



PERSONAL HYGIENE AND FITNESS TO WORK

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?
Staff should always wash their hands thoroughly before handling and preparing food. (See the 'Handwashing' method in the Cleaning section.)		Handwashing is one of the best ways to prevent harmful bacteria from spreading.	Are all staff trained to wash their hands before preparing food? Yes No
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.		Clothes can bring dirt and bacteria into food preparation areas. Wearing clean clothes helps to prevent this.	Do your staff wear clean work clothes? Yes No Do your staff change clothes before starting work? Yes No
Work clothes should be appropriate for staff duties and protect food from contamination. Ideally, they should be light - coloured with no external pockets. It is also a good idea to wear a clean apron or disposable apron over work clothes.		Work clothes should minimise skin coming into contact with food and prevent hairs, fibres and the contents of pockets (which can carry bacteria) getting into food. Light colours show dirt clearly.	Describe your staff's work clothes here:
Staff should change aprons after working with raw food e.g. meat, poultry, eggs or unwashed vegetables.		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.	What type of aprons do you use? Which tasks do you use them for?
It is good practice for staff to keep hair tied back and wear a hat or when preparing 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.	Do staff keep hair tied back? Yes No Do staff wear hats or hairnets when preparing food? Yes No
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
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.	People who are not 'fit for work' could spread harmful bacteria or viruses to food. See our guidance for more information: 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
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.	- 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	WHY?	HOW DO YOU DO THIS?
Make sure that all staff understand the importance of being 'fit for work' and what they need to report.	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.	Make a note in your diary of when you have trained staff on this safe method.
It is a good idea to have a separate area where staff can change and store their outdoor clothes.	Clothes could be a source of bacteria if they are left lying around.	Where do staff change and store their outdoor clothes?
It is good practice to keep a clean set of work clothes or disposable aprons for visitors.	Anyone entering the kitchen can bring in bacteria on their clothes.	Where do you keep clean uniforms/disposable aprons?