

3. HOUSE RULES

PERSONAL HYGIENE

FOR ALL RETAIL BUSINESSES USING RETAILSAFE

The House Rules Section contains 8 sub-sections, each of which covers a different food safety management subject. Once you have completed the Business Selector you will have selected the House Rules relevant to your type of business.

Every House Rule sub-section begins with guidance and then provides advice on how to write your own House Rules.

A template is then provided for you to use when writing your House Rules. Once completed, this should reflect your current safe working practices.

WHAT YOU NEED TO DO

- Read the guidance provided at the beginning of this sub-section
- Draw up your own House Rules describing how you intend to manage personal hygiene in your business
- Once you have completed all your House Rules, remember to update your Action Plan

Think about the personal hygiene practices that you already have in place. It is possible that you will simply have to write these down to produce your Personal Hygiene House Rules.

THE PERSONAL HYGIENE HOUSE RULES ARE AN ESSENTIAL COMPONENT OF YOUR HACCP BASED SYSTEM AND MUST BE KEPT UP TO DATE AT ALL TIMES



This sub-section will give guidance on personal hygiene. At the end of the sub-section you will be asked to write your own House Rules to show how you manage personal hygiene in your business.

Why is Personal Hygiene important?

Personal hygiene is an important part of food hygiene and applies to every person who handles food in a retail business. Personal hygiene includes personal cleanliness and the use of appropriate clean clothing.

HAZARDS (What can go wrong)

- **Microbiological Contamination** – Food poisoning bacteria can be spread by poor hygiene practices. Microbiological contamination can also be spread from dirty clothing onto food.
- **Physical Contamination** can be caused by such things as hair and jewellery falling into the food.

CONTROLS (How you can prevent the hazard)

Microbiological contamination can be minimised by the following practices:

1. Hand Washing

Hands are to be washed thoroughly:

- before starting work
- before handling food
- after using the toilet
- after handling raw foods including shell eggs, unwashed raw vegetables or food waste
- after every break from work
- after eating and drinking
- after cleaning
- after blowing your nose.

If staff who handle food smoke outwith the premises, they must wash their hands before resuming work.

2. Protecting food

Staff handling food should not spit, sneeze or cough over food

3. Dressings

Cuts and sores should be covered with a waterproof (preferably highly visible) dressing

4. Appropriate, clean clothing

All staff handling food must wear appropriate, clean clothing, which should be changed and laundered regularly.

Physical contamination can be minimised by the following practices:

- Hair should be tied back and preferably covered.
- Jewellery should be kept to a minimum when preparing and handling food – for example, to prevent the physical contamination of food.



- Don't assume that hands that *look* clean are free from bacteria – wash them frequently
- Don't handle money then food – wash hands in between

What else needs to be considered?**Reporting illness/exclusion**

Staff handling food must, by law, report illness that may present a risk to food safety to the owner or manager of the business. In particular, they must ensure that they report any skin, nose, throat, stomach or bowel trouble or if they have any infected wounds.

Staff handling food suffering from any of the complaints listed above must be excluded from handling food until they have fully recovered.

The law puts the responsibility on employers to satisfy themselves that no staff handling food pose a risk to food safety.

Exclusion/return to work after illness

- Staff should not return to work until they have been free of vomiting/diarrhoea for 48 hours.
- Staff who have been taking anti-diarrhoeal medication should not return to work until they have been symptom-free for at least 48 hours after stopping the use of the medication.
- Certain infections including *dysentery*, *E.coli* 0157, *typhoid* and *paratyphoid* require formal exclusion and then medical clearance before returning to food handling duties.

A **Return to work questionnaire** that may be used for this purpose can be found at the end of this sub-section.

WHAT YOU NEED TO DO NOW

To effectively manage the personal hygiene part of your HACCP based system and using the information in this sub-section for guidance, go to the next page and write a list of House Rules for you and your staff.

Here is an example of how you could write your House Rules :

Describe: • Control Measures and Critical Limits (where applicable) • Monitoring including frequency	
Appropriate, clean clothing	<i>All Staff handling Unwrapped High Risk Food</i> - <i>Must always wear the clothing supplied</i> - <i>Clean clothing must be used at the start of each working day</i>

MONITORING (Checking your Control Measures)

Once you have completed your House Rules for Personal Hygiene, you must then monitor their use.

RECORDING (Keeping a Record of your Monitoring)

Keep a record of the monitoring you carry out by using either the COLD Record or the HOT AND COLD Record (depending on the type of food you produce in your business).

CORRECTIVE ACTION (What to do if things go wrong)

If you find that your Personal Hygiene House Rules are not being followed you must make a record of the problem identified and the action you have taken to correct it (this is known as a Corrective Action). For example, if you find that a member of staff is not wearing the appropriate, clean clothing, the Corrective Action would be to retrain the member of staff on your Personal Hygiene House Rules and the importance of wearing appropriate, clean clothing. This information can be entered in either the COLD Record or the HOT AND COLD Record. Further information on these records can be found in the **'Records'** Section of this manual.

It is required that all Records of Monitoring and any Corrective Action(s) taken be kept for an appropriate period of time to demonstrate that your HACCP based system is working effectively.

Action Plan

Once you have completed all your House Rules, remember to update your Action Plan.

The Personal Hygiene House Rules are an essential component of your HACCP based system and must be kept up to date at all times. Your House Rules need to be written to accurately reflect how you run your business and be readily understood by all of your staff handling food.

PERSONAL HYGIENE HOUSE RULES

Enter a statement of your **Personal Hygiene House Rules** in the table below:

Describe: <ul style="list-style-type: none"> Control Measures and Critical Limits (where applicable) Monitoring including frequency 	
Hand washing	
Protecting food	Staff handling food should not spit, sneeze or cough over food.
Dressings	
Appropriate, clean clothing	
Minimising physical contamination	
Rules on : <ul style="list-style-type: none"> Reporting illness Exclusion Return to Work 	<ul style="list-style-type: none"> Staff handling food must, by law, report illness which pose a risk to food safety, such as skin, nose, throat, stomach or bowel trouble or if they have any infected wounds. They must be excluded from food handling until they have fully recovered. Staff should not return to work until they have been free of vomiting/diarrhoea for 48 hours.
Monitoring/checking and any other appropriate records used by your business	

Signed Position in the business Date

The Personal Hygiene House Rules are an essential component of your HACCP based system and must be kept up to date at all times.

Return to Work Questionnaire

(To be completed by all Staff handling food when returning to work after an illness)

Name Date of Return

Please answer the following questions :

During your absence from work, did you suffer from any of the following:

Please tick and date when the symptoms ceased

	YES	NO	DATE
(a) Diarrhoea?			
(b) Vomiting?			
(c) Discharge from gums/mouth, ears or eyes?			
(d) A sore throat with fever?			
(e) A recurring bowel disorder?			
(f) A recurring skin ailment?			
(g) Any other ailment that may present a risk to food safety?			

Have you recently taken any medication to combat diarrhoea or vomiting? Please tick Yes ☐ No ☐

Signature (Food Handler) **Date**

PART 2 (To be completed by the Manager/Supervisor)

If the answer to all of the above questions was '**No**', the person may be permitted to return to food handling duties. **(Complete and sign below)**

However, if the answer to any of the questions was '**Yes**', the person should not be allowed to handle food until they have been free of symptoms for 48 hours or, if formally excluded, medical advice states that they can return to their duties. **(See Part 3)**

I confirm that **may resume food handling duties.**

Signature (Manager/Supervisor) **Date**

PART 3 (To be completed by the Manager/Supervisor after medical advice has been taken)

What medical advice was received by the employee?

Please tick

(a) Exclusion from work until medical clearance is given	
(b) Move to safe alternative work until clearance is given	
(c) Return to full food handling duties	

If (a) or (b) is ticked, appropriate action must be taken. If (c) is ticked, the food handler may resume duties immediately.

I confirm that **may resume food handling duties.**

Signature (Manager/Supervisor) **Date**