

## PRP/04: PERSONAL HYGIENE

## Hazards

1. **Microbiological**; cross-contamination of pathogenic bacteria as a result of dirty uniform and/or inappropriately dressed or open-wounds
2. **Physical**; contamination of food with foreign objects e.g. buttons, hair, material, jewellery etc.
3. **Chemical**; contamination of food from strong smelling hand creams and fragrances
4. **Allergenic**; contamination of equipment, surfaces, food etc. due to unwashed hands

Controls & Critical Limits	Monitoring Procedure	Frequency	Control Sheet	Corrective Action & By Whom
Protective clothing clean and in good repair	Visual check	Daily		Replace defective and/or contaminated clothing <b>(FH)</b>
Clothing appropriate to type of business	Visual check	Daily		Exclude food-handlers not wearing appropriate clothing <b>(LM)</b> Put on appropriate clothing <b>(FH)</b>
Headgear worn appropriate to activities	Visual check	Daily		Undertake local risk assessment to justify why headgear is not required <b>(LM)</b>
Waterproof dressings (blue) available	Visual check	Ad-hoc basis		Report to line manager any shortfalls in availability <b>(FH)</b> Replenish first-aid kit <b>(LM)</b>
Cuts, abrasions covered	Visual check	Ad-hoc basis		Cover cuts, lesions etc. with waterproof dressing <b>(FH)</b>
No porous dressings worn	Visual check	Ad-hoc basis		Food handler excluded from food-handling duties <b>(LM)</b> Redress wounds with appropriate waterproof dressing <b>(FH)</b>
No jewellery worn except for plain wedding band	Visual check	Ad-hoc basis		Remove inappropriate jewellery <b>(FH)</b> Enforce 'jewellery' policy <b>(LM)</b>
No strong-smelling hand cream/fragrances used	Sensory check	Ad-hoc basis		Food handler excluded from food-handling duties <b>(LM)</b> Strong-smelling hand cream/perfume/cologne removed <b>(FH)</b>
Absence of mobile phones/personal items in food rooms	Visual check	Ad-hoc basis		Remove personal items from food areas and review staff facilities <b>(LM)</b>
Regular and effective washing of hands	Visual check Competence-based questions	Ad-hoc basis	PRP/06: Hand wash facilities & hand washing	Reinforce importance of handwashing <b>(LM)</b> Review control measures for personal hygiene <b>(LM)</b>

For additional information on this subject please refer to the following procedures in the 'Food Safety Manual 2019':

• *Section 7: Fitness to Work - FW/05: Personal Hygiene*

• *Section 7: Fitness to Work - FW/06: Hand washing*

Version	Date of issue	Author	Endorsed by
V3	June 2020	Graham Day; Health & Safety Adviser	Graham Hakes; Senior Health & Safety Adviser