




Safe method:

Personal hygiene

It is vital for staff to follow good personal hygiene practices to help prevent bacteria from spreading to food.



Safety point	Why?	How do you do this?
<p>Staff should always wash their hands before preparing food. (See the 'Clear and clean as you go' method in the Cleaning section.)</p>	<p>Handwashing is one of the best ways to prevent harmful bacteria from spreading.</p>	<p>Are all staff trained to wash their hands before preparing food? Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p>All staff should wear clean clothes when working with food. Ideally, they should change into clean work clothes before starting work and not wear these clothes outside food preparation areas.</p>	<p>Clothes can bring dirt and bacteria into food preparation areas. Wearing clean clothes helps to prevent this.</p>	<p>Do your staff wear clean work clothes? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Do your staff change clothes before starting work? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Describe your staff's work clothes here:</p> <div data-bbox="1134 1016 1517 1205" style="border: 1px solid #ccc; height: 84px;"></div>
<p>Ideally, work clothes should be long-sleeved and light-coloured (to show the dirt) with no external pockets.</p> 	<p>This prevents skin from touching food and helps to stop hairs, fibres and the contents of pockets (which can carry bacteria) getting into food.</p>	
<p>It is a good idea for staff to wear clean or disposable aprons over their work clothes, especially when working with raw meat/poultry or eggs.</p>	<p>Aprons help to stop dirt and bacteria from getting onto work clothes and they can be removed easily for washing, or thrown away if disposable.</p>	<p>What type of aprons do you use? <div data-bbox="1134 1272 1517 1384" style="border: 1px solid #ccc; height: 50px;"></div></p> <p>Which tasks do you use them for? <div data-bbox="1134 1435 1517 1547" style="border: 1px solid #ccc; height: 50px;"></div></p>
<p>It is good practice for staff to keep hair tied back and wear a hat or hairnet when preparing food.</p> 	<p>If hair is not tied back or covered, it is more likely to fall into food and staff are more likely to touch their hair.</p> 	<p>Do staff keep hair tied back? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Do staff wear hats or hairnets when preparing food? Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p>Staff should not wear watches or jewellery when preparing food (except a wedding band).</p>	<p>Watches and jewellery can collect and spread dirt and harmful bacteria, or fall in the food.</p>	<p>Do your staff take off watches and jewellery before preparing food? Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p>Staff should not smoke, drink, eat or chew gum while handling food. Staff should also avoid touching their face or nose, or coughing and sneezing.</p>	<p>All of these lead to staff touching their face or mouth. Harmful bacteria can be spread from someone's face or mouth to their hands and then onto food.</p>	<p>Are staff trained not to do these things? Yes <input type="checkbox"/> No <input type="checkbox"/></p>

Fitness for work

Safety point

Staff should be 'fit for work' at all times. This means that they must not be suffering from, or carrying, an illness or disease that could cause a problem with food safety.

Any member of staff who has diarrhoea and/or vomiting should report it to their manager immediately and either stay at home or go home straight away.

Staff who have had diarrhoea and/or vomiting should not return to work until they have had no symptoms for 48 hours.

Staff should tell their manager if they have any cuts or sores and these should be completely covered with a brightly coloured waterproof dressing.

Why?

People who are not 'fit for work' could spread harmful bacteria to food.

People suffering from these symptoms often carry harmful bacteria on their hands and can spread them to food or equipment they touch.

Even if the diarrhoea and vomiting has stopped, someone can still carry harmful bacteria for 48 hours afterwards.

Cuts and sores can carry harmful bacteria. Covering them prevents bacteria spreading to food.

What to do if things go wrong

- If staff are not 'fit for work', move them out of food handling areas or send them home. Throw away any unwrapped foods they have handled.

How to stop this happening again

- Train staff again on this safe method.
- Improve staff supervision.

 **Write down what went wrong and what you did about it in your diary.** 

Manage it

Make sure that all staff understand the importance of being 'fit for work' and what they need to report.

It is a good idea to have a separate area where staff can change and store their outdoor clothes.

It is good practice to keep a clean set of work clothes or disposable aprons for visitors.

Why?

This is so they understand how some types of illness can affect the safety of food and that they must tell their manager if they have these types of illness.

Clothes could be a source of bacteria if they are left lying around.

Anyone entering the kitchen can bring in bacteria on their clothes.

How do you do this?

Make a note in your diary of when you have trained staff on this safe method.

Where do staff change and store their outdoor clothes?

Where do you keep clean uniforms/disposable aprons?