



STAFF HYGIENE AND WORK RULES

Please read and sign this, send one back to HR Partners and keep one for information. Thank You.

1. Avoid direct handling when preparing or serving cooked ready to eat products.
2. All staff must wear clean overalls and hats when handling food. Overalls and hats must not be worn outside the premises, except when involved with delivery.
3. Staff must not wear watches or jewellery, except a plain wedding band and small sleeper earrings.
4. Staff must not wear strong perfume or aftershave.
5. Food and drink must not be consumed in the food preparation or service areas and may only be consumed in food rooms or store room when it will not cause contamination to any of the products. Smoking is not allowed.
6. Hands must be washed thoroughly with soap and water
 - Before starting work
 - After breaks
 - After visiting the toilet or on return to the workplace
 - After coughing into the hand or using a handkerchief
 - Before handling cooked meat
 - After eating, drinking or smoking
 - After touching face or hair
 - After carrying out any cleaning
7. Staff must not lick fingers when handling wrapping materials.
8. Staff must not blow their nose, or cough or sneeze over food.
9. Hair and fingernails must be kept clean. Nail varnish must not be worn.
10. Staff must inform manager if they are suffering from vomiting, diarrhoea, other stomach upsets, skin complaints or cuts. Cuts and abrasions must be covered by an easily detectable waterproof dressing e.g. blue in colour.
11. Food should be handled as little as possible.
12. Staff must ensure that raw food does not come onto contact with cooked/ready to eat food.
13. Staff must not use the same equipment or working surfaces for raw and cooked ready to eat foods without thoroughly cleaning and disinfecting them first.
14. Staff must protect food at all times from contamination.
15. Keep food containers off the floor.

I have read the Staff Hygiene and Work Rules and agree to abide by them.

Signed

Print Name

Date