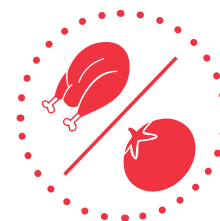


## SAFE METHOD:


# PERSONAL HYGIENE



It is important to follow good personal hygiene to help prevent bacteria and viruses from spreading to food.

SAFETY POINT	WHY?
Avoid touching your face or nose, or coughing and sneezing over food.	Harmful bacteria and viruses 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 plain wedding band).	Watches and jewellery can collect and spread dirt and harmful bacteria and fall in the food.
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.
Do not prepare any food if you have diarrhoea and / or vomiting.	People suffering from these symptoms often carry harmful bacteria and viruses 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 and viruses for 48 hours afterwards.
Cuts and sores should be completely covered with a waterproof dressing, ideally a brightly coloured one. Always have a good supply blue plaster for staff to use.	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	WHY?
<p>You should always wash your hands properly before preparing and handling food, touching ready-to-eat food for example, sandwiches and when preparing an allergen free meal to avoid cross contamination.</p> <p>You should wash your hands after:</p> <ul style="list-style-type: none"><li>• going to the toilet</li><li>• touching raw meat / poultry, fish, eggs and unwashed vegetables</li><li>• emptying bins</li><li>• cleaning</li><li>• touching a cut or changing a dressing</li><li>• handling pets, their feeding bowls or other equipment</li><li>• contact with potties, nappies and changing mats</li><li>• cleaning up accidents (e.g. vomit or diarrhoea)</li><li>• helping a child use the toilet</li><li>• wiping or blowing your nose or a child's nose</li><li>• outside activities e.g. after taking children to the park</li><li>• touching dirty laundry</li></ul>	<p>Harmful bacteria can spread very easily from hands to food, work surfaces and equipment.</p> <p>Washing your hands properly at the right times helps to prevent this.</p> 



## WASHING HANDS EFFECTIVELY

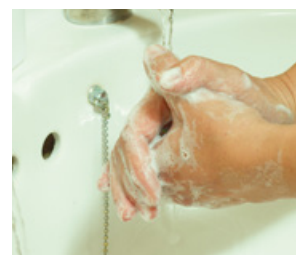
### Step 1:

Wet your hands thoroughly under warm running water and squirt liquid soap onto your palm.



### Step 2:

Rub your hands together palm to palm to make a lather.



### Step 3:

Rub the palm of one hand along the back of the other and along the fingers. Repeat with the other hand.



### Step 4:

Put your palms together with fingers interlocked and rub in between each of the fingers thoroughly, and around the fingertips and thumbs.



### Step 5:

Rinse off the soap with clean water.



### Step 6:

Dry hands thoroughly with a clean towel that you only use for drying hands.



## THINK TWICE!

- Make sure anyone else who prepares food for the children, or uses the kitchen, understands the importance of personal hygiene, and especially the importance of washing hands properly. Harmful bacteria and viruses can spread very easily from people's hands to food, work surfaces, equipment etc. Effective handwashing helps to prevent this.
- Make sure children wash their hands before eating.
- Make sure you have a good supply of soap and clean towels for handwashing.

## WHAT TO DO IF THINGS GO WRONG

If you think someone who is helping you has not washed their hands, make sure they wash them straight away and emphasise how important it is to wash their hands when working with food.

Write down what went wrong and what you did about it in your action sheet.



Safe method completed: Date:

Signature: