















Cloth	Blue
PPE	N/A
Chemicals	• Sanitiser • Washing-up liquid
Reference	• Safety policies • COSHH manual • SOP B0002/0047/0048 - Cleaning the ice machine • SOP OF0022 - Manual handling – General • SOP OF0055 - Dealing with petty cash expenditure • Handwash poster
Equipment	• Large Saf-T-Ice scoop & holder • Small Saf-T-Ice scoops & holders • Saf-T-Ice Tote & lid • Ice dumps • Fruit containers • Fruit tongs
VideoSOP	To be used together with this written SOP. Tap here to play 

Step 1	  	<ul style="list-style-type: none"> • Prior to the first use, the Saf-T-Ice equipment must be correctly installed by an approved contractor, eg MIV. • The Saf-T-Ice Tote holder must be secured to a wall near to the ice machine. • The large Saf-T-Ice scoop holder (for the ice machine) must either be secured to a wall near to the ice machine or attached to the front of the ice machine using the suction cups provided. • The small Saf-T-Ice scoop holders must either be secured to the bar adjacent to the ice dumps, secured to the speed rails or placed inside the speed rails.
Step 2		<ul style="list-style-type: none"> • Wash hands thoroughly before filling the bar and kitchen ice dumps.
Step 3		<ul style="list-style-type: none"> • Open the door of the ice machine, and using the attachment, hang the Saf-T-Ice Tote onto the front of the ice machine. • Remove ice from the ice machine using the large Saf-T-Ice scoop and Saf-T-Ice Tote only. • Do not overfill the Saf-T-Ice tote, and ensure that it is not too heavy to carry. Refer to SOP OF0022 - Manual handling – General. • When transporting ice to other floors in the pub, ensure that the lid is fitted to the Saf-T-Ice tote, and where possible, use a lift to transport the Saf-T-Ice tote. • Never leave the scoop in the ice machine. • Close the door of the ice machine after removing ice.
Step 4		<ul style="list-style-type: none"> • Always return the scoop to the Saf-T-Ice scoop holder. • Wipe the handle of the large Saf-T-Ice scoop using a blue cloth sprayed with sanitiser after every use.

Step 5		<ul style="list-style-type: none"> • Fill the ice dumps from the Saf-T-Ice Tote to a level appropriate for the session. • Ensure that the ice does not come into contact with fruit containers. • Never store any food, drink or other item in the ice machine or the ice dump as this will contaminate the ice.
Step 6		<ul style="list-style-type: none"> • Return the Saf-T-Ice Tote to its holder, hanging the Tote upside down, so that any water drains out of it. • Wipe all contact points on the Saf-T-Ice Tote using a blue cloth sprayed with sanitiser after every use. • Duty managers must check the condition of the ice dumps and ice scoops daily and dispose of/replace any damaged equipment.
Step 7		<ul style="list-style-type: none"> • Never use hands, a glass or other item to dispense ice. Always use the Saf-T-Ice scoop or fruit tongs, ensuring that the handle does not come into contact with the ice.
Step 8		<ul style="list-style-type: none"> • Return the small Saf-T-Ice scoop to its holder after use.
Step 9		<ul style="list-style-type: none"> • Ice dumps must be emptied at the end of every night. • Clean out using sanitiser and a clean blue cloth. • Allow to air dry. • Never use the ice dump for any other storage. • Wash the fruit containers at the end of every night using hot soapy water. • Allow to air dry.
Step 10		<ul style="list-style-type: none"> • All ice scoops and ice scoop holders must be cleaned in the glasswasher on a daily basis and allowed to air dry. • If required, additional cleaning can be completed using sanitiser and a clean blue cloth. • The Saf-T-Ice Tote and lid must be cleaned daily using sanitiser and a clean blue cloth.

Step 11		<ul style="list-style-type: none">• If glass is broken in the vicinity of the ice dump, all ice must be disposed of immediately and the ice dump cleaned out before restocking.• If the ice machine is out of service, ice may be transported from any nearby JDW pub using a lidded Saf-T-Ice Tote(s).• Alternatively, and with area manager approval, bagged ice can be purchased via petty cash from a supermarket. Refer to SOP OF0055 - Dealing with petty cash expenditure.• Duty managers must check the condition of the ice dumps and ice scoops daily and dispose of/replace any damaged equipment.• Additional ice handling and storage equipment can be ordered via the non-consumables order.
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