

PERSONAL HYGIENE

Personal hygiene is important to protect yourself and others from illnesses. Good personal hygiene stops you getting or spreading germs and diseases to the people you work with or that use your services.

This poster teaches you how to maintain a high level of personal hygiene by showing you the do's and don'ts of a professional working attire, and walking you through how and when to wash your hands.

Long hair should be tied back.

Jewellery should not be worn.

Cuts must be bandaged with blue plasters.

Clothes must be clean.

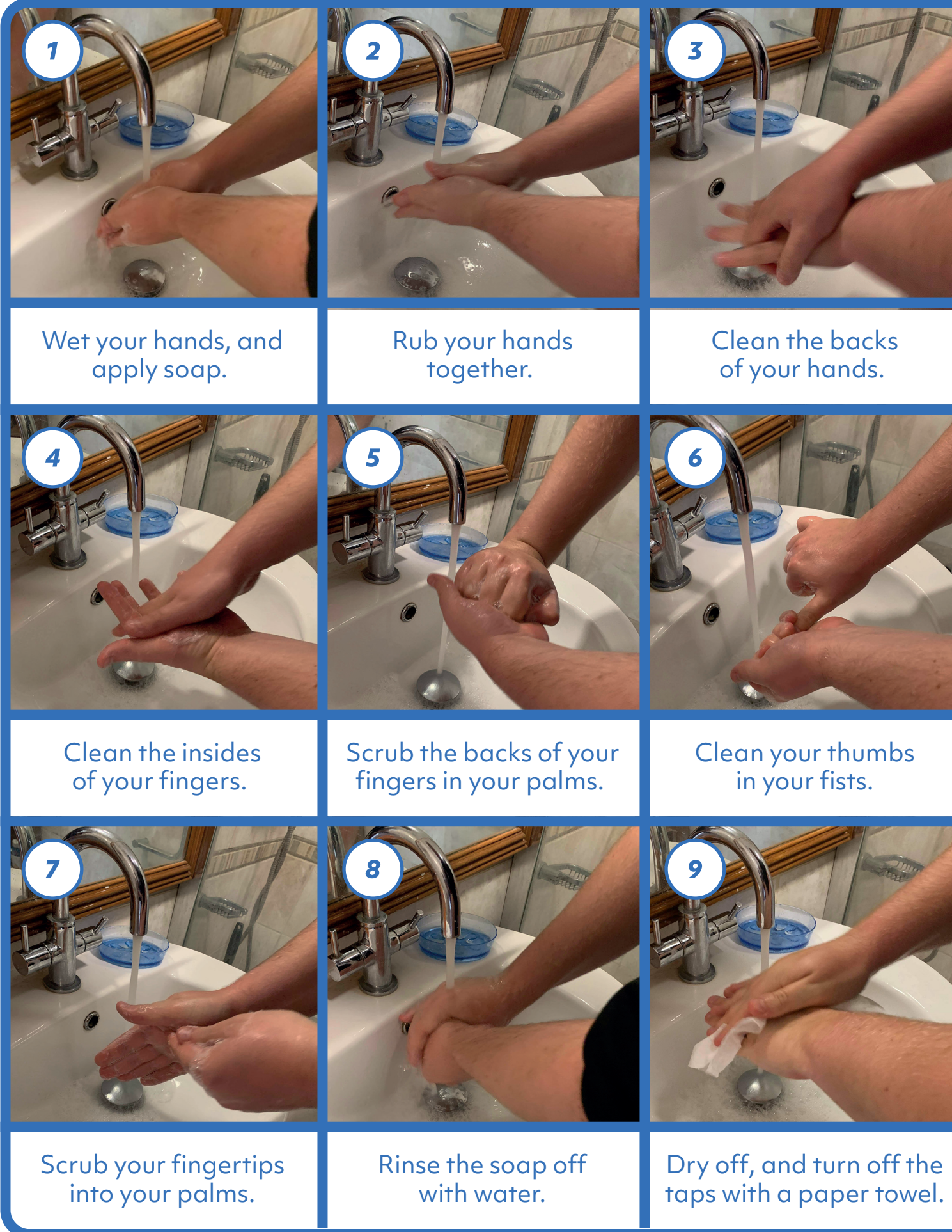
Nails should not be painted.

Beards must be kept short and well-groomed.



You should always wash your hands for 20 seconds...

- Before handling food.
- After handling raw meat.
- After handling uncooked food.
- After handling cooked food.
- After coughing or sneezing.
- After using the bathroom.
- After taking a break.
- After smoking.
- After using an e-cigarette.
- Before treating a wound.
- After treating a wound.
- After touching wildlife, including pets.



FOOD SAFETY

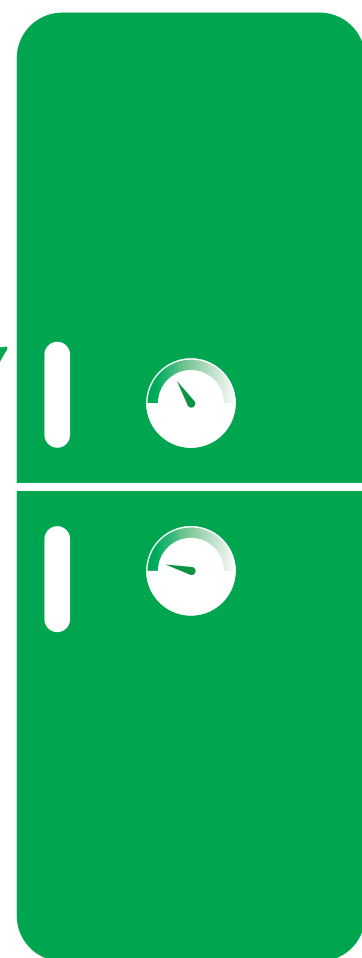
Food Safety is crucial when it comes to ensuring that food is safe to eat. Not only is it important for the food you distribute to be safe to eat, but it saves money and waste too.

This poster teaches you how to maintain a high level of food safety as you go about your daily duties on the workfloor, from knowing the correct storage temperatures to knowing who is coming in and out.



Visitors

When visitors arrive, ask them to sign into the visitors' book and tell the staff member they have arrived. The staff member will then make the visitors aware of any guidance they must follow, such as wearing protective clothing. It is important that the visitors' book is visible and accessible at all times.



Fridges & Freezers

You should follow the rota for checking temperatures. If you see any irregularities, you must let your supervisor know so they can move or dispose of the food.

Cleaning

Your supervisor will sort out cleaning rotas and cleaning supplies. It is your responsibility to carry out the cleaning tasks that they set you immediately, or as soon as possible.



Waste & Pests

Employees should always put waste in the correct bin, such as recycling, and ensure that the lid is put back on or closed. Bins should be emptied regularly to avoid attracting pests.

If a pest is spotted, your supervisor should be told so that any of the appropriate authorities can be called. Also, your organisation will have a full pest control plan and deterrents which you can ask about.



FOOD COMING IN

When food comes into the building, it needs to be stored correctly so that it doesn't spoil and so that it can be found easily by others.

This poster walks you through the appropriate courses of action in various areas. These include labelling, traceability, and fridge & freezers.

Fridges & Freezers

You will need to look at the rota to find out when you will need to check and record fridge and freezer temperatures. Once the food has arrived, you must label and place the food in a fridge or freezer. You must also check that the food is in date, and that it is suitable for freezing by looking at the storage instructions on the packaging.

Supervisors should be checking that the cold/chilled chain hasn't been disrupted throughout the process of collection and transport. This involves further freezing of food for 48 hours before being distributed to customers. They must also set up a system for their employees to check and log the fridge and freezer temperatures.

Your organisation will have arranged weekend and holiday temperature checks, and will also be keeping compliance records.

Traceability

Supervisors should always keep track of where food is coming from, and how it is being delivered. One way is via an up-to-date list of which companies are delivering food to your organisation.

Any food which you believe or know is harmful, you must follow your country's regulations on who to notify, and what to do.

Labelling

food must be labelled with key information. This includes; what the food is, the expiration date and any allergens. Your organisation will have a list of allergens. Always ask if you're not sure.



FOOD GOING OUT

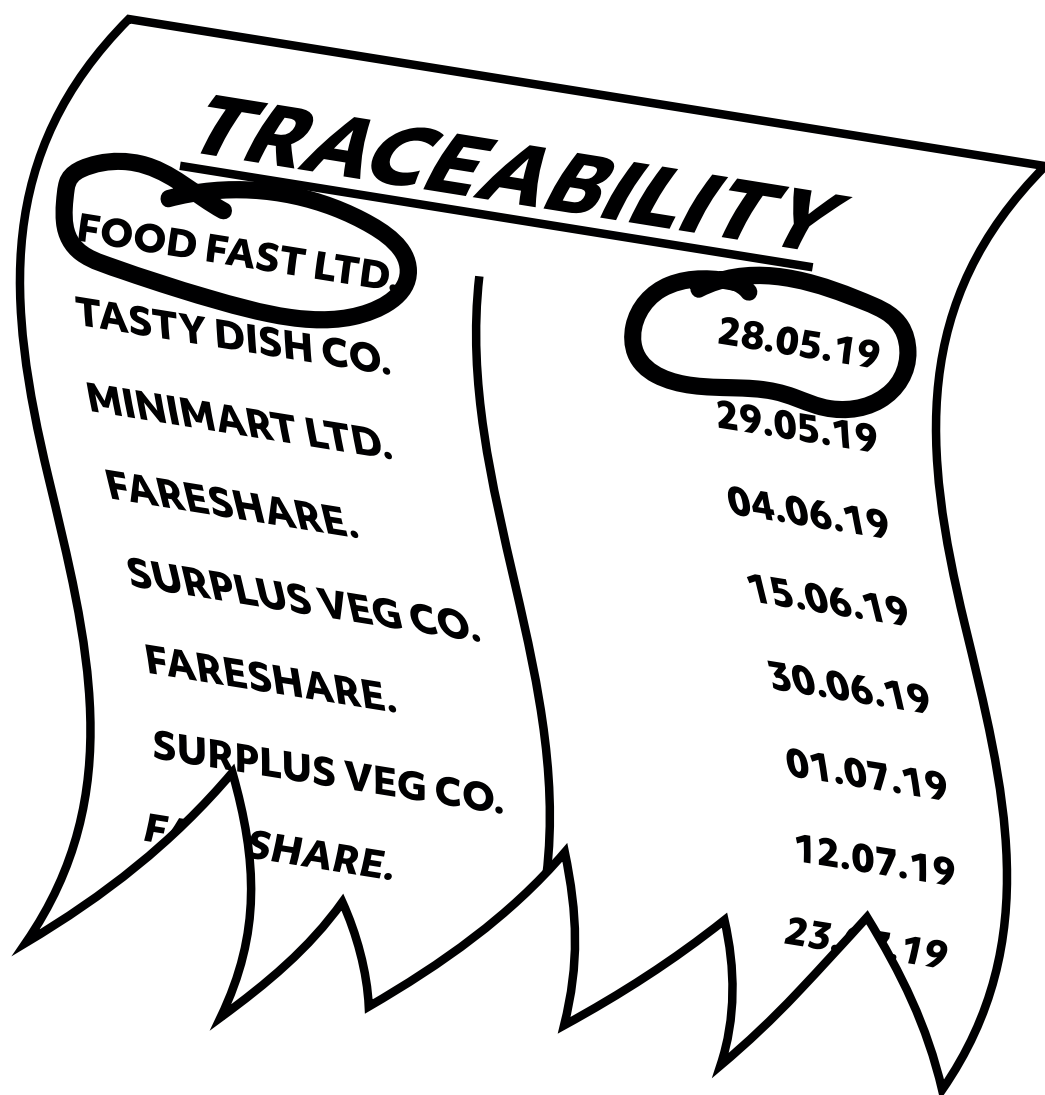
The final preparations for food going out ensure that food not only gets to its next location, but that it gets there on time and in good quality.

This poster walks you through the checks that need to be carried out and what needs to happen if it is discovered that food sent out may be harmful.

Traceability

As with food coming into the building, supervisors must also record where it is going next.

If it is believed or known that the food that's gone out to be delivered is harmful to humans, animals, or plants, it must be recalled and the recipients must be alerted.



Deliveries Going Out

Before putting the food into the delivery vehicles, you must stick labels on the food. Your supervisor will have created the labels already, and they will detail the address, contents, any allergens, and delivery instructions. If the food is going in a chilled transport, then there must be room on the label for the recording of the temperature on departure.

