


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?
Avoid touching your face or nose, or coughing and sneezing over food. You should not smoke, drink, eat or chew gum while handling food.	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.	
Ideally you should not wear watches or jewellery when preparing food (except a wedding band).	Watches and jewellery can collect and spread dirt and harmful bacteria, or fall in the food.	Do you take off watches and jewellery before preparing food? Yes/No
Make sure your clothes are clean, and ideally wear an apron, when preparing food.	Clothes can bring dirt and bacteria into food preparation areas. Wearing clean clothes helps to prevent this.	I wear clean clothes before starting to bake? Yes/No I wear an apron? Yes/No
It is good practice for you to keep hair tied back and wear a hat or hairnet when preparing food. 	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.	Do you keep your hair tied back? Yes/No Do you wear a hat or hairnet? Yes/No

Fitness for work

Safety point	Why?
Do not prepare any food if you have diarrhoea and/or vomiting.	People suffering from these symptoms often carry harmful bacteria on their hands and can spread them to food or equipment they touch.
Do not prepare food until you have had no symptoms for 48 hours.	Even if the diarrhoea and vomiting has stopped you can still carry harmful bacteria for 48 hours afterwards.
Cuts and sores should be completely covered with a waterproof dressing, ideally a brightly coloured one.	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.

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.



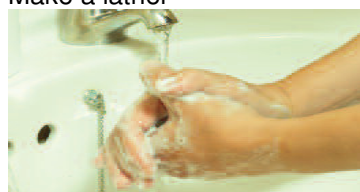
Step 4:

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.....