



FLC: Kitchen Personal Hygiene Policy

Adopted by Governing Body: 06.07.21

Reviewed by Governing Body: 06.07.21

Cycle of review: 1 year

Statutory Policy: No

Policy Statement

All food handlers have a legal and moral duty to maintain the highest standards of personal hygiene at all times. Pitcheroak School endorses the criteria for high standards of personal hygiene as described in this Policy.

To implement this Policy the school will ensure provision of hygiene within the workplace and ensure the provision of:

- Wash hand basins
- Soap and hand drying facilities
- Personal protective clothing
- First aid facilities

Monitoring

Staff are responsible for observing and monitoring standards. However, all students are expected to take responsibility for their own health and hygiene.

General Hygiene Instructions

Hand washing is expected every time food is handled. If this does not happen consistently then the risk of contamination increases. Therefore, hands should be clean at all times and washed in accordance with the list below:

- On entering the kitchen
- After handling waste food
- After blowing nose
- After coughing or sneezing
- After using the toilet
- After using cleaning chemicals
- After cleaning activities
- After removing deliveries from external packaging
- In between handling raw and cooked foods, e.g., eggs, raw meat and poultry, raw vegetables, and cooked meat and poultry

When washing hands, the following method should be followed:

- Hands are washed in a designated wash hand basin
- Hot running water is used
- Liquid bacterial soap is used
- Nail brush is used (N.B. nail brushes should be cleaned daily by soaking overnight in sanitizer)

- Hands are washed thoroughly, which includes the backs, between fingers, wrists, and nail brushing
- Hands are then rinsed in hot running water
- Hands are dried using disposable paper towels
- Fingernails should be kept clean and short. Nail biting is forbidden by food handlers. No nail polish is permitted. No gel polish, acrylic/silk wrap, false nails or sculptures are permitted.
- A4 posters (at the end of this policy) should be displayed in staff toilets and above hand basins.

Personal Body Hygiene

- Hair must be washed with shampoo regularly
- Hair must be completely covered by a hairnet and uniform hat
- All long hair must be tied back and covered by a hairnet
- Students are not permitted to touch or comb their hair in a food handling environment
- Hats should always be put on before the rest of the work wear
- Students are requested not to touch their nose, mouth or ears except in circumstances where it is impractical not to, e.g., when coughing, sneezing or blowing their nose. When these occasions do arise, a disposable paper tissue should be used, the food handler should turn away from the food and they should ensure that their hands are washed before continuing to work in the kitchen.

Skin complaints Cuts and wounds

- Students who have cuts should report this immediately to the Staff. Uninfected cuts should be covered with a blue, waterproof dressing, which is supplied in the first aid kit.

Jewellery

- No jewellery should be worn as this can harbour dirt and bacteria.

Personal Food and Drink

Students are not allowed to bring your own food into the production areas.

Students are not allowed to chew, eat or drink in these areas.

General

- Students are not allowed to bring newspapers, magazines, books, mobile phones or handbags into the production areas.

Personal Protective Clothing Protective Clothing/Uniform

The permitted uniform consists of:

- Chef's jacket
- Apron
- Chef's hat
- Hair net

Protective clothing must be worn by all kitchen staff and other persons entering the kitchen. Protective clothing must be worn at all times in food production areas and whilst on duty.

General information/washing instructions

- Clean protective clothing must be worn at all times
- When not in use, uniforms (protective clothing issued) must be kept on the kitchen hooks
- All uniform clothing will be washed daily.

Bad Practice

The following bad habits are prohibited at all times:

- Washing items of equipment or food in designated wash-hand basins/sinks
- Chewing gum or eating food in the kitchen
- Picking or touching the nose, ears or mouth
- Touching or scratching spots, hair or head
- Biting fingernails
- Wiping hands on clothing
- Washing hands in food or equipment sink or vice-versa
- Tasting food with fingers or using the same spoon to taste foods without sterilising in between each use
- Coughing or sneezing over food.
- Any food handler who is suffering from diarrhoea, sickness, septic infections or skin rashes must not work in food areas until receiving medical clearance. If in doubt report immediately to Staff or School.

HAND HYGIENE TECHNIQUE

Infection
Control

NHS
Worcestershire
Health and Care
NHS Trust

1



Wet hands prior to application of liquid soap.

2



Palm to palm and palms over dorsum.

3



Interlaced fingers over dorsums.

4



Fingers interlaced palm to palm.

5



Back of fingers to opposing palms.

6



Rotational rubbing of thumbs.

7



Rotational rubbing of palms.

8



Rotational rubbing of palms with fingers over dorsum.

9



Dry hands thoroughly using disposable paper towel.