JOBREADY

2023-1-IS01-KA220-VET-000158090

JOBREADY FRAMEWORK

MODULE 3

General Cleanliness in the Workplace

This Project has been funded with support from the European Commission.
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Co-funded by the European Union

Module 3: General Cleanliness in the Workplace

I. Module Overview

Module 3: "General Cleanliness in the Workplace" is designed to instill fundamental cleaning principles and safety standards required in a workplace setting. This module targets individuals in the hospitality and service sectors, emphasizing the need to maintain high cleanliness and hygiene standards to ensure a safe and appealing environment for employees and customers. Learners will learn various aspects of workplace cleanliness, from basic cleaning techniques to using cleaning tools and equipment. They will stress safety while performing cleaning tasks and outline detailed processes and protocols to adhere to safety standards.

The learning units start with General Cleaning, where we establish core cleaning practices. Tools and Equipment focus on their care and correct use. Cleaning and Safety ensure a safe cleaning environment. Food Safety and Hygiene Management highlights the importance of maintaining health standards. Lastly, Waste Management teaches responsible disposal.

General Cleanliness in the Workplace		Duration (Hours)
Classroom-based Learning	Content Delivery	15
	Individual Work	4
	Assessment	1
Practical on-the-job training		*TBD prior to internship*

II. Learning Units Overview

Learning Units	Duration (Hours)
LU3.1 - General Cleaning	2.5
LU3.2 - Tools and Equipment	2.5
LU3.3 - Cleaning and Safety	2.5
LU3.4 - Food Safety	2.5
LU3.5 - Hygiene Management	2.5
LU3.6 - Waste Management	2.5

1. Learning Unit 3.1: Introduction to the Fundamentals of Cleaning

• *Learning Unit Description*

This learning unit introduces the essential principles and methods of effective cleaning, emphasizing standards, best practices, and attitudes. It presents the concept of shared responsibility for workplace cleanliness, highlighting the collective impact of individual actions. The unit also delves into ATP monitoring as a critical tool for assessing surface cleanliness, teaching learners how to use ATP meters, and interpreting results. Practical exercises are included to reinforce the concepts, allowing learners to apply techniques and evaluate cleaning effectiveness through visual inspections and ATP measurements.

• *Learning Outcomes and Objectives*

Learning Outcomes	Learning Objectives	Duration (Hours)
LO3.1 Explain the foundational aspects of general cleaning, including methods, standards, best practices, and attitudes.	**Introduction to the Fundamentals of Cleaning** 3.1.1 Basic principles behind effective cleaning, including workplace cleaning methods. 3.1.2 Standards and best practices to comply with during professional cleaning processes.	0.5
	Shared Responsibility for Cleanliness 3.1.3 Shared responsibility in maintaining workplace cleanliness and the impact of collective efforts on the overall work environment. 3.1.4 Collective responsibility of all employees for cleanliness in the workplace, emphasizing the participation of each individual in maintaining a clean environment, for example, by picking up litter regardless of job role.	0.5

	3.1.5 How collaboration and personal contribution can promote the maintenance of cleanliness and health in the workplace.	
	Introduction to ATP Monitoring 3.1.6 ATP (Adenosine Triphosphate) monitoring to assess surface cleanliness. 3.1.7 ATP meters and benchmarks for cleanliness and interpret the results.	0.5
	Assessing Cleaning Effectiveness 3.1.8 Methods for assessing the effectiveness of cleaning practices, focusing on visual inspections and ATP measurement. 3.1.9 Assessment techniques, before and after cleaning scenarios.	0.5
	Practical Application 3.1.10 Cleaning exercises to reinforce learned concepts and techniques. 3.1.11 ATP meters to conduct cleanliness assessments on different surfaces and understand the correlation between visual cleanliness and ATP readings.	0.5

- Learning Outcome 3.1 Explain the foundational aspects of general cleaning, including methods, standards, best practices, and attitudes.

Learning objective	Duration (hours)
• Introduction to the Fundamentals of Cleaning • Shared Responsibility for Cleanliness • Introduction to ATP Monitoring • Assessing Cleaning Effectiveness • Practical Application	2.5

Reference Sheet 1: Definition of Key Concepts

Effective Cleaning is the process of removing dirt, germs, and impurities from surfaces. It does not necessarily kill germs but reduces their number by removing some organic matter that shields them, thus lowering the risk of spreading infection.

Cleaning Methods: Various techniques and tools are used to clean surfaces effectively. Standard methods include manual methods like sweeping, mopping, and scrubbing and mechanical methods like vacuum cleaners and automated scrubbing machines.

Workplace Cleanliness Standards are regulations and guidelines that outline the minimum cleanliness requirements necessary to ensure safe and healthy working conditions.

Best Practices in Cleaning: Proven methods and procedures are recommended to achieve the most effective and efficient cleaning outcomes. These include using suitable cleaning agents for different dirt and surfaces, following the manufacturer's instructions, and adhering to hygiene protocols to prevent cross-contamination.

ATP Monitoring is a rapid testing method used to assess Adenosine Triphosphate (ATP) levels on surfaces. ATP is an indicator of biological matter present, and monitoring its levels helps evaluate the effectiveness of cleaning practices in real-time.

Visual Inspections assess cleaning effectiveness by visually examining surfaces to check for visible signs of dirt, residue, or microbial growth. They are straightforward but subjective and should be complemented with other more scientific methods, like ATP monitoring.

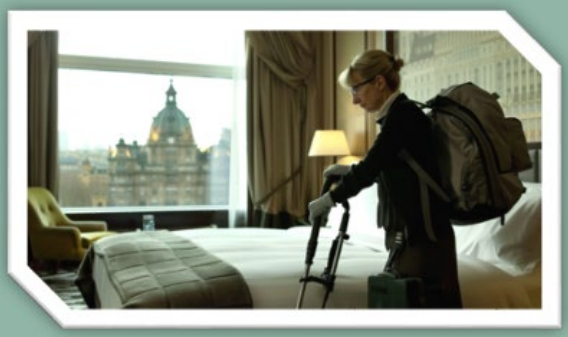
Collective Responsibility: The concept that maintaining a clean environment is a communal duty is important in shared spaces like workplaces. It emphasizes that all workers, regardless of their specific roles, have a stake in keeping their work areas clean and safe.

Assessment Techniques: Strategies and tools used to evaluate the cleanliness of a workplace, which can include qualitative methods like visual inspections and quantitative methods like ATP monitoring.

Reference Sheet 2: Useful Information

Introduction to the Fundamentals of Cleaning

- Importance of routine cleaning and its role in maintaining a healthy work environment.
- This is an overview of different cleaning methods, such as sweeping, mopping, vacuuming, and dusting, tailored to various workplace settings.



Standards and Best Practices

- Introduction to industry standards such as:
- EU-OSHA (European Agency for Safety and Health at Work)
- ECDC (European Centre for Disease Prevention and Control)

Best practices

- Mixing cleaning solutions
- Safety precautions
- Disposal of cleaning materials

Shared Responsibility for Cleanliness

- How shared responsibility enhances workplace morale and efficiency.
- Strategies for encouraging a culture of cleanliness among all employees, including regular cleanliness drills.
- The psychological and social benefits of a clean work environment.
- What happens when cleanliness is neglected?

Introduction to ATP Monitoring

- Explanation of ATP (Adenosine Triphosphate) and its role in verifying cleaning effectiveness on microbial levels.
- How to use ATP meters and understand the readouts to gauge cleanliness.

Methods to Assess Cleaning:

- Visual inspection techniques and their limitations.
- A practical guide on using ATP measurements to provide a quantitative cleanliness assessment.

Practical Application

- Outline a cleaning routine using the discussed methods and standards.
- Continuously updating skills to align with new cleaning technologies and standards is not just essential, it's a key to staying motivated and engaged in your profession.

Activity 1: Role-play Scenario-Based Learning

Materials:

- Inspection checklist
- Markers or pens
- Role name badges
- Phones with cameras
- Area layout maps

Steps: Break into small groups, each assigned a specific area. Conduct a visual cleanliness inspection using a provided checklist. Discuss findings and propose corrective actions. Role-play the implementation of these actions and evaluate their impact.

Activity 2: ATP Monitoring Workshop

Materials:

- ATP Meters (Devices used to measure adenosine triphosphate on surfaces to assess cleanliness)
- Test Swabs (swabs for use with ATP meters to collect samples from surfaces.)
- Gloves (Disposable gloves to ensure hygiene and safety while handling surfaces and equipment.)
- Data Sheets (For recording the readings from the ATP meters.)
- Cleaning Supplies (Basic cleaning tools and agents for participants to clean surfaces before re-testing them.)

Steps:

- Demonstrate using an ATP meter on a prepared surface.
- Allow participants to test various surfaces, pre- and post-cleaning.
- Collect and analyze data to discuss discrepancies and improvements.
- Ask participants to clean an area until the ATP meter detects a clean surface.

Activity 3: Cleaning Best Practices Game

Materials:

- Question Cards (Cards with questions about cleaning standards and best practices.)
- Answer Sheets (For teams to write their answers during the game.)
- Timer (To keep track of time limits for answering questions.)
- Prizes or Incentives (Small incentives to motivate participation and competition.)
- Projector or Large Display (To show questions and scores if available, enhancing group engagement.)

Note: This activity can be developed with physical cards or online resources.

Steps:

Prepare questions and scenarios related to the day's lessons.

Organize teams and conduct a quiz-style competition.

Discuss each answer, emphasizing practical applications and corrective strategies.

Activity 4: Collaborative Cleaning Exercise

Materials:

- Cleaning Kits (Each kit should include brooms, mops, cleaning cloths, sponges, and buckets.)
- Cleaning Solutions (Various cleaning agents appropriate for different surfaces (e.g., glass cleaner, disinfectant, detergent).)
- Protective Gear (Gloves, aprons, and masks to ensure cleaning safety.)
- Waste Bins and Bags (For proper disposal of waste and debris collected during cleaning.)
- Instructional Posters (Visual aids that provide a quick reference on using different cleaning tools and applying best practices.)

Steps:

- Equip each group with the necessary cleaning tools and areas to clean.
- Supervise the cleaning exercise, noting the methods used and time taken.
- Review each group's approach and efficiency, providing feedback on improvement areas.

Individual Work Assignment 1: Reading and Reflection

Reading Task: Read Chapter 1: General Cleaning.

Activity: Write a short reflection (150-200 words) on the importance of shared responsibility for cleanliness in the workplace. Discuss how collaboration and personal contribution can enhance overall cleanliness.

Reading Material: General Cleanliness in the Workplace, Individual Work Assignment Handbook, Chapter 1: General Cleaning.

Individual Work Assignment 2: Short Essay

Reading Task: Read Chapter 1: General Cleaning.

Video: Watch the instructional video on ATP monitoring and how it assesses surface cleanliness.

Activity: List three key points from the reading material and video about the importance of ATP monitoring in maintaining workplace cleanliness. Explain how you would apply these points in a practical cleaning scenario.

Reading Material: General Cleanliness in the Workplace, Individual Work Assignment Handbook, Chapter 1: General Cleaning.

2. Learning Unit 3.2: Tools and Equipment

• *Learning Unit Description*

This learning unit provides a comprehensive introduction to the various cleaning tools and equipment used in professional environments, focusing on their specific purposes and correct usage. It also covers the essential cleaning chemicals, their active ingredients, and the importance of using appropriate quantities for safety and effectiveness. Learners will explore how to select the right tools and chemicals based on different work environments and surfaces and engage in practical exercises to reinforce proper usage, maintenance, and safety procedures. The unit emphasizes the importance of maintaining equipment for efficiency and longevity.

• *Learning Outcomes and Objectives*

Learning Outcomes	Learning Objectives	Duration (Hours)
LO3.2 Explain the cleaning equipment and tools, including their correct usage.	**Introduction to Cleaning Equipment and Tools** 3.2.1 Cleaning equipment and tools used in professional cleaning. 3.2.2 Specific purposes and correct use of different cleaning tools and equipment.	0.4
	Introduction to Cleaning Chemicals 3.2.3 Active ingredients in cleaning agents and disinfectants. 3.2.4 Using correct quantities of cleaning chemicals to ensure effectiveness and safety.	0.4
	Proper Use of Cleaning Equipment and Chemicals 3.2.5 Using various cleaning tools and applying cleaning chemicals.	0.4

	3.2.6 Safety procedures associated with using cleaning chemicals and equipment.	
	Selecting Appropriate Cleaning Tools 3.2.7 Cleaning tools and products for different work environments and surfaces. 3.2.8 Selecting the right tool to enhance cleaning efficiency and protect workplace surfaces.	0.4
	Practical Application 3.2.9 Cleaning tools and chemicals in simulated workplace scenarios. 3.2.10 Cleaning solutions according to manufacturer guidelines and industry standards.	0.4
	Maintenance 3.2.11 Maintaining cleaning equipment to ensure longevity and effectiveness. 3.2.12 Basic safety practices and personal protective equipment usage when handling cleaning chemicals and machines.	0.4

- Learning Outcome 3.1 Explain the cleaning equipment and tools, including their correct usage.

Learning objective	Duration (hours)
• Introduction to Cleaning Equipment and Tools • Introduction to Cleaning Chemicals • Proper Use of Cleaning Equipment and Chemicals • Selecting Appropriate Cleaning Tools • Practical Application • Maintenance	2.5

Reference Sheet 1: Definition of Key Concepts

Cleaning Equipment: Devices or instruments used to conduct cleaning tasks. Examples include mops, vacuums, brooms, auto-scrubbers, and pressure washers. Cleaning equipment should be ergonomically designed to minimize physical strain and adhere to energy efficiency and environmental standards.

Cleaning Chemicals remove dirt, dust, stains, and germs. These include detergents, disinfectants, and solvents. Chemicals must be safe for both the user and the environment, including substances that minimize potential harm to health and ecosystems, and comply with REACH standards.

REACH standards: Registration, Evaluation, Authorisation, and Restriction of Chemicals.

Safety Procedures ensure the safe handling, storage, and use of cleaning equipment and chemicals. These procedures are crucial in preventing accidents and injuries in the workplace. Safety standards need to be strictly adhered to, including proper training in using personal protective equipment (PPE) and emergency response actions.

Environmental Considerations: Considerations for the environmental impact of cleaning processes, including the choice and disposal of chemicals and the energy consumption of cleaning equipment.

Efficiency and Effectiveness refer to the ability of cleaning tools and chemicals to achieve desired results with optimal resource usage. Effective yet resource-efficient cleaning methods are recommended to reduce waste and energy consumption.

Maintenance of Equipment: Regular checks and repairs necessary to keep cleaning equipment functional and efficient over time. Maintenance is essential for ensuring the longevity and reliability of equipment.

Proper Use of PPE: The correct selection and use of Personal Protective Equipment to safeguard against potential hazards encountered while using cleaning chemicals and equipment.

Manufacturer Guidelines and Industry Standards: Specific instructions provided by manufacturers regarding the use, maintenance, and safety of cleaning equipment and chemicals.

Reference Sheet 2: Useful Information

Overview of Common Cleaning Tools

Explain when and why each tool is chosen for a particular task.

- Mops
- Brooms
- Brushes
- Dusters
- Vacuums
- Auto-scrubbers
- Pressure washers

Introduction to Cleaning Chemicals

Breakdown of common active ingredients and highlighting their purposes and effects:

- Detergents
- Disinfectants
- Solvents

Measuring and Mixing Instructions

Guidelines on correctly measuring and mixing chemicals to maintain effectiveness while ensuring safety.

Proper Use of Cleaning Equipment and Chemicals

Step-by-step procedures on using various cleaning tools in conjunction with chemicals for optimal results. Comprehensive safety measures for handling chemicals, including the importance of:

- Ventilation
- Correct storage
- Emergency procedures

Selecting Appropriate Cleaning Tools

Factors to consider when choosing tools based on:

- The environment (e.g., healthcare, industrial, office)
- Surface type (e.g., wood, tile, carpet)

Efficiency and Surface Protection

Tips on selecting tools that enhance cleaning efficiency while protecting surfaces from damage.

Activity 1: Selecting the Right Tools and Chemicals

Materials:

- Laminated environment scenario cards.
- Cards with pictures and descriptions of various cleaning tools and chemicals.
- Safety data sheets for each chemical.
- Flip chart or whiteboard.
- Markers and note-taking materials.

Steps:

- The instructor presents the significance of matching cleaning tools and chemicals with specific environments.
- The instructor divides participants into small groups and distributes scenario cards.
- Each group discusses the best tools and chemicals for their assigned scenario.
- Groups choose tools and chemicals from the cards, justifying their choices based on scenario needs.
- Groups present their choices, discussing their rationale. Receive feedback from peers and instructors.
- The group engages in a reflective discussion, a key part of the learning process, to consolidate learning and consider alternative approaches.

Activity 2: Chemical Mixing and Safety Protocol

Materials:

- Personal protective equipment (PPE): gloves, goggles, aprons.
- Measuring cups and mixing containers.
- Non-toxic chemicals for practice.
- Water supply.
- Spill kits for emergency response practice.
- Ventilated or outdoor space.

Steps:

- The instructor conducts a safety briefing focusing on PPE and emergency procedures.
- The instructor demonstrates proper measuring and mixing techniques.
- Participants practice mixing, adhering strictly to safety guidelines.
- Participants perform a simulated spill incident, practicing containment and cleanup using spill kits. (Note: no dangerous chemicals will be used in the training).
- The instructor evaluates each participant's technique and adherence to safety, followed by group feedback.
- The group discusses the importance of precise chemical handling and potential real-world applications.

Activity 3: Equipment Maintenance Mastery

Materials:

- Various types of cleaning equipment.
- Maintenance kits with tools for repairs and upkeep.
- Equipment manuals.
- Maintenance checklist forms.

Steps:

- The instructor presents the importance and benefits of regular maintenance.
- Participants inspect equipment to identify potential issues using checklists.
- Participants perform maintenance tasks under instructor supervision, following manual guidelines.
- Participants engage in troubleshooting exercises to resolve common technical issues.
- Participants discuss each task and provide feedback on maintenance practices and improvements.
- The instructor teaches participants how to schedule regular maintenance for various equipment types.

Activity 4: Role-Playing for Effective Cleaning

Materials:

- Mock setups of various workplace environments (e.g., office, hospital room)
- Assorted cleaning tools and chemicals appropriate for the scenarios
- Scenario cards detailing specific tasks and challenges
- Feedback forms for performance evaluation
- Personal protective equipment for all participants

Steps:

- The instructor assigns different realistic cleaning scenarios to participants
- Participants perform the cleaning tasks as outlined in the scenarios
- Peers and instructors observe, taking notes on technique and safety compliance
- Participants do a feedback session where performance is reviewed and discussed, monitored by the instructor
- Participants discuss what was learned and how to apply these methods in their actual work settings

Individual Work Assignment 1: Five Cleaning Tools

Reading Task: Read Chapter 2: Tools and Equipment.

Activity: Identify and list five different cleaning tools mentioned in the reading. Describe each tool's specific purpose and how to use it correctly.

Reading Material: General Cleanliness in the Workplace, Individual Work Assignment Handbook, Chapter 2: Tools and Equipment.

Individual Work Assignment 2: Critical Safety Cautions

Reading Task: Read Chapter 2: Tools and Equipment.

Activity: Summarize the critical safety practices discussed in the learning material. Include at least three safety precautions that are crucial when handling cleaning chemicals.

Reading Material: General Cleanliness in the Workplace, Individual Work Assignment Handbook, Chapter 2: Tools and Equipment.

3. Learning Unit 3.3: Cleaning and Safety

• *Learning Unit Description*

This learning unit emphasizes the critical importance of safety in cleaning and sanitation tasks. It explores the potential hazards associated with cleaning activities and provides strategies for mitigating these risks. The unit covers essential safety procedures, the correct use of personal protective equipment (PPE), and the significance of effective communication in maintaining a safe work environment. Learners will engage in practical exercises to apply safety protocols in simulated scenarios, focusing on safely handling, storing, and applying cleaning chemicals and understanding and using safety data sheets (SDS).

• *Learning Outcomes and Objectives*

Learning Outcomes	Learning Objectives	Duration (Hours)
LO3.1 Explain the importance of maintaining safety while conducting cleaning and sanitation tasks.	**Introduction to Safety in Cleaning** 3.3.1 The critical role of safety in cleaning and sanitation processes. 3.3.2 Potential hazards associated with cleaning tasks and how to mitigate them.	0.5
	Safety Procedures 3.3.3. Safety procedures and best practices to follow while performing cleaning tasks. 3.3.4 Using personal protective equipment (PPE) correctly and adhering to safety signage and warnings is important.	0.5
	Communication Rules for Safety 3.3.5 Communication rules and protocols to ensure safety among	0.5

	team members during simulated cleaning operations. 3.3.6 Effective communication techniques to alert coworkers to hazards and safety procedures.	
	Practical Application 3.3.7 Safety procedures in simulated cleaning scenarios. 3.3.8 Potential safety hazards in a simulated controlled environment.	0.5
	Cleaning Chemicals and Safety 3.3.9 Safe handling, storage, and application of cleaning chemicals. 3.3.10 Significance of reading and comprehending safety data sheets for cleaning chemicals. 3.3.11 Checklists for cleaning chemicals and how to work with them.	0.5

- Learning Outcome 3.3 Explain the importance of maintaining safety while conducting cleaning and sanitation tasks.

Learning objective	Duration (hours)
• Introduction to Safety in Cleaning • Safety Procedures • Communication Rules for Safety • Practical Application • Cleaning Chemicals and Safety	2.5

Reference Sheet 1: Definition of Key Concepts

Safety in Cleaning and Sanitation: Ensuring that cleaning activities do not pose hazards to health and safety, typically through risk assessment, appropriate training, safe work practices, and equipment.

Personal Protective Equipment (PPE): is specific gear or apparel designed to protect the wearer's body from injury or infection.

Hazard Identification is recognizing that a hazard exists and defining its characteristics.

Risk Mitigation: the steps or actions taken to reduce the severity and likelihood of harm from identified hazards.

Safety Data Sheets (SDS) provide information on hazardous chemicals' properties and advice on safety precautions.

Communication Protocols: Standardized methods for conveying safety-related information are crucial for ensuring that all workers understand how to work safely.

Emergency Response: Plans and procedures developed to respond effectively to various emergencies, including chemical spills or injuries.

Reference Sheet 2: Useful Information

Introduction to Safety in Cleaning

- Critical Role of Safety in Cleaning and Sanitation
- Importance of maintaining a safe working environment to prevent injuries and ensure the well-being of staff

Potential Hazards

- Chemical exposure
- Wet floors
- Repetitive motion injuries

Mitigation strategies

- Appropriate use of machinery
- Correct handling techniques

Safety Procedures

- Step-by-step safety guidelines for cleaning tasks
- Importance of regular safety audits
- Compliance checks

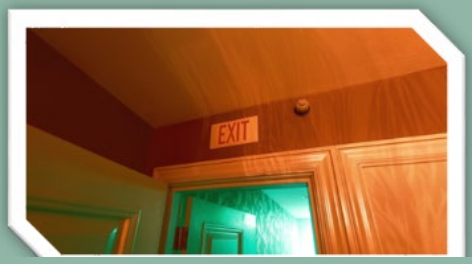
Using Personal Protective Equipment (PPE) Correctly

- Gloves
- Masks
- Goggles
- Aprons

Communication Rules for Safety

During cleaning operations, use:

- Signs
- Signals
- Verbal communication



Effective Communication Techniques

- Examples of clear and concise communication
- Role of communication in preventing accidents and ensuring a safe workplace

Cleaning Chemicals and Safety

- Safe Handling
- Storage
- Application of Cleaning Chemicals
- Procedures for managing chemical products safely

Emergency response to chemical spills

- How to read and interpret safety data sheets
- Importance of understanding chemical hazards
- Importance of understanding precautions

Checklists for Cleaning Chemicals

- Development and use of checklists to ensure safe chemical handling

Activity 1: Safety Procedures Practice

Materials:

- Checklist
- Personal Protective Equipment (PPE)
- Mock safety hazards.

Steps: Participants perform a safety audit on a mock cleaning station.

Activity 2: Communication Protocol Workshop

Materials:

- Scenario cards
- Communication tools (walkie-talkies, signs).

Steps: Groups develop and demonstrate communication protocols for specific cleaning scenarios.

Activity 3: Chemical Safety Exercise

Materials:

- SDS sheets
- Quiz sheets
- Sample chemical containers

Steps: Interactive quiz on the handling and understanding of cleaning chemicals based on provided safety data sheets

Individual Work Assignment 1: Three Potential Hazards

Reading Task: Read Chapter 3: Cleaning and Safety.

Activity: Identify three potential hazards associated with cleaning tasks. Describe how to mitigate each hazard effectively.

Reading Material: General Cleanliness in the Workplace, Individual Work Assignment Handbook, Chapter 3: Cleaning and Safety.

Individual Work Assignment 2: PPE

Reading Task: Read Chapter 3: Cleaning and Safety.

Activity: List the types of PPE used for cleaning and their specific uses. Explain why each piece of PPE is essential for ensuring safety.

Reading Material: General Cleanliness in the Workplace, Individual Work Assignment Handbook, Chapter 3: Cleaning and Safety.

4. Learning Unit 3.4: Food Safety

• *Learning Unit Description*

This learning unit covers the essential principles of food safety, maintaining cleanliness, and preventing food contamination. It emphasizes the importance of proper handwashing, surface cleaning, and food storage techniques to ensure a hygienic food preparation environment. The unit also explores the economic impact of food wastage and provides strategies to minimize waste during food preparation and storage. Learners will be introduced to common bacteria that pose risks to food safety and learn how to prevent foodborne illnesses through effective cleaning and storage practices. Practical activities reinforce these concepts, helping learners apply food safety principles in real-world scenarios.

• *Learning Outcomes and Objectives*

Learning Outcomes	Learning Objectives	Duration (Hours)
LO3.4 Explain the essentials of food safety, including maintaining cleanliness and preventing food wastage.	**Introduction to Food Safety and Cleanliness** 3.4.1 Food safety principles and the critical role of cleanliness in preventing food contamination. 3.4.2 Proper handwashing and surface cleaning methods to maintain a hygienic food preparation environment.	0.4

	Cost and Value Awareness 3.4.3 Economic impact of food wastage the importance of being mindful of food's cost and value. 3.4.4 Strategies to minimize waste while preparing and storing food.	0.4
	Introduction to Common Bacteria 3.4.5 Common bacteria found in cleaning environments, such as E. coli, Staphylococcus aureus, and Campylobacter. 3.4.6 Health risks associated with bacteria and the importance of proper cleaning techniques to eliminate them. 3.4.7 The sources of bacteria and their risks to food safety. 3.4.8 Symptoms of foodborne illness and the importance of preventing bacterial contamination.	0.4
	Proper Food Storage 3.4.9 Storing food under proper conditions, including refrigerated, frozen, and dry storage. 3.4.10 Temperature control standards and the significance of storing food at the correct temperatures to inhibit bacterial growth.	0.4
	Monitoring Expiration Dates and Stock Rotation 3.4.11 How to effectively monitor food product expiration dates. 3.4.12 "First In, First Out" (FIFO) method to rotate stocks, ensuring	0.4

	older products are used first to reduce waste and maintain food quality.	
	Practical Application 3.4.13 Hands-on activities to apply learned food safety practices, such as identifying and correcting improper food storage scenarios. 3.4.14 Exercises to simulate proper cleaning techniques and effective stock rotation. 3.4.15 Using checklists as part of internal monitoring to ensure food safety practices are followed. This includes activities such as recording refrigerator temperatures and involving general staff in routine checks.	0.4

- Learning Outcome 3.4 Explain the essentials of food safety, including maintaining cleanliness and preventing food wastage.

Learning objective	Duration (hours)
• Introduction to Food Safety and Cleanliness • Cost and Value Awareness • Introduction to Common Bacteria • Proper Food Storage • Monitoring Expiration Dates and Stock Rotation • Practical Application	2.5

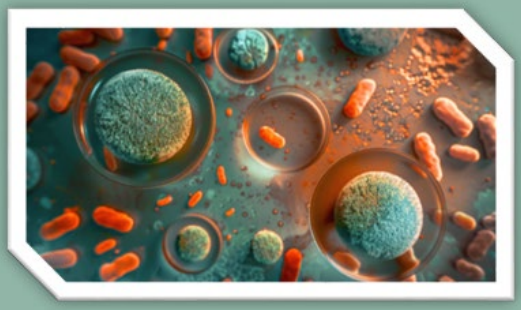
Reference Sheet 1: Definition of Key Concepts

Food Safety refers to handling, preparing, and storing food to prevent foodborne illness and ensure that food consumed is safe, wholesome, and free from contaminants.

Contamination: The presence of harmful substances or microorganisms in food can compromise its safety and suitability for consumption. Contamination can be biological (bacteria, viruses), chemical (pesticides, toxins), or physical (foreign objects).

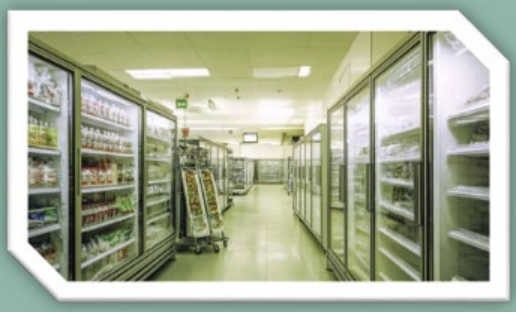
Preventing cross-contamination is crucial in food safety management. A practical way to achieve this is by using colors to mark knives and other utensils for specific purposes, like raw, cooked, vegetable, chicken, pork or beef. This simple yet effective method can help prevent the transfer of harmful bacteria or substances from one surface, food, or object to another.

HACCP (Hazard Analysis and Critical Control Points): A systematic preventive approach to food safety from biological, chemical, and physical hazards in production processes that can cause the finished product to be unsafe. It designs measures to reduce these risks to a safe level.



Foodborne Illness: Illnesses resulting from the consumption of contaminated food. Pathogenic bacteria, viruses, or chemical contaminants are common causes.

Danger Zone (Temperature): The temperature range where foodborne bacteria grow most rapidly, typically between 5°C and 60°C. Keeping food outside this temperature range helps prevent the growth of pathogens.



FIFO (First In, First Out) is an inventory rotation method that ensures older stock (first in) is used before newer stock (first out) to keep food items fresh and reduce waste while also minimizing the risk of using spoiled goods.

Traceability: is the ability to track any food through all production, processing, and distribution stages. It is crucial for quick response to food safety incidents and consumer protection.

Reference Sheet 2: Useful Information

Food Safety Principles

Preventing foodborne illnesses through proper hygiene and cleanliness

Critical Role of Cleanliness

- Prevents the growth and spread of bacteria
- Keep surfaces, hands, and utensils free from contaminants

Proper Handwashing

- Wet hands with clean, running water
- Apply soap and lather
- Scrub all surfaces (backs of hands, between fingers, under nails) for at least 20 seconds.
- Rinse thoroughly

Surface Cleaning Methods

- Use warm, soapy water for cleaning
- Sanitize with a bleach solution or commercial sanitizers
- Focus on high-touch areas (handles, cutting boards, etc.)

Economic Impact of Food Wastage

- Wasted food = wasted money
- Impacts on global resources, environment, and food security
- Being Mindful of Food's Cost and Value
- Reduces environmental impact
- Saves money and improves efficiency
- Contributes to global food sustainability

Strategies to Minimize Waste

- Before Preparation:
  - Plan meals
  - Check inventory
  - Buy only necessary quantities
- During Preparation:
  - Use all edible parts
  - Practice portion control
- Storage:
  - Proper packaging
  - Proper storage conditions
  - Use leftovers effectively

Common Bacteria in Food Preparation Environments

- E. coli: Found in raw meat and contaminated water
- Staphylococcus aureus: Present in skin and nasal passages
- Campylobacter: Common in poultry and unpasteurized milk

Health Risks Associated with Bacteria

- Gastrointestinal issues like diarrhea and vomiting
- Severe infections leading to hospitalization

Sources of Bacteria

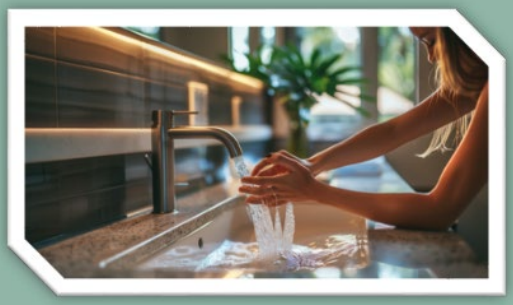
- Raw foods
- Improperly cleaned surfaces
- Unwashed hands
- Contaminated water

Symptoms of Foodborne Illness

- Nausea
- Vomiting
- Diarrhea
- Stomach cramps
- Fever

Importance of Proper Cleaning Techniques

- Effective cleaning can eliminate bacteria and reduce health risks



Storing Food under Proper Conditions

- Refrigerated Storage: 0°C to 4°C
- Frozen Storage: Below -18°C
- Dry Storage: Below 25°C with low humidity

Temperature Control Standards

- Danger Zone: 5°C to 60°C - rapid bacterial growth
- Hot Holding: Above 60°C
- Cold Holding: Below 5°C

Monitoring Food Product Expiration Dates

- Check the "Best Before" and "Use By" labels.
- Remove expired products to prevent contamination.
- FIFO Method for Stock Rotation - "First In, First Out" - Use older products first.

Activity 1: Food Safety Principles Role-Play

Materials:

- Soap and water set up for handwashing
- Cleaning supplies (sponges, sanitizers)
- Printed labels for food storage scenarios

Steps: Divide participants into pairs or small groups. Assign each group a role-play scenario:

- Scenario A: Handwashing procedure before food preparation.
- Scenario B: Cleaning and sanitizing kitchen surfaces.
- Scenario C: Proper food storage and stock rotation.

Groups practice role-playing, demonstrating proper safety practices. Rotate roles and provide feedback on performances.

Discuss each scenario in a large group session, informing what was most challenging and most manageable about the experience and that individuals from the group explain why this is important.

Activity 2: Identifying and Correcting Improper Food Storage

Materials:

- Mock kitchen setup (shelves, refrigerator, freezer)
- Various food items with labels
- Thermometers

Steps: Prepare a mock kitchen setup with various storage mistakes:

- Mistake 1: Raw meat above ready-to-eat foods.
- Mistake 2: Expired products are still in storage.
- Mistake 3: Incorrect temperature readings.

Divide learners into pairs. Task each pair with identifying all storage issues and writing corrective measures.

Share findings with the class and discuss improvements.

Activity 3: Cleaning Techniques Simulation

Materials:

- Cleaning supplies (sponges, sanitizers, buckets)
- Contamination sources (oil, dirt, food crumbs)
- Different surfaces (plastic, stainless steel, wood)

Steps: Divide learners into pairs. Set up stations with different surfaces and contamination sources (e.g., grease, crumbs). Task pairs to clean the surfaces using proper methods:

- Soap and water cleaning
- Sanitizing solutions
- Focus on high-touch areas

Rotate stations and assess cleaning effectiveness.

Activity 4: Food Safety Knowledge Quiz

Materials:

- Quiz sheets with questions (or prepare an online quiz)
- Answer keys for scoring

Steps: Prepare a quiz with multiple-choice questions covering the learning objectives. Divide learners into teams for a quiz competition. Present each question and ask teams to answer within a set time. Award points for correct answers and declare the winning team.

Sample Questions:

- "Which temperature range is considered the 'Danger Zone' for bacterial growth?"
- "What is the recommended method to prevent cross-contamination?"
- "Name two common bacteria found in food preparation environments."

Include at least four optional answers, keeping one of them humorous to keep up the spirits.

Individual Work Assignment 1: Proper Food Storage Conditions

Reading Task: Read Chapter 4: Food Safety.

Activity: Create a chart that outlines the proper storage conditions for different types of food (refrigerated, frozen, and dry storage). Include temperature ranges and examples of foods that fit each category.

Reading Material: General Cleanliness in the Workplace, Individual Work Assignment Handbook, Chapter 4: Food Safety.

Infographic - World Food Safety Day: How to Handle Food Safely

Individual Work Assignment 2: Preventing Cross-Contamination

Reading Task: Read Chapter 4: Food Safety.

Activity: Write down three strategies to prevent cross-contamination. Describe how you would implement these strategies in a real-world kitchen scenario.

Reading Material: General Cleanliness in the Workplace, Individual Work Assignment Handbook, Chapter 4: Food Safety.

5. Learning Unit 3.5: Hygiene Management

• *Learning Unit Description*

This learning unit focuses on the importance of maintaining high hygiene standards in the workplace to ensure the health and safety of employees. It covers essential hygiene practices, including personal, food, and environmental cleanliness. Learners will explore methods for assessing workspace cleanliness, identifying areas that require additional attention, and implementing improvement measures to address common hygiene issues. The unit emphasizes the role of personal hygiene in preventing the spread of germs and provides guidelines for the safe use, storage, and disposal of cleaning agents and waste. Practical activities and role-play exercises reinforce these concepts, helping learners apply hygiene management practices effectively in real-world scenarios.

• *Learning Outcomes and Objectives*

Learning Outcomes	Learning Objectives	Duration (Hours)
LO3.5 Explain the standards and expectations of workplace cleanliness necessary to ensure health and safety.	**Introduction to Hygiene Standards** 3.5.1 Maintaining high hygiene standards in the workplace to ensure the health and safety of all employees. 3.5.2 Hygiene practices, including personal, food, and environmental cleanliness.	0.4
	Assessing Cleanliness 3.5.3 Cleanliness of a workspace. 3.5.4 The criteria for assessing cleaning efforts and identifying areas requiring additional attention.	0.4
	Implementing Improvement Measures	0.4

	3.5.5 Common issues related to workplace cleanliness and potential health risks. 3.5.6 Strategies to address and rectify these issues, including adjusting cleaning techniques and schedules.	
	Importance of Personal Hygiene 3.5.7 Personal hygiene, including regular handwashing as a critical component of workplace cleanliness. 3.5.8 Proper personal hygiene routines and their role in preventing the spread of germs and illness.	0.4
	Environmental Cleaning Techniques 3.5.9 The correct use of cleaning agents and equipment to maintain a hygienic work environment. 3.5.10 Describe safe storage and disposal of cleaning materials and waste to prevent contamination.	0.4
	Practical Application 3.5.11 Hygiene standards and cleaning assessment. 3.5.12 Role-play or scenarios to practice identifying hygiene issues and determining appropriate corrective actions.	0.4

- Learning Outcome 3.5 Explain the standards and expectations of workplace cleanliness necessary to ensure health and safety.

Learning objective	Duration (hours)
• Introduction to Hygiene Standards • Assessing Cleanliness • Implementing Improvement Measures • Importance of Personal Hygiene • Environmental Cleaning Techniques • Practical Application	2.5

Reference Sheet 1: Definition of Key Concepts

Hygiene Standards: These are regulations and practices that ensure food and work environment safety, cleanliness, and quality.

European Food Safety Authority (EFSA): Regulation authority emphasizing preventive measures to control foodborne illnesses.

Personal Hygiene refers to practices related to the body cleanliness of individuals involved in food preparation and handling.

Environmental Cleanliness: This involves maintaining clean food preparation and storage areas to prevent contamination and ensure food safety. It includes regular cleaning and sanitizing surfaces, tools, and equipment used in the food industry.

Improvement Strategies: Planned actions to enhance hygiene and cleanliness in the workplace. This includes regular staff training, updating cleaning protocols, and introducing new technologies or products to improve hygiene outcomes

Safe Storage and Disposal: The correct practices for storing cleaning agents and disposing of waste materials in a food handling environment.

Reference Sheet 2: Useful Information

Importance of Maintaining High Hygiene Standards
Outline how maintaining these standards ensures the health and safety of all employees and prevents foodborne illnesses.

Workspace Cleanliness
Detail the key aspects of a clean workspace in the food industry, including surfaces, tools, and storage areas.

Criteria for Assessment
Provide a checklist or criteria for assessing cleanliness in the workplace, highlighting areas often overlooked but critical for maintaining hygiene.

Common Cleanliness Issues and Health Risks
Describe problems like cross-contamination, improper storage, and inadequate cleaning procedures.

Strategies for Improvement
Offer strategies to improve cleanliness, such as enhancing cleaning schedules, using appropriate cleaning agents, and regularly training staff.

Components of Personal Hygiene
Focus on regular handwashing, gloves, and proper attire in the food handling areas.

Role in Disease Prevention
Discuss how personal hygiene prevents the spread of germs and contributes to overall food safety.

Use of Cleaning Agents and Equipment:
Describe the proper selection and use of cleaning agents and equipment for different surfaces and contaminants.

Safe Storage and Disposal
Outline best practices for storing and disposing of cleaning materials and waste to minimize contamination risks.

Activity 1: Hygiene Standards Quiz

Materials:

- Quiz sheets with questions and answers (or online quiz like Kahoot).
- Pens or pencils.
- Computer, internet access, and projector for digital presentation.

Steps: Develop a quiz based on the theoretical content provided in the reference sheets. Include multiple-choice, true/false, and fill-in-the-blank questions covering key concepts like personal hygiene, environmental cleanliness, and the use of cleaning agents.

Conduct the Quiz: At the beginning of the session, distribute the quiz sheets to learners. Allow 15-20 minutes for them to complete.

Collect the quizzes and review the answers with the class. Discuss why specific answers are correct, emphasizing the practical implications of each concept.

Provide feedback on common mistakes and clarify misunderstandings, helping reinforce learning and correct misconceptions.

Activity 2: Role-play Exercise

Materials:

- Scenario cards describing hygiene issues
- Role-play guidelines
- Observational forms for peers to provide feedback

Steps: Prepare scenarios involving common hygiene problems in the workplace. Assign roles such as employees, supervisors, and health inspectors.

Each group acts out their scenario, trying to identify the issue and discussing appropriate corrective actions.

Other participants will observe and fill out feedback forms based on the effectiveness of the problem-solving and communication skills displayed.

After each role-play, discuss as a class what was done well and what could be improved. Highlight the importance of clear communication and correct procedures in maintaining hygiene standards.

Activity 3: Improvement Strategy Workshop

Materials:

- Flip charts or whiteboards.
- Markers.
- Post-it notes.
- Reference materials from the course.

Steps:

Divide participants into groups to discuss and list common cleanliness issues they have experienced or can imagine throughout the course, as well as their lives and professional experiences.

Each group selects one issue and develops a detailed plan for addressing it, including steps, necessary resources, and potential challenges.

Groups present their strategies to the entire class.

Facilitate a feedback session where groups can constructively critique each other's plans, suggesting improvements or alternatives.

Collect all strategies and compile them into a document that can be distributed to all participants as a practical resource.

Individual Work Assignment 1: Personal Hygiene Practices

Reading Task: Read Chapter 5: Hygiene Management.

Activity: List five personal hygiene practices critical for maintaining workplace cleanliness. Explain how each practice helps in preventing the spread of germs.

Reading Material: General Cleanliness in the Workplace, Individual Work Assignment Handbook, Chapter 5: Hygiene Management.

Individual Work Assignment 2: Critical Hygiene Hazards

Reading Task: Read Chapter 5: Hygiene Management.

Activity: Summarize the critical hygiene hazards. Provide three examples of preparing against these hazards in a typical workplace setting.

Reading Material: General Cleanliness in the Workplace, Individual Work Assignment Handbook, Chapter 5: Hygiene Management.

6. Learning Unit 3.6: Waste Management

• *Learning Unit Description*

This learning unit focuses on proper waste disposal and handling practices essential for maintaining cleanliness and safety in the workplace. It introduces the principles of effective waste management, the different types of waste, and appropriate disposal methods. Learners will explore the significance of waste segregation, the importance of maintaining clean waste bins, and the impact of a clean environment on employee health and morale. The unit also introduces local waste management regulations and workplace policies, emphasizing legal and ethical responsibilities. Practical activities will help learners apply their knowledge of waste segregation, disposal, and maintaining a tidy work environment.

• *Learning Outcomes and Objectives*

Learning Outcomes	Learning Objectives	Duration (Hours)
LO3.6 Explain proper waste disposal and handling practices to maintain cleanliness and safety in the workplace.	**Introduction to Waste Management** 3.6.1 The principles of effective waste management and its importance in maintaining workplace hygiene and safety. 3.6.2 Different types of waste and the appropriate methods for disposing of each type. 3.6.3 Disposal and recycling methods according to a selected workplace.	0.4
	Proper Disposal of Waste 3.6.3 Proper disposal methods to prevent pollution and minimize environmental impact.	0.4

	3.6.4 The significance of segregating waste into recyclables, according to applicable rules and regulations in the area.	
	Maintaining Cleanliness of Waste Bins and Containers 3.6.5 Cleaning waste bins and containers to prevent odors and pest infestations. 3.6.5 Cleaning and disinfecting waste receptacles to maintain a hygienic environment.	0.4
	Environmental Tidiness 3.6.6 Employee's role in keeping the work environment clean and litter-free. 3.6.7 The impact of a clean environment on employee health and morale.	0.4
	Waste Management Policies and Regulations 3.6.8 Local regulations and workplace policies regarding waste management. 3.6.9 The legal and ethical responsibilities related to waste handling and disposal.	0.4
	Practical Application 3.6.10 Hands-on activities to apply knowledge of waste segregation and disposal. 3.6.11 Clean-up exercise to practice maintaining a tidy workplace and adequately managing waste.	0.4

- Learning Outcome 3.6 Explain proper waste disposal and handling practices to maintain cleanliness and safety in the workplace.

Learning objective	Duration (hours)
• Introduction to Waste Management • Proper Disposal of Waste • Maintaining Cleanliness of Waste Bins and Containers • Environmental Tidiness • Waste Management Policies and Regulations • Practical Application	2.5

Reference Sheet 1: Definition of Key Concepts

Waste Hierarchy: This hierarchy prioritizes waste prevention, reuse, recycling, and other recovery methods, with disposal, such as landfills, as the last option. It supports reducing waste's environmental impact and promoting a transition to a circular economy.

Circular Economy: This economy aims to maintain the value of products, materials, and resources for as long as possible by returning them to the production cycle at the end of their use and minimizing waste. It involves comprehensive recycling, reusing, and reducing waste, contributing to sustainable growth.

Resource Efficiency: the efficient and sustainable use of natural resources to minimize environmental impact while meeting economic and social needs, achieving more sustainable growth, and reducing dependence on imported resources.

Sustainable Waste Management: is the practice of safely and efficiently managing waste to minimize environmental impact and conserve natural resources.

Zero Waste: is a philosophy and a design principle for the lifecycle of products, where all products are reused. The goal is that no trash is sent to landfills, incinerators, or the ocean.

Compliance with Europe's Waste Legislation: Adherence to regulations such as the Waste Framework Directive, the Landfill Directive, and other specific directives that dictate how waste should be managed, treated, and disposed of in European countries to protect the environment and human health

Reference Sheet 2: Useful Information

Principles of Effective Waste Management

Waste management is crucial for maintaining workplace hygiene and safety. Effective waste management involves:

- Reducing waste generation
- Proper sorting
- Efficient disposal

Types of Waste (See updates at EU Waste Framework Directive):

- General Waste (Non-recyclable waste typically disposed of in the general trash.)
- Recyclable Waste (Materials such as paper, plastic, metal, and glass that can be processed and reused.)
- Organic Waste (Food scraps and other biodegradable materials that can be composted.)
- Hazardous Waste (Items that pose a risk to health or the environment, including chemicals and electronic waste.)

Disposal and Recycling Methods

Methods vary based on workplace needs and local regulations, typically including:

- General collection
- Recycling programs
- Hazardous waste handling protocols

Disposal Methods

Follow local regulations to prevent pollution and environmental damage. Study guidelines on the correct disposal routes for various types of waste.

Cleaning Protocols

Clean and disinfect bins and containers regularly to prevent odors and pest infestations. This includes washing bins with soap and water and using disinfectants.

Health and Safety

Using appropriate protective gear during cleaning is important to prevent contact with harmful bacteria or waste material.

Employee's Role:

Employees are responsible for maintaining cleanliness, including proper waste disposal and tidiness of the workspace.

Impact on Health and Morale

A clean environment improves employee health and morale, creating a more productive workplace.

Waste Management Policies and Regulations

Overview of local laws and regulations that govern waste management, including penalties for non-compliance.

Workplace Policies

Specific policies that the workplace may have regarding waste handling and disposal procedures.

Legal and Ethical Responsibilities

Emphasizes the importance of ethical waste management practices and compliance with legal standards.

Activity 1: Waste Segregation Workshop

Materials: Samples of different types of waste (paper, plastic, organic, hazardous), bins, or containers labelled with types of waste.

Steps: Participants sort various kinds of waste into the correct bins. Discuss the impact of incorrect disposal on the environment and the workplace. Also, the implications of correct disposal on employees and the environment will be discussed.

Activity 2: Bin Cleaning Demonstration

Materials: Protective gloves, masks, cleaning solutions, brushes, and waste bins.

Steps: Demonstrate the step-by-step process of cleaning a waste bin, then allow participants to practice. Discuss the importance of regular maintenance to prevent health hazards. Discuss what would happen if bins would not be cleaned regularly.

Activity 3: Clean-up Drill

Materials: A variety of waste products scattered in a designated area, waste bins, and timers.

Steps: Participants are timed on how quickly and accurately they can clean up the area, sorting the waste into the correct bins. Review the importance of ongoing cleanliness in the workplace. Discuss the consequences of each person being accountable for protecting the workplace environment, especially through cleaning up waste.

Individual Work Assignment 1: Waste Segregation

Reading Task: Read Chapter 6: Waste Management.

Activity: Describe the various types of waste at work and the appropriate methods for disposing of each type. Create a diagram to illustrate waste segregation.

Reading Material: General Cleanliness in the Workplace, Individual Work Assignment Handbook, Chapter 6: Waste Management.

Individual Work Assignment 2: Personal Protective Equipment (PPE)

Reading Task: Read Chapter 6: Waste Management.

Activity: Briefly summarize the key waste management policies mentioned in the handbook. Discuss the importance of adhering to these policies in maintaining workplace hygiene and safety.

Reading Material: General Cleanliness in the Workplace, Individual Work Assignment Handbook, Chapter 6: Waste Management.

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