

# Hygiene and Housekeeping

## Introduction

The company has established a Hygiene and Housekeeping System which is maintained in order to ensure the safe production of food within the food service unit.

## Procedure

The following procedures are specifically designed to safeguard food in the facility:

- personal hygiene requirements
- dress code, work wear supply and laundering
- glass, plastic, ceramic, blade policy
- illness/foreign travel/medication reporting
- visitor and temporary staff screening
- pest control incident reporting

## Personal Hygiene Requirements

Personal hygiene standards required are read and acknowledged by new inductees and a bulletin is posted in all production areas. All personnel are required to comply with the company standards for personal hygiene and the hygiene policy. It is vital for staff to follow good personal hygiene practices to help prevent bacteria from spreading to food.

Staff must always wash their hands before preparing food as it is one of the best ways to prevent food poisoning bacteria from spreading. Food poisoning bacteria can spread very easily from people's hands to food, work surfaces, equipment etc. Effective hand washing helps to prevent this.

All staff are required to wash their hands properly:

- When entering the kitchen e.g. after a break or going to the toilet.
- Before touching ready-to-eat foods.