

Food and Hygiene Policy

Introduction

Employ My Ability (EMA) must ensure that adequate provision and procedures are put into place to ensure that all employees are aware of the potential food safety risks that may arise.

Policy

Protective clothing

Staff on duty must maintain a high degree of personal cleanliness.

All food handlers and visitors to food handling areas (including maintenance staff) must wear clean protective clothing including appropriate head and footwear.

The clothing provided should not be worn outside, except when involved with delivery.

Hand washing

All food handlers should keep their hands clean and fingernails clean and short.

Hand washing must be restricted to wash-hand basins and hand drying to paper towels or air dryers. Sinks for food equipment must not be used for hand washing.

Food handlers must wash their hands thoroughly:

- Before starting work.
- After breaks.
- After visiting the toilet or on return to the workplace.
- After coughing into the hand or using a handkerchief.
- Before handling cooked meat.
- After eating, drinking or smoking.
- After touching face or hair.
- After carrying out any cleaning.

First aid

Minor abrasions, cuts and burns must be covered with an approved and easily visible blue waterproof dressing.

Jewellery

Food handlers, including waiters and waitresses must not wear any jewellery other than:

- A plain wedding ring.
- Small sleeper earrings in pierced ears (without stones).

Sickness

Employees will report to their manager as soon as possible if:

- On holiday they suffered an attack of diarrhoea and / or vomiting.
- If any member of their household is suffering from an attack of diarrhoea and / or vomiting.

Staff will report to their manager as soon as possible, if they are suffering from:

- Vomiting.
- Diarrhoea.
- Septic skin, lesions boils or infected cuts.
- Discharge from the ear, nose or any other site.

Employee responsibility

Staff must:

- Protect food from contamination at all times.
- Keep food containers off the floor.
- Avoid direct handling when preparing or serving cooked ready to eat products.
- Ensure that raw food does not come into contact with cooked food.
- Must not use the same equipment or working surface for raw and cooked food without thoroughly cleaning and disinfecting them first.
- Inform the manager, if they are suffering skin or stomach complaints.

Staff must not:

- Consume food and drink in the food handling area.
- Not wear strong perfume or aftershave.
- Blow their nose, or cough or sneeze over food.
- Lick fingers, when handling wrapping materials.

Non Compliance

All employees have a role to play in enforcing the policy and are required to deal with any observed or reported breaches. Should employees feel apprehensive about their own safety in regard to addressing any breach, they should seek senior management support.

Failure to comply with this policy may lead to a lack of clarity over job role, learning needs or expected standards of performance, resulting in reduced effectiveness or efficiency, underperformance and putting service delivery at risk.

Any member of staff refusing to observe the policy will be liable to disciplinary action in accordance with the Company's Disciplinary Policy up to and including dismissal.

Implementation of the Policy

Overall responsibility for policy implementation and review rests with EMA senior management. However, all employees are required to adhere to and support the implementation of the policy. EMA will inform all existing employees about this policy and their role in the implementation of the policy. They will also give all new employees notice of the policy on induction to the Company.

This policy will be implemented through the development and maintenance of procedures for appraisals and one-to-one meetings, using template forms, and guidance given to both managers and employees on the process.

Monitoring Policy

The policy will be monitored on an on-going basis, monitoring of the policy is essential to assess how effective EMA has been.

Reviewing Policy

This policy will be reviewed and, if necessary, revised in the light of legislative or codes of practice and organisational changes. Improvements will be made to the management by learning from experience and the use of established reviews.

Policy Amendments

Should any amendments, revisions, or updates be made to this policy it is the responsibility of EMA senior management to see that all relevant employees receive notice. Written notice and/or training will be considered.

Additional Information

If you require any additional information or clarification regarding this policy, please contact your manager. In the unlikely event where you are unhappy with any decision made, you should use the Company's formal Grievance Procedure.

To the extent that the requirements of this policy reflect statutory provisions, they will alter automatically when and if those requirements are changed.