




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:</p> <ul style="list-style-type: none"> • before handling food • after breaks • after going to the toilet • after emptying bins • after cleaning • after handling raw meat/poultry or eggs • after touching a cut or changing a dressing 	<p>Handwashing is one of the best ways to prevent harmful bacteria from spreading onto food.</p>	<p>Do all staff know when they should wash their hands?</p> <p>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 and supervised?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p>All staff must wear clean clothes when handling food. Ideally, staff handling unwrapped food should put on a clean apron, tabard or something similar over their clothes.</p>	<p>Clothes can bring dirt and bacteria into food handling areas. Wearing clean clothes, aprons etc. helps to prevent this (and gives a good impression).</p> 	<p>Describe your staff's work clothes here:</p> <div style="border: 1px solid black; height: 100px; width: 100%;"></div>
<p>Staff should not wear watches or jewellery (apart from a wedding band) when preparing food.</p>	<p>Watches and jewellery can collect and spread dirt and harmful bacteria, or fall into food.</p>	<p>Do your staff take off watches and jewellery before preparing food?</p> <p><input type="checkbox"/> <input type="checkbox"/></p>
<p>It is good practice for staff to have clean hair and to keep it tied back and/or wear a suitable head covering, e.g. hat or hairnet, especially when handling unwrapped 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. This can spread bacteria to food, especially if it is unwrapped.</p> 	<p>Do your staff keep their hair tied back or wear a head covering?</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>

Washing hands effectively

Step 1:

Wet your hands thoroughly under warm running water and squirt liquid soap onto the palm of one hand.



Step 4:

Rub in between each of your fingers on both hands and round your thumbs, then your fingertips and nails.



Step 2:

Rub your hands together to make a lather.



Step 5:

Rinse off the soap with clean water.



Step 3:

Rub the palm of one hand along the back of the other and along the fingers. Then repeat with the other hand.



Step 6:

Dry hands thoroughly on a disposable towel. Turn off the tap with the towel and then throw the towel away.



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.

Anyone not 'fit for work' should not be allowed into areas where unwrapped food is handled.

Any member of staff who has diarrhoea and/or vomiting should report it to their manager immediately. Staff should also tell their manager if they have any cuts or sores.

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

Cuts and sores 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.

This is to prevent bacteria from the cut or sore spreading to food.

What to do if things go wrong

- If you think a member of staff has not washed their hands, make sure they wash them straight away.
- 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

- Make sure that hand basins are convenient with plenty of soap and disposable towels.
- Improve staff training in personal hygiene practices.
- Improve staff supervision.



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

