

4. HOUSE RULES

PERSONAL HYGIENE

The House Rules Section contains 9 sub-sections each of which covers a particular subject of food safety management.

Every House Rule sub-section begins with guidance and then provides advice on how to write your own House Rules.

A template is then provided for use when writing the House Rules.

Your House Rules should reflect your current safe working practices on the 9 food safety subject areas covered in this manual.

WHAT YOU NEED TO DO

- Read the guidance provided at the beginning of this sub-section
- Draw up your own House Rules describing how you intend to manage personal hygiene in your business
- Once you have completed all your House Rules, remember to update your Action Plan

Think about the personal hygiene practices that you already have in place. It is possible that you will simply have to write these down to produce your Personal Hygiene House Rules.

THE PERSONAL HYGIENE HOUSE RULES ARE AN ESSENTIAL COMPONENT OF YOUR HACCP BASED SYSTEM AND MUST BE KEPT UP TO DATE AT ALL TIMES



RELEVANT HACCP CHARTS: Preparation, Service

PERSONAL HYGIENE HOUSE RULES

Why is Personal Hygiene important?

Personal hygiene is an important part of food hygiene and applies to every person who works in food handling areas. Personal hygiene includes personal cleanliness and the use of suitable protective clothing. If Personal Hygiene House Rules are not applied, food may be exposed to the risk of contamination.

What needs to be considered?

Personal Cleanliness

- Hands are to be washed thoroughly, before starting work, before handling food, after using the toilet, after handling raw foods or waste, after every break, after eating and drinking, after cleaning, and after blowing your nose
- Hair should be tied back and preferably covered
- Food handlers should not spit, sneeze or cough over food
- Food handlers should not smoke in a food preparation area
- Cuts and sores should be covered with a waterproof (preferably highly visible) dressing
- Jewellery should be kept to a minimum when preparing and handling food – a plain wedding ring and sleeper earrings are acceptable

Clothing

- All staff working in the food preparation area should wear suitable, clean clothing
- Clothing must be kept clean and should be changed and laundered regularly in order to protect the food you are preparing

Reporting Illness/Exclusion

There is a requirement to report illness that may present a hazard to food safety and to exclude people from food handling duties where there is any likelihood of causing contamination of food.

It is good practice to encourage staff to also report if anyone in their household is suffering from diarrhoea, stomach upset or vomiting.

Food handlers suffering from any of the complaints listed above must be excluded from food handling until they have fully recovered.

The law puts the responsibility on employers to satisfy themselves that no food handler poses a risk to food safety.

Exclusion/Return to Work after illness

It is recommended that staff should not return to work until they have been free of gastro-intestinal symptoms (vomiting/diarrhoea) for 48 hours. Staff who have been taking anti-diarrhoeal medication should not return to work until they have been symptom-free for at least 48 hours after stopping the use of the medication.

Certain infections including dysentery, *E.coli* O157, typhoid and paratyphoid require formal exclusion and then medical clearance before returning to food handling duties. A 'Return to Work Questionnaire' that may be used for this purpose can be found at the end of this sub-section.

Please note that some individuals may have medical conditions that cause changes to bowel habits and which are not associated with a risk of infection. In such cases, only a change in bowel habit associated with a possible infection should be considered as significant.

WHAT YOU NEED TO DO NOW

To effectively manage the Personal Hygiene part of your HACCP based system and using the information in this sub-section for guidance, go to the next page and write a list of **House Rules** covering Personal Hygiene for your business.

Here is an example of how you could write your House Rules :

Personal Hygiene House Rules	
Describe: • Control Measures and Critical Limits (where applicable) • Monitoring including frequency	
Protective Clothing	<ul style="list-style-type: none"> - All staff working in the food preparation area must wear the protective clothing provided - Staff must ensure that their protective clothing is sent for laundering at the end of each working day

Monitoring

Once you have completed your House Rules for Personal Hygiene, you must then monitor their use. Keep a record of the monitoring you carry out. This can be done by using the **Weekly Record**. (refer to the **Records** Section in this manual)

Corrective Action

If you find that your Personal Hygiene House Rules are not being followed you must make a record of the problem you have identified and the action you have taken to correct it. This information can also be entered in the **Weekly Record**.

The training given in Personal Hygiene should be recorded on the training record. An example of a training record can be found in the **Training House Rules** sub-section of this manual.

It is required that all records of monitoring and any corrective action(s) taken be kept for an appropriate period of time, to demonstrate that your HACCP based system is working effectively.

Action Plan

Once you have completed all your House Rules, remember to update your Action Plan.

The Personal Hygiene House Rules are an essential component of your HACCP based system and must be kept up to date at all times. Your House Rules need to be written to accurately reflect how you run your business and be readily understood by all of your food handling staff.

PERSONAL HYGIENE HOUSE RULES

Enter a statement of your Personal Hygiene House Rules in the table below:

Personal Hygiene House Rules Describe: <ul style="list-style-type: none"> • Control Measures and Critical Limits (where applicable) • Monitoring including frequency 	
Personal Cleanliness	
Protective Clothing	
Rules on : <ul style="list-style-type: none"> • Reporting illness 	
Rules on : <ul style="list-style-type: none"> • Exclusion • Return to Work 	
Monitoring/checking and any other appropriate records used by your business	<ul style="list-style-type: none"> • Weekly Record

Signed Position in the business Date

The Personal Hygiene House Rules are an essential component of your HACCP based system and must be kept up to date at all times.

Return to Work Questionnaire

PART 1 (To be completed by all Food Handlers when returning to work after an illness)

Name Date of Return

Please answer the following questions :

During your absence from work, did you suffer from any of the following:

Please tick and date when the symptoms ceased

	YES	NO	DATE
(a) Diarrhoea?			
(b) Vomiting?			
(c) Discharge from gums/mouth, ears or eyes?			
(d) A sore throat with fever?			
(e) A recurring bowel disorder?			
(f) A recurring skin ailment?			
(g) Any other ailment that may present a risk to food safety?			

Have you recently taken any medication to combat diarrhoea or vomiting? Please tick Yes No

Signature (Food Handler) **Date**

PART 2 (To be completed by the Manager/Supervisor)

If the answer to all of the above questions was 'No', the person may be permitted to return to food handling duties. **(Complete and sign below)**

However, if the answer to any of the questions was 'Yes', the person should not be allowed to handle food until they have been free of symptoms for 48 hours or, if formally excluded, medical advice states that they can return to their duties. Alternatively, in the case of food handlers with lesions on exposed skin (hands, neck or scalp) that are actively weeping or discharging, they must be excluded from work until the lesions have healed. **(See Part 3)**

I confirm that **may resume food handling duties.**

Signature (Manager/Supervisor) **Date**

PART 3 (To be completed by the Manager/Supervisor after medical advice has been taken)

What medical advice was received by the employee?

Please tick

(a) Exclusion from work until medical clearance is given	
(b) Move to safe alternative work until clearance is given	
(c) Return to full food handling duties	

If (a) or (b) is ticked, appropriate action must be taken. If (c) is ticked, the food handler may resume duties immediately.

I confirm that **may resume food handling duties.**

Signature (Manager/Supervisor) **Date**