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| Health and Safety Procedure  **HSP17 Food Handlers: Fitness to Work Procedure** | BS1995_Haringey_TapeType_485C_PMS.eps |

**Health, Safety & Hygiene Rules For Food Handlers**

All food handlers must complete the ‘Food Handlers Information and Declaration’ form (Appendix 3 of Food Handlers: Fitness to Work Procedure) and should be adhered to at all times.

**TRAINING**

Training needs will be established with management to enable you to undertake your job effectively and safely.

**DEPARTMENTAL SAFETY**

Everyone is responsible for departmental safety and accident prevention.

* Do you know your First Aiders and position of First Aid kit and eye irrigation bottle?
* Report any accidents immediately to Manager/First Aider.
* Only blue plasters to be worn in a food handling area.
* Use “wet floor” signs during cleaning or after a spillage and clean and dry the area as soon as possible.
* Be vigilant and observant for potential hazards (reporting to Manager or the appropriate person as necessary).
* Report any faulty equipment to the Manager/Headteacher.

**FIRST AID**

* Report to First Aiders all injuries.
* Burns – cool as soon as possible under cool or lukewarm running water for at least 10mins, when cool temporarily cover with cling film or clean plastic bag (never use adhesive dressing). Seek first aid treatment if necessary.
* Cuts – apply pressure using a clean dry absorbent material for a few minutes, clean and cover the wound with a blue waterproof covering. If a deep, large cut, inform the Manager, and complete accident report. Seek first aid treatment if necessary.

**ILLNESS & PERSONAL HYGIENE**

Management has a clear responsibility to ensure food handlers maintain high standards of personal hygiene and wear the correct protective clothing.

You can pass on illnesses when you work with or around food. To prevent this:

* Tell the Manager or Headteacher immediately if you are ill.
* Wash and dry your hands with soap and warm water before working with any food, especially after going to the toilet.
* Hands should be washed using liquid soap and thoroughly dried:
* before starting work
* each time the area is entered
* after returning from breaks
* changing a dressing or touching open wounds
* after using the toilet
* after handling raw meat, eggs, fish or poultry and before handling other food
* after handling refuse or waste food
* if sneezed or coughed into hands
* after smoking
* after eating
* any contact with other people’s faeces or vomit, e.g. changing nappies
* touching animals / pets
* After hands are washed, they must be dried hygienically, e.g. using disposable paper towels or a hand dryer.
* Nails must be clean and short – no nail varnish.
* Nail extensions are NOT allowed.
* No eating, spitting, chewing or smoking in food areas.
* Keep hair fully covered. Hair coverings (e.g. hair nets or hats) must be worn by all food handlers where open food is handled but is not necessary when handling pre-packaged food and drink. They should cover all the hair and be put on before protective clothing. If the hair is long, it should be tied back under the hair net. Men with facial hair may be required to wear a snood.
* Body piercing – only one pair of small, slim sleeper earrings (not studs) are allowed in the ear lobes and tongue studs may remain in place.
* No watches or jewellery (except plain band wedding rings).
* No strong smelling perfumes, aftershave or heavy make-up.
* Protective clothing, i.e. aprons or coats, should not be worn outside the unit.
* Uniforms/work clothes must be kept clean and changed into at work and not worn on the way into work.
* Sensible, low heeled, closed-in shoes should be worn.
* Cuts and grazes must be covered with a blue waterproof covering that is changed as necessary.
* The workplace, especially surfaces and utensils, must be kept clean.
* If you visit the doctor, remember to tell them you are a food handler.

**If you have any concerns regarding Health, Safety and Wellbeing, please discuss them with the Manager/Headteacher and/or Corporate Health and Safety Team.**