

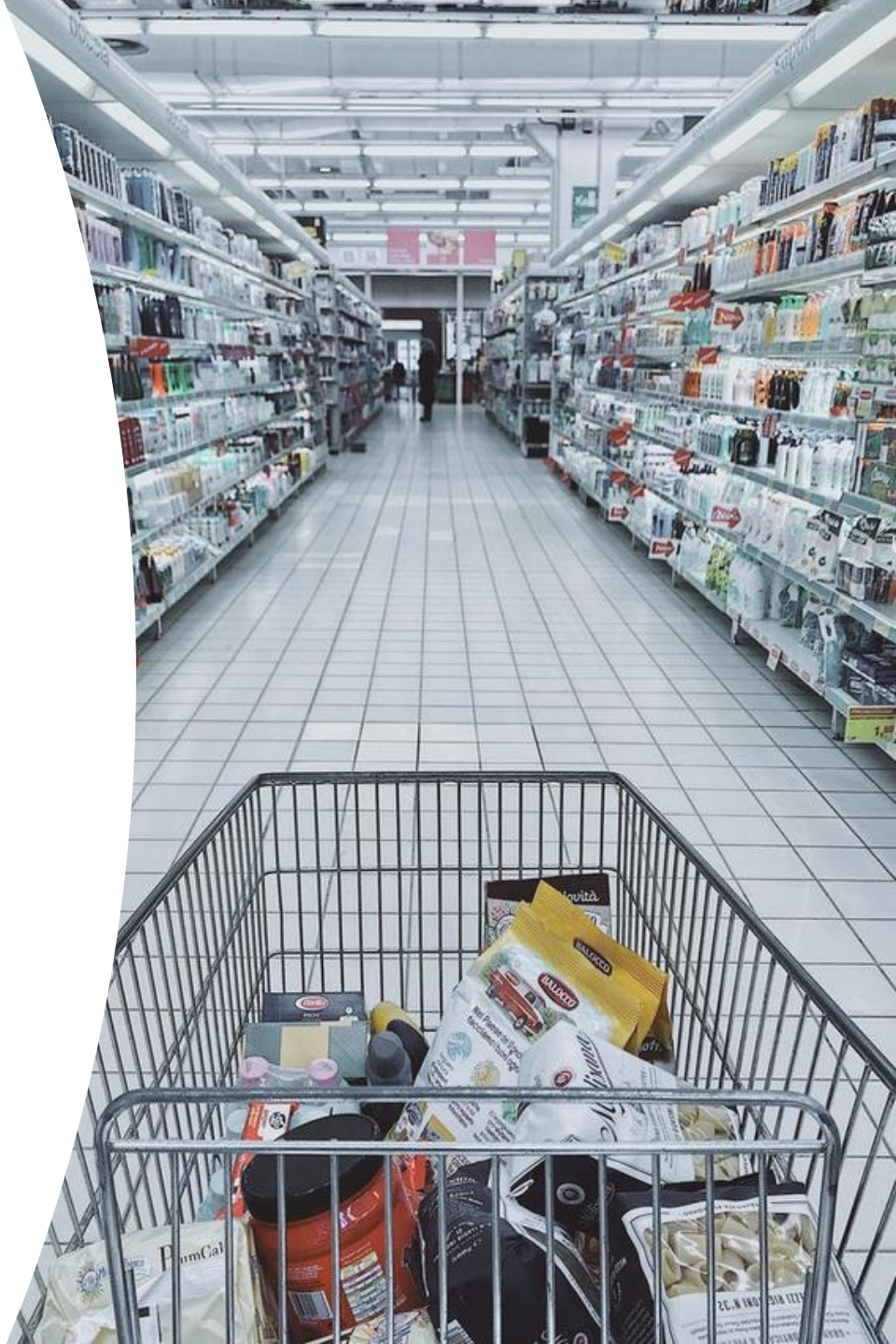


Hospitality and Catering

Stock control and ordering

Lesson 5

Learn how to control stock effectively to help contribute to business success.





Handling stock

Following strict manual handling procedures will prevent accidents and injuries.





Handling stock

Bend the knees and keep you back
straight.

Ask for help when needed.





Handling stock

Wear the correct PPE, gloves and protective shoes.

Nothing stored on the floor to prevent any contamination e.g. to prevent attracting pests.





Handling stock

Most items will be placed on shelving and products can be stacked safely e.g. cans and cartons.





Handling stock

Large items like sacks of flour and sugar must be stored in 'bins' with lids and wheels.





Handling stock – risk assessments

List the hazards involved and the risks to health and safety.

Create risk assessments for staff training and awareness.





Handling stock - COSHH

Cleaning materials must be stored
in separate areas and made secure.

Control of Substances Hazardous to
Health - COSHH





Handling stock

Specialist equipment may be required to move stock safely, trolleys can carry oil barrels and beer kegs safely.





Safe stock storage

- Walkways are clear
- Fixed shelving at a safe height
- Emergency exits are clear
- Product segregation to prevent any cross contamination e.g. allergens or raw meat products



Secure storage

Chemicals should be locked in a separate area to food.

Valuable items stored securely e.g. alcohol and expensive foods.





Secure storage

Use passwords and keys to allow designated staff only to access secure store areas.





Revision Activity 5

**How should chemicals
be stored?**