

## Personal Hygiene Rules Guidance 2

Every person working in a food handling area must maintain a high degree of personal cleanliness and be trained in how to prevent cross contamination. The following rules of personal hygiene must be adhered to at all times:

1. Always wash your hands thoroughly using hot water and soap:
  - Before starting work
  - Before handling foods
  - After handling raw foods (e.g., meat, poultry, root vegetables, salads unpasteurised milk)
  - After visiting the toilet
  - After every break
  - After blowing your nose or touching your face or hair
  - After cleaning and
  - After hand contact with door handles, light switches, aprons and other surfaces that may have raw food bacteria on them

Dry hands hygienically as damp hands carry more bacteria than dry. Taps must not be touched after hand washing so if your taps are not hands free, they should be turned off using a paper towel.

2. Use clean tongs, gloves or other utensils provided for handling food. Reducing direct contact with food will reduce the risk of harmful bacteria spreading.

If you are asked to wear gloves to handle food you need to wash your hands before putting them on AND after taking them off. Gloves must be changed before handling any ready to eat foods if they have come into contact with surfaces or objects that are not clean, such as money. Care must be taken to ensure gloves are not contaminated during storage or while putting them on. Contaminated gloves must never be taken to an area used for handling or storing ready to eat foods.

3. Remove all jewellery, except for plain wedding rings before starting work.
4. Keep fingernails short and clean; do not use nail varnish.
5. Keep cuts, burns or other wounds covered with a brightly coloured waterproof dressing.
6. Do not smoke in any room where food is handled or stored.
7. Do not lick fingers when handling food or wrapping materials.
8. Do not pick your nose, teeth or ears, or scratch your head.
9. Do not cough or sneeze over food.

10. Always wear clean washable over clothing when handling food. Where possible, keep separate over clothing for preparing/ serving raw foods and ready to eat food. Remove over clothing when leaving the kitchen. Food handlers preparing open food should also wear a head covering.
12. Avoid using chefs' cloths for wiping hands and then dishes as this may lead to cross contamination risks.
11. If you are suffering from, or suspect you may be suffering from an illness likely to be transmitted through food, you must inform the Manager. This includes infected wounds, skin infections, sores, diarrhoea or vomiting.  
The following rules then apply:
  - Anyone with diarrhoea and/or vomiting must not handle food. They can return to food handling duties once they have been symptom free for 48 hours.
  - Food handlers with infected wounds, skin infections or sores on their hands, face, neck or scalp must be excluded from work until they have healed.
  - Food handlers whose eyes, ears, or mouth are weeping/ discharging must not handle food until they are better.
12. Do not eat or drink whilst handling/preparing food.
13. Do not wear perfume whilst handling/preparing food.