

Kitchen Equipment User Guide

**Information Guide to the Safe Use of
Communal Gas and Electrical Equipment
in Student Accommodation**

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SELF CATERING ACCOMMODATION

This information is to assist you in using the kitchen and equipment in it. It contains information about how to use the equipment, how to keep it clean when sharing with other people and some health and safety points. Please ask a member of the housekeeping team any questions if you are unsure.

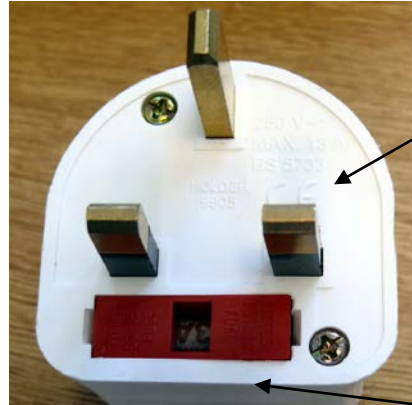
ELECTRICAL SAFETY

This information is for your safety and the safety of your fellow students. There are restrictions on the use of certain electrical equipment, as electrical fires can occur from using faulty equipment.

The electricity supply to your residence is only able to cope with one appliance per wall socket; therefore the use of too many appliances is likely to overload the system which will cut off the electricity supply to your flat.

Appliances brought from overseas must comply with UK electrical safety standards (ie be marked with the 'CE' [*Conformité Européenne*] symbol). It is easier and preferable to purchase your appliances in the UK. Please refer to your Residence Guide to Services and Facilities.

To adapt the plugs from overseas equipment, a 'Fused International UK Mains Adaptor' is required. The type shown below is suitable for all international plug types.



'CE' Marking
(Conforms with
UK &
European
Safety
Standards)

Fuse (3 amp)

Fused International UK Mains Adapter

Any student requiring assistance with the above should ask a member of the accommodation team who will be pleased to help.

Should you have any other queries please contact the Reception Office for your residence.

COOKING and FIRE SAFETY

Cooking involves heat and heat can provide a source of ignition to start a fire. Food can provide a fuel. Your accommodation is protected by fire detectors. The kitchen area has a heat detector which will activate the fire alarm if it detects a rapid rise in temperature. The hallway and study bedrooms are fitted with SENSITIVE smoke detectors which activate the alarm if they detect smoke from a fire. They will ALSO detect smoke from burning food or toast.

THUS, IT IS ESSENTIAL THAT:-

1. YOU DO NOT LEAVE YOUR COOKING UNATTENDED, &
2. YOU KEEP THE FIRE DOOR TO YOUR KITCHEN CLOSED WHILST YOU ARE COOKING.

Otherwise you will set off the fire alarm and the building will be evacuated.

GAS AND ELECTRIC COOKING FACILITIES

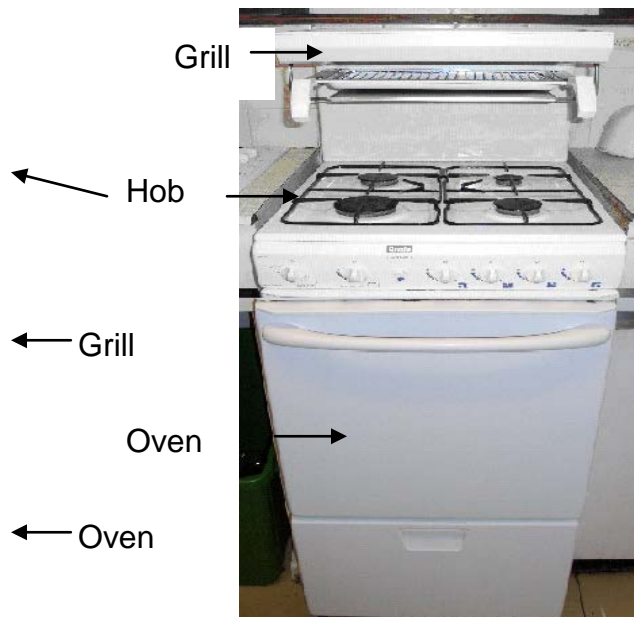
GAS FACILITIES

Each gas cooker has a Hob, Grill and Oven. Please see diagrams below.

A Gas Cooker



B Gas Cooker



Your hob is situated on top of the cooker, with your grill underneath this, with a door. Below this, is your oven. (See diagram above)

Your hob is situated in the middle of the cooker, with your grill above this, with two handles. Below both of these, is your oven with a white handle. (See diagram above)

Grill - How to Use Your Grill

If your cooker is the one shown in A:

Open the grill door and **keep it open**. Turn the grill on to the maximum setting and leave for three minutes to warm up. After this, select the temperature that you wish to use the grill on. Place food onto the grill pan and put it under the grill. When food is cooked, turn off grill and remove food from heat source.

If your cooker is the one shown in B:

Turn the grill on to the maximum setting and leave for three minutes to warm up. After this, select the temperature that you wish to use the grill on. Place food onto the grill pan and put it under the grill. When food is cooked, turn off grill and remove food from heat source.

****Do not put the grill pan back under the grill until the heat has cooled, as the handle will melt if it is replaced whilst grill is still hot.**

****Do not leave food unattended at any time and do not close the grill door whilst food is cooking.**

In line with your Service Level Agreement (SLA,) the grill should be cleaned after every use to prevent build up of food and grease; equipment should be left in a clean and tidy condition for others to use. **If left dirty or greasy and used without cleaning you may cause a fire.**

Oven - How to Use Your Oven

Select oven temperature by using appropriate knob. Place food inside and shut door. When food is cooked to requirement, remove and turn off heat source.

When oven is cooled down wipe the inside to remove any food spillage. Packaging from certain products will give you guidelines on what temperature is required and how long food should be cooked for.

****Do not leave food unattended whilst cooking and always ensure the oven is fully turned off after use.**

Hob - How to Use Your Cooker Rings

Place appropriate pan on ring, turn cooker control knob to select heat temperature you require. When food is cooked to your requirements turn off heat and remove pan from source.

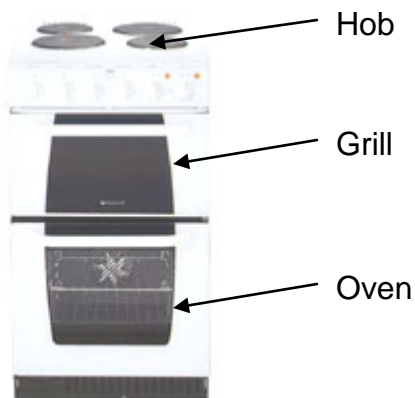
Please note: if your hob is gas, the ring will become instantly hot, however, if it is an electric hob, it will take longer to warm up and cool down.

****Remember: do not leave food unattended whilst cooking and always ensure the appliance is fully turned off after use.**

When the cooker has cooled down, wipe away any spillages. Food left on cooker may later burn whilst cooking and cause the fire alarms to sound.

ELECTRIC FACILITIES

Electric cookers are provided and have both a hob and an oven, containing a separate grill.



Hob - How to Use Your Cooker Rings

Place appropriate pan on ring, turn cooker control knob to select heat temperature you require. When food is cooked to your requirements turn off heat and remove pan from source.

Please note: an electric hob takes longer to warm up and cool down.

When the cooker has cooled down, wipe away any spillages. Food left on cooker may later burn whilst cooking and cause the fire alarms to sound.

Grill - How to Use Your Grill

Open the grill compartment, arrange the shelves accordingly and ensure that the grill pan is free from existing debris and fat, as this could cause fires.

Turn the grill on, and leave to warm up for three minutes. Once warm, place your food on the grill pan and place the tray into the grill. Do not shut the grill door. Also, ensure that the extractor fan is switched on to remove any smoke that is present in the atmosphere. Depending on the food being cooked, you will need to regularly remove the items and turn them over.

Once cooked, the food can be removed and the grill switched off; it is important that the grill is given enough time to cool. In accordance with the SLA, (Service Level Agreement) it is your responsibility to clean the grill pan and remove excessive grease. Once the pan is clean and the grill cool, items can be put back for the next person to use.

Oven - How to Use Your Oven

Open the cooker door and arrange the shelves in accordance with what you are cooking. Shut the door and select the heat that you wish to use. This will be displayed on the food packaging.

Depending on the cooker type the time allowed for it to heat up will vary. Fan assisted cookers will be quicker than non fan assisted. There will be a light on the cooker front, close to the cooker knobs - when this light goes out; the cooker is at the desired temperature.

Standing to the side, open the oven door fully and place your food into the oven on the desired shelf. Depending on the food being cooked, you may need to open the door and turn the food around in the oven, or turn the food item over.

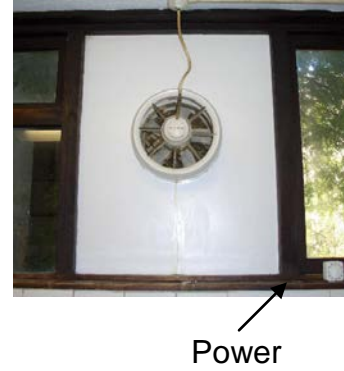
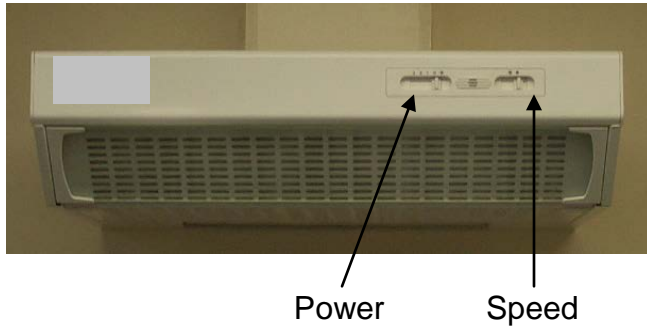
Once the cooking time has elapsed, carefully open the oven door and remove the item being cooked. Oven gloves or a towel should be used as you can burn yourself from the heat off the tray/pan. Attention should be drawn to the safe removal of items from the oven as some food items emit fat and juices that can spill off the tray onto the individual - because of this, safe removal is imperative. Place the tray on a hard surface and carefully shut the oven door. The oven can now be turned off.

Once cooled, the oven can be cleaned if it is needed. It is important that the oven is kept free from old food debris as this can be a cause for fires and false smoke alarms to go off. It is also part of the SLA (Service Level Agreement.)

****Remember: do not leave food unattended whilst cooking and always ensure the appliance is fully turned off after use.**

EXTRACTOR FANS **(Where Provided)**

These are to be used both during and after cooking.



To use the extractor fan, push the speed button to the desired speed, and then push the power button to the right to turn on. To turn off, push the power button to the left.

MICROWAVE



Using your microwave

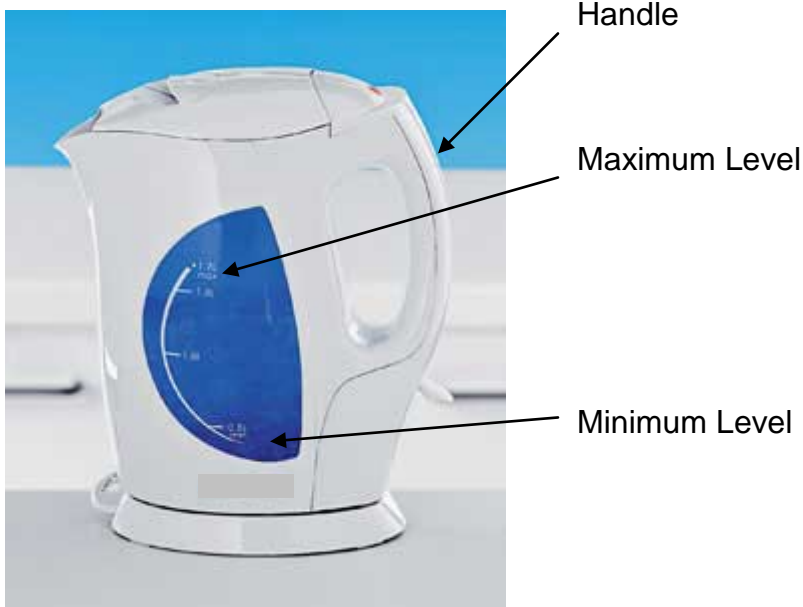
Open the microwave by pulling on the door handle towards you. Place the food/liquid in the microwave and shut the door firmly. Turn the power level knob to the desired level.

1	Warm
2	Defrost
3	Medium
4	Medium High
5	High

Turn the timer knob to the desired time. Leave the microwave to cook and then once the chime has sounded, open the door and take the food/solution out. Be careful whilst doing this as certain foods give off excessive amounts of steam.

You must not put packaging with a metal component or dishes with metal strips into your microwave, this will cause your appliance to break down and not work. When placing your food in the microwave, please check guidelines on packaging. Normal heating requirements only need a few minutes. **Do not leave food unattended whilst cooking.**

KETTLE

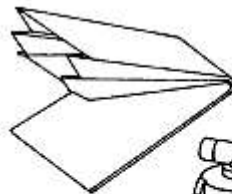
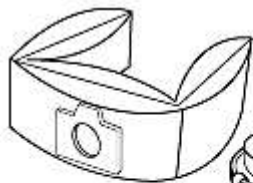
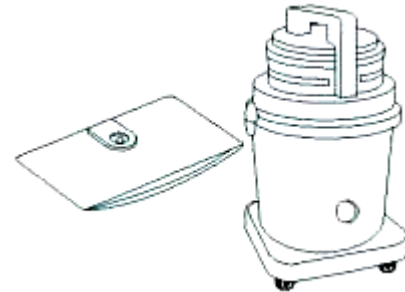


Open the lid by pulling handle upwards; this will release the top to a 90 degree angle. Fill the kettle up with water to the desired level. Water must be above the **MINIMUM** level, and below the **MAXIMUM** Level.

Once filled with the required amount of water, take the kettle back to the power unit, position it and press the switch down on the kettle, where a light will illuminate to show it is working. Once the kettle has boiled, it will switch off automatically and be ready for you to use.

Do not boil anything other than water in the kettle i.e. no eggs, rice, pasta or any other liquids!

VACUUM CLEANERS



How to Use Your Vacuum Cleaner

To use the vacuum cleaner, firstly unravel all of the power cable. Find a power source that is close to the area that is going to be vacuumed and does not cause a potential hazard for other members of your flat and push the plug into the socket. Turn the socket on and turn the vacuum cleaner on. You will now notice that the vacuum is working.

Once cleaning is finished, turn the vacuum cleaner off, firstly on the unit and then at the socket. Unplug the machine and wrap the wire in a figure of "8". The wire can then be slid under the vacuum cleaner's handle. Store the vacuum cleaner in a safe place away from harm.

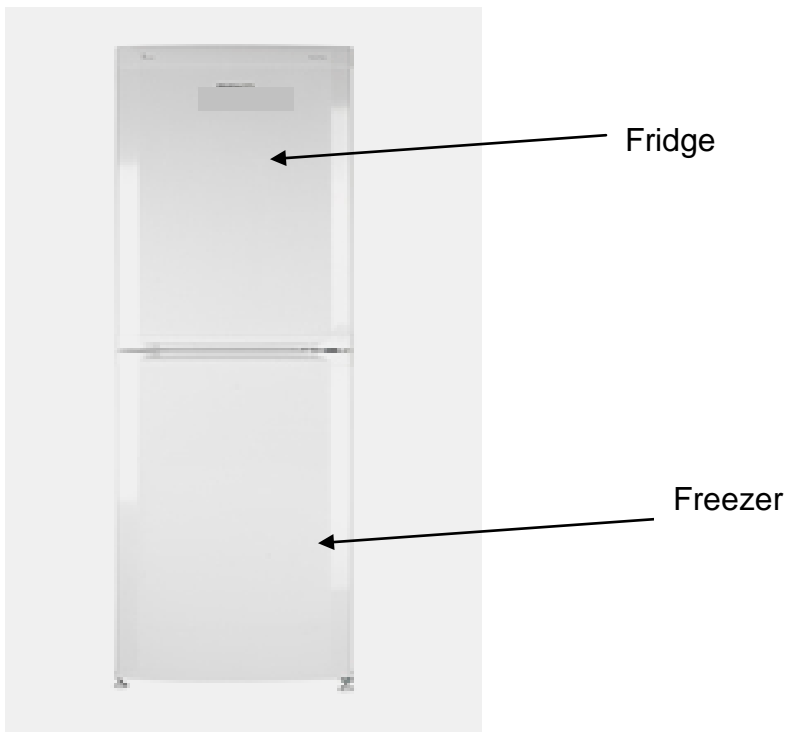
Health and Safety

These vacuum cleaners should not be used to clear up water or other liquids. This will result in the machinery breaking. You will be charged for its repair/replacement.

Should the vacuum cleaner not work, please come and report it to the Housekeeping Office where someone will be able to help you.

FRIDGES AND FREEZERS

Each flat is provided with a number of fridge freezers. Some flats have separate fridges and freezers.



To change the temperature of the fridge-freezers turn the thermostat knob that is situated at the top of the fridge. To make the temperature colder turn the dial to the higher number, e.g. 5; to make it warmer, turn it to a lower number, e.g. 1. It is advised that you position food carefully to reduce the risk of food poisoning and other illnesses.

To defrost the freezer, remove all food items and store in a cool location. If possible, switch off the power supply to the freezer unit, leaving the freezer door open. Ensure there is a suitable container to collect all water at the base of the freezer as the ice defrosts. Once all of the ice has defrosted, wipe the shelves and the walls of the freezer with a soft dry cloth.

Do not use any sharp objects, e.g. knives, blades, spoons etc. to remove any ice. Do not use any electric devices to speed up the process.

Ensure that all excess water is mopped up accordingly as this will cause a health and safety risk.

Once defrosted, switch the power supply back on and position food back in the freezer.

SINKS

After your meal, please remember to place all waste from your plates into your rubbish bin. Failure to do so will result in your sink being blocked. Used oil and grease should be cooled and placed in a plastic bag that does not have any holes in it. This can then be tied and put in the rubbish bag. Please **do not** pour oil or grease down the sink. As stated in your Service Level Agreement, please wash and put away your dishes and utensils within a reasonable time after use.