connect the item and the image by drawing a line between the two matching items.



match



white waist apron

kitchen cloth

clogs

necktie|neckerchief



long sleeves

double cuffs

chef's jacket

sweatband

black and white checked trousers - slacks

double breasted

knotted buttons

chef's hat



3.

Use the pictures of chefs clothing on the picture sheet to dress a person

- Use a coloured A4-size cardboard/paper.
- Cut out the clothing items on the picture sheet.
- Paste it onto the cardboard/paper as if someone is wearing it. Draw a head, a face and hands to make the person look like a dressed-up chef.
- Write down the name of each piece of clothing next to it on the cardboard/paper.



PICTURE SHEET



UNIT 2.2: KITCHEN HYGIENE



2.2.4 Correct use of Chemicals: Cleaners, Sanitizers & Disinfectants

Routine cleaning with detergent or soap and water removes dirt and grime from surfaces (e.g., floors, walls, Source: unilever.co.uk

- carpet, windows).
- **Sanitizing** removes dirt and small amounts of germs. Some items and surfaces are cleaned to remove dirt then sanitized (e.g., bathrooms, counters, dishes, silverware).
- Some items and surfaces require the added step of **disinfecting** after cleaning to kill germs on a surface (e.g., changing tables, sinks, counters).



Use **CAUTION** Around Cleaners, Disinfectants & Sanitizers

Although chemical disinfectants and sanitizers are essential to control communicable diseases, they are potentially hazardous to children, particularly if the products are in concentrated form.

- Products must be stored in their original labelled containers and in places inaccessible to children.
- Diluted disinfectants and sanitizers in spray bottles must be labelled and stored out of the reach of children.
- Solutions should not be sprayed when children are nearby to avoid inhalation and exposing skin and eyes.
- Before using any chemical, read the product label and manufacturer's material safety data sheet.

BLEACH:

Household bleach (chlorine as sodium hypochlorite) is active against most microorganisms, including bacterial spores and can be used as a disinfectant or sanitizer, depending on its concentration. Bleach is available at various strengths.



Source: uk.toluna.com

Alternative/Less Toxic Homemade Cleaning Products:

Alternative or less toxic cleaners are made from ingredients such as baking soda, liquid soap, and vinegar. Many of the ingredients are inexpensive, so you may save money over time. However, they may require more “elbow grease,” which means you may have to scrub harder.

Although the ingredients in homemade cleaners (e.g., baking soda for scrubbing, vinegar for cutting grease) are safer, not all are nontoxic. Treat them as you would any other cleaner, with caution.



Source: hoodmarket.com & freshstartgrocery.com

Your steps to chemical safety

- Limiting the quantities of chemicals to be stored.
- Ensuring there is adequate security of and access to storage areas. Potential ignition sources should be prohibited or controlled.
- A safe location for storage areas. In order to minimise the effects of an incident, storage areas for chemicals should be kept separate from process areas, occupied buildings and other storage areas.

- The appropriate construction, nature and integrity of storage containers.
- Safe loading, unloading and transport around the workplace.
- Adequate precautions and procedures in case of spillage.
- Temperature, humidity and ventilation arrangements. Ventilation arrangements should ensure that there is no accumulation of gases, vapours or fumes in enclosed areas.

2.2.5 Cleaning of surfaces and floors

Cleaning means to remove all dirt from floors, work surfaces and equipment.

The reasons for cleaning are:

- To remove any dirt in which, or where upon, micro-organisms or germs can grow
- To remove anything like old food or crumbs that may attract pests
- To obey the law

Guests will not want to visit the Hospitality industry if the kitchen, restaurant, or any place to stay, is not clean. Therefore, the establishment will not make money, resulting into bankruptcy.

The Health Inspector will also make sure that the doors of the establishment will be locked forever.

What to use for cleaning:

Usually, water and soap are used.

Together with that, some, or other body action, like sweeping, scrubbing as well as equipment, such as buckets, cloths, brooms and brushes are used.

The golden rule for cleaning is:

“CLEAN AS YOU GO”

“CLEAN WHENEVER A MESS WAS MADE”



Cleaning of work surfaces:

Work surfaces must constantly be cleaned to prevent the transfer of micro-organisms to food being prepared. Clean work surfaces before food are prepared upon it, during the preparation process as well as after any food preparation was done.

A damp cloth must be always readily available to wipe up spillages and other dirt from the surface of kitchen units.

Procedures to follow:

- Wipe up all spillages and loose dirt like crumbs and flour
- Wash with hot soapy water
- Rinse with clean water
- Spray with disinfectant
- Dry and shine with a clean, lint free cloth



Source: istockphoto.com

Cleaning of floors:

Kitchen floors get soiled very easily. Make sure to clean up all spillages and dirt immediately to prevent the spread of micro-organisms and to prevent that someone slips and fall.

Floors must be washed at least once a day, after the job had been completed as well as during the preparation of food, as any spillages may occur.

Put out safety signs at all times whilst cleaning floors, to make all workers aware of wet, slippery floors.

Procedures for the cleaning of floors:

- Sweep the floors, using a broom
- Use a mopping trolley, with two buckets, hot soapy water, a wringer and a mop
- Mop with figure 8 movements, starting from the furthest end of the kitchen, working your way up to the door.



Source: johnsonhospitality.com.au





2.2.6 Washing dishes

Dirty dishes must be cleaned directly after being used to prevent the spread of germs.

Dishes are washed in hot water, using a detergent (dishwashing liquid), washing clothes, sponges and pot scourers as permitted.

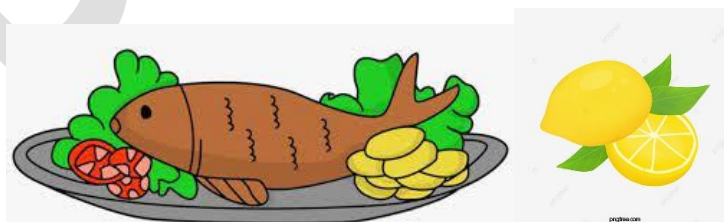
The following steps must be followed when washing dishes:

1. Scrape all leftover food from the dishes. Remove grease with paper towels.
2. Rinse empty milk, flour and egg containers with cold water.
3. Sort the dishes into the following groups.
 - Glassware and porcelain (glasses, cups, and saucers)
 - Non fatty plates and fatty plates
 - Cutlery (knives, forks, and spoons)
 - Saucepans and frying pans (very dirty and less dirty)
4. Wash the dishes in hot soapy water according to the groups they were sorted into:

1. First	2. Second	3. Third	4. Fourth
			

5. Rinse in hot water.
6. Dry with a clean dry dish towel. (In the industry, dishes are left to air dry, to prevent contamination with micro-organisms from dirty, damp dish towels).

REMEMBER: Dishes used for the serving or cooking of fish, must be washed separately. It may be soaked in hot water. A few drops of lemon juice or vinegar will remove the fish smell.



Source: pngtree.com & seekpng.com

2.2.7 Refuse bins

All peels, eggs shells, pips and packaging material of food, are regarded as kitchen garbage. Micro-organisms grow on kitchen garbage; therefore, the hands must always be washed after handling kitchen garbage.



Source: dreamstime.com

Remember the following rules regarding kitchen garbage:

- Always wrap “wet” refuse, such as vegetable peels in newspaper, before putting it in the dust bin, to prevent mice, rats, ants, flies or cockroaches from getting into contact with it.
- Use a dust bin on wheels to prevent pests from making their nests underneath it.
- Always line the dust bin with a black plastic bag.
- Empty the dust bin daily, wash it with soap and hot water and disinfect it with disinfectant.
- Ensure that the lid is always on the dust bin.
- Never allow the dust bin to become too full or to overflow.
- Try to recycle items such as glass and paper as far as possible.



Source: www.megapixel.com

ALWAYS WASH YOUR HANDS AFTER HANDLING KITCHEN GARBAGE!



Source: pinterest.com



PRACTICAL DEMONSTRATIONS

- Cleaning the kitchen: Safe use of chemicals, Floors – mopping, surfaces – sanitising, dishes, refuse bins

Waste Management: [Waste Management in the Hospitality Industry - Video & Lesson Transcript | Study.com](#)



Summary: Hygiene, safety, and security

Content summary: Hygiene, safety, and security

Key concepts

Unit 1

- **Evacuation plan** - Evacuation plans and drills help people prepare for the risk of fire and other emergencies.
- **Hazard** - A hazard is something that can cause harm, e.g., electricity, chemicals, etc.
- **Communication** - Is the exchanging of information by speaking, writing, or using some other medium.
- **Emergency** - A serious, unexpected, and often dangerous situation requiring immediate action.

Unit 2

- **Double-breasted** - A jacket that has a large overlap at the front and two sets of buttons.
- **Neckerchief**- A square of cloth worn tied round the neck as a scarf.
- **Cross-contamination** - Occurs when bacteria and viruses are transferred from a contaminated food or surfaces.
- **Sanitizer** – cleaning something to make it free of bacterial or disease-causing elements, e.g., wiping countertop with a bleach solution.
- **Recycle** – to convert (waste) into reusable material.
- **Hygiene** – is the science and practice of maintaining good health through cleanliness, e.g., all employees must wash hands.
- **Sanitising** – to reduce or eliminate pathogenic agents (such as bacteria) on the surfaces
- **Uniform** – to protect body from harmful elements in the kitchen but also to distinguish position in the restaurant and show uniformity and professionalism.



EXAM PRACTICE QUESTIONS

EXAM PRACTICE: HYGIENE, SAFETY AND SECURITY

QUESTIONS

SECTION A: SHORT QUESTIONS

- 1.1 Various options are provided as possible answers to the following questions. Choose the correct answer and write the symbol (A - D) next to the question number (1.1.1 - 1.1.3) on the ANSWER BOOK..

1.1.1 If you spill something on the floor, what should you do?

- A Leave it, someone else will clean it.
- B Tell the teacher and get her/him to clean it.
- C Wipe it up immediately.
- D Pretend it didnt happen.

(1)

1.1.2 What should you use to take something out of a hot oven?

- A Tea towel
- B Paper towel
- C Oven mitts
- D Your hands

(1)

1.1.3 If you are using a saucepan, where should the handle be facing?

- A Out
- B Over the edge of stove
- C Inwards
- D Over another hotplate/jet

(1)




(3)

1.2

MATCH ITEMS

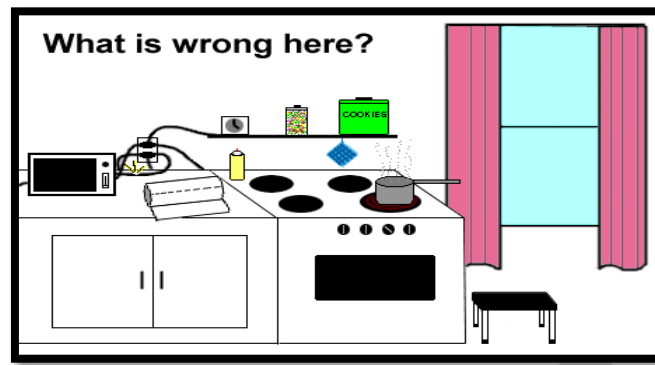
Choose a safety sign from COLUMN B to match the term in COLUMN A.
Write only the symbol (A - J) next to the question number (1.2.1.1 - 1.2.1.5)
on the ANSWER BOOK.

1.2.1

COLUMN A TERM	COLUMN B SAFETY SIGN
1.2.1.1 Emergency exit	A 
1.2.1.2 No Smoking aloud	B 
1.2.1.3 Wet floors	C 

(3)

- 1.3.1 Identify THREE hazards from the pictures below. Write only the symbol (A - F) next to the question number (1.3.1) on your ANSWER BOOK.



[Source: www.proprofs.com]

- A Pot on the stove
- B Plugs for electrical appliances
- C Paper towel
- D stool

(3)

- 1.3.2 Choose THREE statements below to assist with fire safety in the kitchen from the list below. Write only the symbol (A-D) next to the question number (1.3.2) on your ANSWER BOOK.

- A Stay in the kitchen when you are frying, grilling, or broiling.
- B Leave pot holders, towels, food packaging—on top of the stovetop when cooking
- C Always keep a lid nearby to smother small grease fires by sliding the lid over the pan and turning off the burner.
- D Keep a fire extinguisher on hand.

(3)

- 1.4 Give ONE word/term for each of the following descriptions. Write only the word/term next to the question number (1.4.1 – 1.4.3) on the ANSWER BOOK.

- 1.4.1 A serious, unexpected, and often dangerous situation requiring immediate action.
- 1.4.2 Is something that can cause harm, e.g. electricity, chemicals, etc.
- 1.4.3 Is the exchanging of information by speaking, writing, or using some other medium.

(3)

Section B: Long questions

- | | | |
|-----|--|------------------|
| 2.1 | List the items of clothing that have to be worn by a chef and the protection that the uniform provides. | LO
(3) |
| 2.2 | Discuss when hands must be washed during the preparation of food. | MO
(4) |
| 2.3 | Explain how muscle injuries can be prevented at a hospital kitchen. | HO
(3) |

TOTAL: 25 MARKS



EXAM PRACTICE QUESTIONS

Exam practice: Hygiene, safety, and security

QUESTIONS

Section A: Short questions

- 1.1 Various options are provided as possible answers to the following questions. Choose the correct answer and write the symbol (A - D) next to the question number (1.1.1 - 1.1.10) on the ANSWER BOOK.
- 1.1.1 _____ enforce basic rules of hygiene.
- A Health regulations
B Environment regulations
C Tourism board
D Hotel school (1)
- 1.1.2 Washing your hands, the right way can stop _____.

- A Flu
- B Illness-causing bacteria
- C Sneezing and coughing
- D Bad habits

(1)

1.1.3 The chef jacket protects you _____.

- A Legs
- B Face
- C Arms
- D feet

(1)
(3)

1.2

MATCH ITEMS

Choose a description from COLUMN B to match the term in COLUMN A. Write only the symbol (A - D) next to the question number (1.2.1.1 - 1.2.1.3) on the ANSWER BOOK.

1.2.1

COLUMN A TERM	COLUMN B DESCRIPTION
1.2.1.1 Shoes	A Protect your clothes from splashes.
1.2.1.2 Apron	B Made from cotton to lower risk of catching fire.
1.2.1.3 Jackets	C Must be rubber soles to prevent slipping.
	D To absorb sweat.

(3)

-

1.3.1

Identify THREE clothing pieces to make up a waitron uniform from the list below. Write only the symbol (A - E) next to the question number (1.3.1) on your ANSWER BOOK.

- A Waist coat
- B Chef jacket
- C Chef hat
- D apron
- E bow tie / scarf

(3)

- 1.3.2 Choose THREE suitable chemicals to clean kitchen surface with from the list below. Write only the symbol (A-D) next to the question number (1.3.2) on your ANSWER BOOK.



(3)

- 1.4 Give ONE word/term for each of the following descriptions. Write only the word/term next to the question number (1.4.1 – 1.4.3) on the ANSWER BOOK.

1.4.1 Cleaning something to make it free of bacterial or disease causing elements, e.g. wiping counter top with a bleach solution.

(3)

1.4.2 To convert (waste) into reusable material

1.4.3 The relatively clean waste water from baths, sinks, washing machines, and other kitchen appliances.

Section B: Long questions

- 2.1 In most food establishments it is compulsory for a chef to wear a chef's jacket.

LO

List THREE requirements for a chef's jacket and give a reason for each.

Tabulate your answer as follows:

THREE requirements for a chef's jacket	Reason for each requirement

(3)

2.2 Read the case study below and answer the questions that follow.

MO

Vuyo is in Grade 8 and is looking for a part-time job. He comes across an advertisement in the newspaper. A restaurant is looking for part-time people to help in the kitchen. Vuyo and his girlfriend, Jane, discuss it and decide that because they have Hospitality Studies as a subject, they should apply for the job.

(a) Explain to Vuyo and Jane what is expected of them regarding personal hygiene?

(4)

2.3 You realize that some classmates don't wash their hands as often as they should.

HO

Design a poster reminding them when to wash their hands.

(3)

TOTAL: 25 MARKS

RESOURCES

You tube videos www.youtube.com

https://www.youtube.com/watch?v=VZzF8be_JPc

<https://www.youtube.com/watch?v=zaHuHubvfuU> Food safety

<https://www.youtube.com/watch?v=ncornHXpC-M> Personal Hygiene

<https://www.youtube.com/watch?v=gZC4XmtcmD0> Basic introduction to Hygiene

<https://www.youtube.com/watch?v=cCpr11OuYKI> Handwashing

<https://www.youtube.com/watch?v=y8kipgTJDUw> Grey water recycling

You tube videos www.youtube.com

https://www.youtube.com/watch?v=VZzF8be_JPc

https://www.youtube.com/watch?v=DVVrbIKU_BY common injuries

<https://www.youtube.com/watch?v=t1a60SeJ9Es&t=89s> kitchen safety

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Hotel keeping and Catering, Grade 9, Mariette Pietersen

Learning Hospitality Studies, Grade 10 Learners' Book, Lisa Gordon-Davis and Annalee Howell

<https://www.foodsafety.gov/keep/basics/clean/index.html>





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3. web1.muirfield-h.schools.nsw.edu.au/...gov.../kitchen.../emergency_procedures.html