

St Joseph's Catholic Primary School
 'following Jesus in all we do'
 'Kitchen and Hygiene Code of Conduct'

Please read the following statements regarding expectations in health and hygiene for the kitchen staff at St Joseph's Catholic Primary School.

We pride ourselves on high standards of expectation for all of our staff in all areas of school life. By reading and signing this document you agree that you understand what is expected of you and promise to adhere to all points stated.

Mrs Louise Bury
 Headteacher

PERSONAL HYGIENE			
Safety Point	Read	Agreed	Sign
Always wash hands before preparing food. <i>Prevent harmful bacteria spreading</i>			
Change into clean overalls before starting working with food. Must be on site 10 minutes before to be changed ready for work. <i>Clothes can bring dirt and bacteria into food preparation areas. Wearing clean clothes helps prevent this.</i>			
Wear clean disposable aprons over work clothes especially when working with raw meat / poultry or eggs. <i>Helps stop dirt and bacteria from getting onto work clothes and can be removed easily for washing or thrown away if disposable.</i>			
Wear long hair tied back and a hat <i>If hair is not tied back or covered it is more likely to fall into food.</i>			
Do not wear watches or any jewellery when preparing food (except a wedding band). <i>Watches and jewellery can collect and spread harmful bacteria or fall into food.</i>			
Do not smoke, eat, drink or chew gum whilst handling food. Avoid touching your face or nose, or coughing and sneezing. <i>All of these lead to staff touching their face or mouth so causing harmful bacteria to spread.</i>			
SAFE PRACTICES			
Safety Point	Read	Agreed	Sign
Use single cloths wherever possible, and throw them away after each use. <i>Make sure that any bacteria picked up by the cloth, is not spread.</i>			
Always use a new or freshly cleaned cloth to wipe work surfaces, equipment or utensils that will be used with ready-to-eat food.			

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<i>To protect 'ready-to-eat food from bacteria; the food will not be cooked therefore any bacteria on the food will not be killed.</i>			
Take away re-usable cloths for thorough washing after using them with raw meat / poultry, eggs or raw vegetables – and surfaces that have touched this food. <i>These foods are more likely to contain harmful bacteria than other foods.</i>			
It is our policy that re-usable cloths are thoroughly washed, dried and disinfected between tasks. They are soaked in a solution overnight and bowl of sanitiser is kept during working hours. <i>Using dirty cloths can spread bacteria very easily</i>			

I am happy to have read and signed the above statements and will adhere to them and follow any further requirements as specified by the kitchen manager in order to maintain the high standards of hygiene in the kitchen.

This record will be kept by the kitchen manager .

Signed..... Date.....

This will be reviewed and signed annually as part of school procedure. It will be given to any new staff starting as part of their induction.