


## Safe Method: Personal Hygiene



It is important to follow good personal hygiene to help prevent bacteria spreading to food.

| Safety Point   | Why?  | How do you do this?  |
|--|---|--|
| <p>Avoid touching your face or nose, or coughing and sneezing over food.</p> <p>You should not smoke, drink, eat or chew gum while handling food.</p>  | <p>All of these lead to you touching your face and mouth. Harmful bacteria can be spread from your face, nose or mouth to your hands and onto food.</p> |  |
| <p>Ideally you should not wear watches or jewellery when preparing food (except a wedding band).</p>   | <p>Watches and jewellery can collect and spread dirt and harmful bacteria, or fall in the food.</p>   | <p>Do you take off watches and jewellery before preparing food?<br/>Yes/No</p>                     |
| <p>Make sure your clothes are clean, and ideally wear an apron, when preparing food.</p>   | <p>Clothes can bring dirt and bacteria into food preparation areas. Wearing clean clothes helps to prevent this.</p>                                    | <p>I wear clean clothes before starting to bake?<br/>Yes/No</p> <p>I wear an apron?<br/>Yes/No</p> |
| <p>It is good practice for you to keep hair tied back and wear a hat or hairnet when preparing food.</p>  | <p>If hair is not tied back or covered it is more likely to fall into food and you are more likely to touch your hair.</p>                              | <p>Do you keep your hair tied back?<br/>Yes/No</p> <p>Do you wear a hat or hairnet?<br/>Yes/No</p> |

## Fitness for work

| Safety point  | Why?   |
|---|--|
| <p>Do not prepare any food if you have diarrhoea and/or vomiting.</p>   | <p>People suffering from these symptoms often carry harmful bacteria on their hands and can spread them to food or equipment they touch.</p>                   |
| <p>Do not prepare food until you have had no symptoms for 48 hours.</p>   | <p>Even if the diarrhoea and vomiting has stopped you can still carry harmful bacteria for 48 hours afterwards.</p>  |
| <p>Cuts and sores should be completely covered with a waterproof dressing, ideally a brightly coloured one.</p> | <p>This is to prevent bacteria from the cut or sore spreading to food. Brightly coloured dressings are easier to spot if they come off and fall into food.</p> |

# Handwashing

## Safety point

You should always wash your hands properly before preparing food or touching ready-to-eat foods.

You should wash your hands after:

- going to the toilet
- touching eggs
- emptying bins
- cleaning
- touching a cut or changing a dressing
- handling pets, their feeding bowls or other equipment
- contact with potties, nappies and changing mats
- cleaning up accidents (e.g. vomit or diarrhoea)
- helping a child use the toilet
- wiping or blowing your nose or a child's nose
- outside activities
- touching dirty laundry

## Why?

Harmful bacteria can spread very easily from hands to food, work surfaces and equipment.

Washing your hands properly at the right times helps to prevent this.



## Washing hands effectively

### Step 1:

Use warm water and soap.



### Step 4:

Rub in between fingers, round thumbs and fingertips.



### Step 2:

Make a lather



### Step 5:

Rinse with clean water.



### Step 3:

Rub back of hands and fingers



### Step 6:

Dry hands thoroughly with a clean towel that you only use for drying your hands



**Write what went wrong and what you did about it on your diary sheet**

Safe method completed. Date ..... Signature.....