

PROCEDURE FOR IN-HOUSE PERSONAL HYGIENE

1. All food handlers must regularly wash, shower or bathe before coming to/starting work.
2. All staff entering a food room/kitchen must wear the proper clean protective uniforms and change into them in the workplace.
3. Protective clothing will be changed daily or more often if it becomes soiled.
4. Protective clothing must be removed before leaving the premises and stored in the facilities provided.
5. Only authorised personnel are allowed to enter food preparation area.
6. Food handlers must wash their hands:
 - Whenever they enter and leave food preparation areas
 - After using the toilet
 - Before and after meals
 - After handling raw meat, poultry, fish or vegetables
 - Before handling any cooked food
 - Before handling food that has been heat processed (ie Ice Cream)
 - Before handling food that has been cleaned or sanitized by any other method eg Salad/Vegetables which have been chlorine washed
 - After smoking, sneezing, coughing or using a handkerchief
 - After handling refuse or any other refuse container • Before and after any cleaning job • After using chemicals.
7. Nail Varnish is not allowed, and fingernails must be kept short and clean. False nails are not permitted.
8. Food handlers are to report all symptoms of diarrhoea, vomiting and skin infections and any contact with persons suffering from similar symptoms to your appropriate Manager.
9. No jewellery/piercings to be worn in food preparation/service areas apart from plain gold wedding bands/stud earrings.
10. Smoking/Vaping is strictly forbidden.
11. All wounds must be covered by clean food grade waterproof and brightly coloured dressing.
12. Coughing and sneezing over food is prohibited.

13. Food and drink must not be consumed in food preparation/service areas.
14. Staff should wear latex gloves when serving/preparing food to prevent cross contamination.
15. New staff will be inducted into the College policy and procedures using the Staff Induction Handbook.

GOV.UK Foods standard agency Personal hygiene

<https://www.food.gov.uk/business-guidance/personal-hygiene>

This Policy should be read in conjunction with other relevant College policies, procedures and guidance documents, whether specifically listed above or subsequently published or amended.

The College reserves the right to update, introduce, or revise policies and procedures from time to time.

Compliance with the most current versions of applicable policies and procedures, as published, is expected.

Title:	Procedure for In-House Personal Hygiene
Lead Officer:	Catering Manager
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Approved By:	H&S Committee
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