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Health and Safety Procedure

**HSP40 Food Safety Procedure**

**Personal Hygiene Rules**

1. **Handwashing**

All staff that work with food must wash their hands thoroughly with liquid soap and water at designated wash hand basins. Hands should be dried on disposable towels so that pathogens do not spread.

Hands must always be washed:

* On entering the kitchen or preparation area.
* Before preparing or handling food.
* After touching raw food.
* After handling food waste or emptying a bin.
* After cleaning.
* After using the toilet.
* After smoking.
* After blowing your nose or sneezing/coughing into a tissue.
* After touching you mouth, nose or hair.
* After touching light switches, phones, door handles and cash registers.

1. **Clothing**

Anyone in a food handling area must wear clothing that is protective, clean and suitable.

1. **When preparing or handling food**

* Keep hair tied back and wear a suitable head covering, e.g. hat or hair net.
* Do not wear a watch or jewellery (except a wedding band).
* Do not touch you face and hair, smoke, spit, sneeze, eat or chew gum.
* Keep fingernails short and clean and avoid wearing nail extensions.
* Avoid wearing nail polish, perfume or aftershave.
* Do not lick your fingers.
* Do not taste food with your fingers or utensils that are put back into the food.
* Do not cough or sneeze over food.
* Cover cuts and sores with a waterproof, brightly coloured plaster.

1. **Staff health and fitness for work**

Anyone handling food or entering a food handling area must immediately report to the Manager if they:

* Are suffering from or carrying a disease likely to be transmitted through food.
* Have infected wounds, skin infections or sores.
* Have diarrhoea.

Staff with diarrhoea or vomiting are not allowed back to work until they have had no symptoms for 48 hours.

Management and food handlers must read and understand the Council’s ‘Food Handlers Fitness to Work’ procedure.