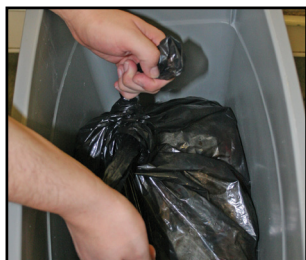


Cloth	Refer to area specific task
PPE	• Safety gloves 
Chemicals	• Sanitiser • Washing-up liquid • Cleaner & degreaser
Reference	• Safety policies • COSHH manual • Risk assessment manual • DMLB • A4 Handwash poster • SOP B0006 - Handling and storage of glassware • SOP K0052 - Handling and storage of knives • SOP OF0002 - Use of disposable cloths • SOP OF0022 - Manual handling • SOP OF0023 - Pest control • SOP OF0028 - Disposal of needles and sharps • SOP OF0030 - Recycling procedures • SOP OF0233 - Veolia waste collection management
Equipment	• Rigid plastic bins and lids • Bin liners • Stiff brush
 VideoSOP	To be used together with this written SOP. Tap here to play 

Step 1		• General waste is any item which cannot be recycled. Refer to SOP OF0030 - Recycling procedures. • Broken crockery must not be placed into bin liners. Dispose of directly into the refuse wheelie bin. • Broken glass must not be placed into bin liners. Refer to SOP B0006 - Handling and storage of glassware. • For the disposal of knives, refer to SOP K0052 - Handling and storage of knives. • For the disposal of needles and sharps, refer to SOP OF0028 - Disposal of needles and sharps.
Step 2		As a minimum, general waste bins must be set up in the following areas: • Bar. • Kitchen. • Cellar. • Office. • Staff room. • Staff toilets. • External customer bins, eg beer garden. • Customer toilets (optional). • The internal bins must be rigid plastic which can be easily washed and sanitised. • A lid is not required for bins in the kitchen, but if a lid is in place it must be kept clean. • All bins must contain a bin liner.
Step 3	 	• When a bin liner is full, remove it from the bin. • Tie the top of the bin liner to prevent any refuse falling out. • The bin liner must be deposited into a refuse wheelie bin immediately. • Open the wheelie bin lid fully prior to lifting the bin liner into the wheelie bin. • Ensure the lid of the refuse wheelie bin is closed after use. In the kitchen: • During opening hours, waste must be removed from the kitchen as quickly as possible when the bin is full. • Waste must not be left in the kitchen overnight. • Do not place any hot items into bin liners. Allow to cool before disposal. • Do not overfill bin bags.

Step 4		• Waste bins must be emptied as required throughout the day. • Clean the inside and outside of the bin with hot soapy water at the end of night closedown. • Allow to air dry before replacing with a new bin liner. • If a magnetic cutlery catcher is in use, clean with hot soapy water paying particular attention to the sides and underneath.
Step 5	 	In the bin store area: • Refuse must only be stored in the refuse wheelie bins. • Lids must be kept closed at all times. • If the refuse wheelie bin is in an area accessible to the public, then the lid must be kept locked at all times. • Ensure that all refuse wheelie bins are fitted with drainage bungs. • The bin store area must be cleaned on a daily basis. • Keep gates/doors to bin store areas closed/locked when not in used. • Any heavy grease build up must be cleaned up using cleaner & degreaser. • Evidence of pest activity must be reported to the duty manager immediately. Refer to SOP OF0023 - Pest control. • Employees must wash hands after disposal of refuse. Refer to A4 Handwash poster.
Step 6		• Ensure that hand contact points are sanitised at regular intervals during service and at the end of the day. • Collections by the waste disposal contractor must be made on a scheduled basis. • The waste disposal contractor must be contacted immediately if there is a missed collection. Refer to SOP OF0233 - Veolia waste collection management. • On a weekly basis, using a brush and soapy water or a jet wash, clean the exterior of the bins. Bins must be cleaned more frequently if required. • If there is a build-up of matter inside the bins, raise a callout via the property maintenance system by selecting the following trade types: - External/Garden - Cleaning Services – External - Exterior Cleaning And then select 'Rentokil Specialist Hygiene'. • If external wheelie bins are damaged, contact the contractor for a replacement. • All spillages and litter must be cleaned up immediately. • Pest activity must be reported immediately via the property maintenance system. • If taking bins out after close, employees must work in pairs and carry a personal attack alarm. • Ensure that all external doors are locked once returning to the building. • Do not empty bins at times which would cause disturbance to neighbours. • Do not place any waste into public bins.