

Personal Hygiene

Good Hygiene Practice
Guide No 2

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Personal Hygiene

Good Hygiene Practice Guide No: 2



HACCP Chart Reference

Receipt / Storage / Preparation / Cooking /
Service / Bar / Hospitality

Legal Requirements

The Food Hygiene Regulations stipulate that:

- Every person working in a food handling area must maintain a high degree of personal cleanliness and wear suitable, clean, and where necessary protective clothing.
- No person suffering from or carrying a disease likely to be transmitted through food is permitted to handle food or enter any food preparation area due to the risk of direct or indirect contamination.

Food Safety Hazards

People working in food businesses can easily contaminate food directly or indirectly through cross-contamination from raw to ready to eat foods through handling practices. Good personal hygiene standards are a legal requirement to ensure the safety of the food we prepare and serve.

All employees must take individual responsibility for their personal cleanliness through frequent hand washing, by wearing clean uniform and adhering to the company jewellery policy.

Where a client has a particular personal hygiene or uniform policy this must be adhered to, providing it meets legal requirements.

Definitions

Personal Hygiene is taken to include hygienic practices and habits which, if unsatisfactory, may expose food to the risk of contamination.

This Good Hygiene Practice guide covers the following areas:

- Hands
- Hair
- Jewellery
- Perfume / aftershave
- Uniform
- Protective clothing (PPE)
- Gloves
- Eating & drinking
- Smoking
- Fitness to work



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Hands

Compass Rules:

- Hands should be washed:
 - Before starting work and/or before handling high risk foods
 - After handling raw food in particular raw meat and poultry and unwashed fruit and vegetables.
 - After handling or using raw eggs
 - After coughing or sneezing into your hands or a handkerchief
 - After touching your face or hair after eating,
 - After using the toilet
 - After drinking, eating or smoking
 - After handling refuse or waste
 - After carrying out cleaning tasks or using cleaning products
 - After wearing rubber gloves or disposable gloves
- Keep fingernails short and clean do not wear nail varnish and false nails or nail extensions
- Cover cuts, scratches and spots with blue waterproof dressings
- Tell your manager about any septic cuts, scratches or boils before work begins

Wash hand basins should be:

- Provided with hot & cold (or tempered warm) running water at temperatures which allow safe hand washing
- Provided with antibacterial soap and a means for hygienically drying hands such as blue roll in a dispenser
- Sufficiently located where high risk or ready to eat foods are prepared or handled
- Suitably signed as Hand Wash Basins only

Effective Handwashing Technique:

- Wet your hands with warm water
- Apply Compass approved hand soap (e.g. Ecolab Epicare 5c)
- Rub your hands together palm to palm to make a lather.
- Rub the palm of one hand along the back of the other and along the fingers.
- Repeat with the other hand.
- Put your palms together with fingers interlocked and rub in between each of the fingers thoroughly
- Rub around your thumbs on each hand and then rub the fingertips of each hand against your palms.
- Thoroughly rinse hands with warm water
- Turn off the tap using a paper towel
- Use additional paper towel to dry hands

6 steps to effective handwashing poster can be obtained from Linney MyStore (CO19_SIG_MISC_016052)



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Hair

Compass Rules:

- Hair must be clean and tidy
- Facial hair must be kept neat and trimmed or be otherwise suitably protected
- All employees who handle open food during preparation and service must cover their hair with a suitable hair covering (hat or hairnet)



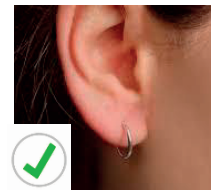
Jewellery

Compass Guidance:

All jewellery poses a potential risk of food contamination either from the dirt or bacteria it harbours or from physical contamination should it fall off into the food you are preparing or serving.

Compass Rules.

- With the exception of plain wedding rings and plain sleeper earrings, jewellery must not be worn in any food preparation areas. Any other facial jewellery, including nose, tongue and eyebrow piercing, must be removed before commencing work.
- Studs with detachable butterfly clips must not be worn.
- Wrist watches and bracelets are not permitted.
- Religious or medical bracelets that cannot be removed must be fully covered by the uniform.



Uniform / Protective Clothing

Compass Guidance:

In most situations the company will provide employees who are required to wear a uniform with the appropriate clothing. The uniform must be clean and worn in full at all times when on duty. For food preparation employees, the uniform must include a head covering.

Management and waiting staff in food preparation areas (for short lengths of time and not involved in food handling duties) are not required to wear uniform.

Compass Rules:

- Uniforms should be regularly laundered and maintained in good repair.
- The uniform must not be worn outdoors, such as on the way to work or on the way home.
- Outdoor clothing must not be worn in food preparation areas
- Employees must wear items of protective clothing required for specific tasks, for example, the personal protective equipment required when handling chemicals.
- Where employees provide their own footwear, shoes must be suitable and in particular should fully cover the foot, have a low heel and a slip resistant sole.
- Safety footwear will be provided where the Floor Safety Risk Assessment indicates this is necessary.

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Makeup & Perfume / Aftershave

Compass Rules:

- Food handlers should not wear strong smelling perfume/aftershave as it may taint the food
- Keep makeup to a minimum and avoid strong scented creams/lotions
- No fake eyelashes

Gloves

Compass Guidance:

There is no evidence that wearing gloves is a safer method of handling food when compared to the use of effective hand washing techniques, as cross-contamination from raw to high-risk food can occur whether hands are gloved and gloves give a false sense of security as hands feel clean even when gloves are contaminated.

Additionally gloves may have defects, punctures and 'pin holes' that enable bacteria from the hands to pass through them.

Compass Rules:

- Disposable gloves should only be worn for food handling purposes if:
 - There is a specific client policy requirement,
 - Handling high risk foods for vulnerable groups, such as in 'barrier nursing' situations,
 - Preparing allergen free meals for specific customers,
 - Preparing certain foods which could cause staining on the hands or tainting of other food items handled - such as raw fish, onions, chillies etc.
 - To cover a minor cut or skin complaint which already is protected by a suitable dressing,
 - Or where cut resistant gloves are required to be worn in food preparation, and disposable vinyl gloves must be worn over the cut resistant gloves.
- Use vinyl or nitrile gloves rather than latex gloves, as latex is a known skin sensitiser.
- Wash your hands before you put the gloves on.
- Change gloves between tasks, particularly after handling rubbish, handling raw food or money.
- Wash your hands after taking your gloves off and do not re-use gloves.
- After removal, immediately dispose of the gloves in a waste container Do not put them down on to a clean work surface.



Eating & Drinking

Compass Rules:

- Hand to mouth contact must be avoided while carrying out food handling activities
- Wait until breaks are taken to eat.
- Drinking water from a cup is permissible if carried out away from the food preparation area.
- Chewing gum must not be used.

Smoking

Compass Rules:

- Smoking is not permitted in any indoor workplace and only permitted in designated areas at break times.
- Always wash your hands after smoking

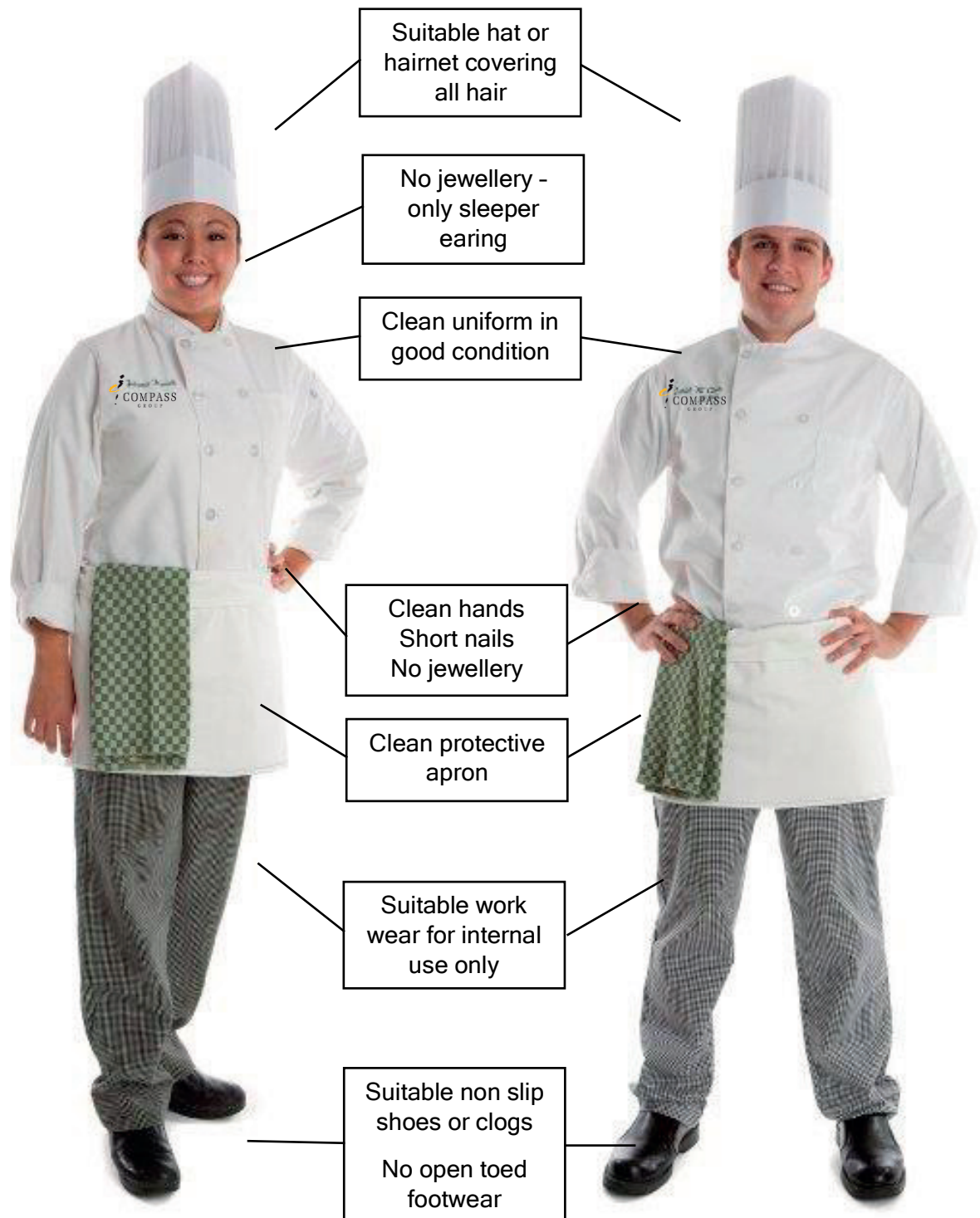
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Fitness to Work

Compass Guidance:

If any staff member or visitor has or is carrying an illness that could be transmitted through food they must tell the Compass Unit Manager / Head Chef immediately and before commencing their work in order to prevent contamination of food and a potential food poisoning outbreak

Examples Include:

- Infected wounds
- A skin infection or sores
- Diarrhoea
- Stomach upsets
- Vomiting

Compass Rules:

- All food handlers and staff working in a food handling area must report signs of illness immediately to their line manager
- All food handlers and staff working in a food handling area suffering from symptoms of nausea, stomach cramps, vomiting or diarrhoea must be excluded from working with or around open food, and not return **until 48hr symptom free**
- Colleagues must complete and sign the return to work form with their line manager before commencing food handling duties

Checks:

Compass Guidance:

Unit Managers / Head chefs are responsible for regularly observing the working practices of their colleagues to ensure the above Good Hygiene Practices are effectively followed.

- Supervisor or Manager should complete the **Opening HSE Checklist** to ensure:
 - There is suitable supply of warm running water to all wash hand basins
 - All wash hand basins are provided with a suitable supply of antibacterial soap and hand drying facilities.
 - All colleagues are wearing the correct uniform / PPE
- Supervisor or Managers should observe good hand washing practices for colleagues responsible for the preparation, handling and service of food

Corrective Action

You must ensure that good personal hygiene and hand washing is adhered to at all times. If you believe this has not been carried out then the following action should be taken:

- Ensure hands are immediately washed
- Replace any soiled or contaminated uniform / PPE
- Discard any ready to eat food believed to have been contaminated

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Additional Guidance

1. Food Hygiene Training
 - Refer to **Good Hygiene Practice Guide No: 1 - Training** for further information on food hygiene training which covers good personal hygiene practices.
2. Cross Contamination
 - Refer to **Good Hygiene Practice Guide No: 4 - Cross Contamination** for guidance on how to minimise cross contamination risks
3. Wash Hand Basins / Sinks
 - Refer to **Good Hygiene Practice Guide No: 14 - Catering Premises** for additional guidance on kitchen design and location of wash hand basins & sinks + maintenance & repair
4. Hot Water checks
 - Refer to **HSE logbook - Opening HSE Checklist** for daily check on provision of hot/warm water to wash hand basins and sinks