



RELEVANT HACCP CHARTS: Preparation, Service

PERSONAL HYGIENE HOUSE RULES

Why is personal hygiene important?

People working in your business can contaminate food or spread contamination from raw to ready-to-eat foods. These risks can be controlled by good personal hygiene practices – especially making sure that hands and protective clothing are clean.

What needs to be considered?

Hand Washing

Hand washing is vital and should be carried out thoroughly to prevent spread of contamination. An **Effective Hand Washing Technique** must be used and can be found later in this section. In particular, hands must be washed at the following times:

- before starting work
- before handling food
- after using the toilet
- after handling raw food and raw food packaging
- after touching bins or handling waste
- after every break
- after eating and drinking
- after cleaning
- and after blowing your nose.

Hand Contact

Try to always minimise direct hand contact with raw food by the use of tongs, utensils and the safe use of disposable gloves. Ensure that clean hands do not become contaminated by touching hand contact surfaces such as light switches, door handles, cash registers, telephones and pens.

Before disposable gloves can be used in your business, you need to consider that disposable gloves can become a source of contamination and it is vitally important that you consider if gloves can be used safely in your business. The following points should be noted:

- hands should always be washed thoroughly before putting gloves on
- gloves must be disposed of if they are damaged
- gloves must be changed if they are in contact with items such as money and must not then be used to handle ready-to-eat foods.

Note: **Disposable gloves should never be used as an alternative to hand washing.**

Liquid Hand Wash meeting the BS EN 1499 Standard (with disinfectant properties) is recommended for extra protection against cross contamination. Information on this Standard is found on the product label or by contacting the supplier or manufacturer.

Hygienic Hand Rubs meeting the BS EN 1500 standard can provide an additional level of protection against cross contamination and are recommended after hand washing where there is an increased risk of cross contamination, e.g. when raw foods have been handled prior to hand washing. **It should be noted that hygienic hand rubs should never be used as a replacement for hand washing.**

Note: To further reduce contamination by hand contact, consideration should be given to installing non-hand operable taps.

Effective Hand Washing Technique

Food handlers must be trained and verified as competent in an effective hand washing technique. This is particularly important where there is a risk of cross contamination between raw and ready-to-eat foods.

The following steps should always be included:

Wet your hands thoroughly and apply liquid soap*		
	Rub Steps	
	1.	Rub palm to palm to make a lather.
	2.	Rub the palm of one hand along the back of the other hand and along the fingers. Then repeat with the other hand.
	3.	Rub palm to palm with fingers interlaced.
	4.	Rub the backs of the fingers with the opposite palm with the fingers interlocked. Then repeat with the other hand.
	5.	Clasp and rotate the thumb in the palm of the opposite hand. Then repeat with the other hand.
	6.	Rub backwards and forwards over the palm with clasped fingers. Then repeat with the other hand.
<p>Rinse off the soap with clean water and dry your hands hygienically with a single use towel*.</p> <p>To ensure washed hands do not come into contact with the taps, use a clean single use towel to turn the taps off.</p>		

Please Note: If after washing, your hands are not visibly clean, then the **Hand Washing Technique** has not been effective and should be repeated.

*These materials are recommended as part of the generic CookSafe approach. Operators may use alternative materials provided they will produce equivalent hygienic outcomes.

Personal Cleanliness

- Hair should be tied back and preferably covered
- Food handlers should not sneeze or cough over food
- Cuts and sores should be covered with a waterproof (preferably highly visible) dressing
- Jewellery should be kept to a minimum when preparing and handling food.

Protective Clothing

- All staff working in the food preparation area should wear suitable, clean protective clothing, which should be changed and laundered regularly at a suitably high temperature, in order to protect the food you are preparing
- If protective clothing becomes contaminated from handling raw food it must be changed before handling ready-to-eat food. The use of disposable plastic aprons is recommended when carrying out any activities where raw foods are being handled and where there is a high risk of protective clothing being contaminated by raw foods
- Hand washing should take place after removing contaminated clothing and before putting on clean protective clothing. Rules on the safe use of protective clothing must be written in the House Rule at the end of this sub-section.

Reporting Illness/Exclusion

There is a requirement to report illness that may present a hazard to food safety and to exclude people from food handling duties where there is any likelihood of causing contamination of food.

Food handlers suffering from any of the complaints listed on the '**Return to Work Questionnaire**', found at the end of this sub-section, must be excluded from food handling until they have fully recovered.

It is good practice to encourage staff to also report if anyone in their household is suffering from diarrhoea, stomach upset or vomiting. **The law puts the responsibility on employers to satisfy themselves that no food handler poses a risk to food safety.**

Exclusion/return to work after illness

It is recommended that staff should not return to work until they have been free of gastro-intestinal symptoms (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 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**' can be found at the end of this sub-section.

Please note that some individuals may have medical conditions that cause changes to bowel habits which are not associated with a risk of infection. In such cases, only a change in bowel habit associated with a possible infection should be considered significant.

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 covering Personal Hygiene for your business.

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

Describe:	Control Measures and Critical Control Limits (where applicable) Monitoring and frequency
Training in Effective Hand Washing	<ul style="list-style-type: none"> - All staff working in the food preparation area will be fully trained and verified as competent in an Effective Hand Washing Technique, see training records - Hands must be washed before starting work and at the following times: <ul style="list-style-type: none"> - before handling food - after using the toilet - after handling raw food and raw food packaging - after touching bins or handling waste - after every break - after eating and drinking - after cleaning - and after blowing your nose. - Single use towels are to be used for drying hands and to turn the taps off - An adequate supply of towels and liquid soap will always be available - After handling raw foods, wash hands and for extra protection use hygienic hand rubs - Monitoring will be ongoing by supervisory visual check.

Monitoring

Once you have completed your House Rules for Personal Hygiene, you must then monitor their use. Keep a record of the monitoring you carry out. This can be done by using the **Weekly Record** (refer to the **Records** Section in this manual).

Corrective Action

You must ensure that Personal Hygiene House Rules are implemented at all times. If you observe that a member of staff has not washed their hands when they should, make sure they wash them straight away and if there is a possibility that ready-to-eat food has become contaminated, throw it away. Emphasise how important it is to wash hands when working with food and retrain the member of staff. Increase staff supervision until you are satisfied that the staff member's hand washing procedures are effective. Make a record of the problem you have identified and the action you have taken to correct it in the **Weekly Record**.

The training given in Personal Hygiene should be recorded on the training record. An example of a training record can be found in the **Training House Rules** sub-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 food handling staff.

PERSONAL HYGIENE HOUSE RULES

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

Describe	Control Measures and Critical Control Limits (where applicable) Monitoring and frequency
Rules on: Effective Hand Washing Technique (including how you will minimise hand contact)	
Personal Cleanliness	
Protective Clothing	
Rules on : • Reporting illness	
Rules on : • Exclusion/return to Work	
Monitoring/Checking and any other appropriate records used by your business	• Weekly Record

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**PART 1** (To be completed by all Food Handlers 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 that the symptoms ceased
(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 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. Alternatively, in the case of food handlers with lesions on exposed skin (hands, neck or scalp) that are actively weeping or discharging, they must be excluded from work until the lesions have healed. **(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**