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?
Make sure that all staff who work with food wash their hands properly before handling and preparing food. See the 'Handwashing' safe method for more information.	Harmful bacteria can spread very easily from people's hands to food, work surfaces, equipment etc. Handwashing is one of the best ways to prevent this.	Do your staff know how to wash their hands properly? Yes No
All staff must wear clean and appropriate clothes when handling food. Ideally, staff handling and preparing unwrapped food should put on a clean apron or tabard over their clothes.	Clothes can bring dirt and bacteria into food handling areas. Wearing clean clothes, aprons etc. helps to prevent this.	Describe your staff's work clothes here:
Staff should not wear watches or jewellery when preparing food (except a plain wedding band).	Watches and jewellery can collect and spread dirt and harmful bacteria, and fall into the food.	Do your staff take off watches and jewellery before preparing food? Yes No
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.	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.	Do your staff keep their hair tied back or wear a head covering? Yes No
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 over or near food, and wash hands if they do.	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.	Are staff trained not to do these things? Yes No

FITNESS FOR WORK

SAFETY POINT	WHY?
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.	People who are not 'fit for work' could spread harmful bacteria or viruses to food. See our guidance for more information: **www.food.gov. uk/sites/default/files/multimedia/pdfs/publication/ fitnesstoworkguide09v3.pdf**
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.	People suffering from these symptoms often carry harmful bacteria on their hands and can spread them to food or equipment they touch.
Staff who have had diarrhoea and / or vomiting should not return to work until they have had no symptoms for 48 hours.	Even if the diarrhoea and vomiting has stopped, someone can still carry harmful bacteria for 48 hours afterwards.
Staff should tell their manager if they have any cuts or sores and these should be completely covered with a brightly coloured waterproof dressing.	Cuts and sores can carry harmful bacteria. Covering them prevents bacteria spreading to food. Coloured waterproof dressings can be seen more easily if they drop into food.

WHAT TO DO IF THINGS GO WRONG	HOW TO STOP THIS HAPPENING AGAIN
• Make sure staff understand the importance of being 'fit for work' and making management aware if they are ill. • 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.	• Improve staff training in personal hygiene practices. • Improve staff supervision.

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