

Hygiene Training Manual

Food Safety & Personal Hygiene Handbook

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Section 1: Personal Hygiene

PERSONAL HYGIENE TRAINING MODULE – PHILLYS BURGER

HANDWASHING

Wash your hands properly after going to the toilet, before touching food, and when they are likely to be contaminated.



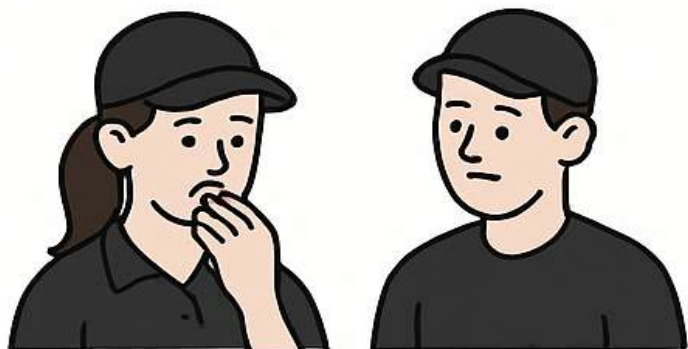
CLEAN UNIFORMS AND APRONS

Wear a clean uniform or apron when working with food.



HAIR AND ACCESSORIES

- Keep hair tied back and wear a hairnet or hat
- Remove jewelry and watches before handling food



REPORTING ILLNESS

- Inform your manager if you have symptoms of food poisoning, such as diarrhoea or vomiting.
- Do not handle food when you are ill or have an infected wound*.

PRACTICES TO AVOID

- Touching your face or nose
- Smoking or chewing gum
- Coughing or sneezing near food
- Working with cuts that are not covered



CLEAN UNIFORM

Wearing a clean uniform helps prevent the spread of harmful bacteria.

It reduces the risk from contamination risks from spills, dirt, and other contaminants.



Make sure to:

- Wear a clean uniform or apron each shift
- Change into your uniform at work if possible

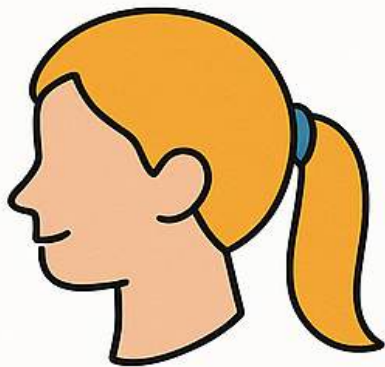
Do not:

- Wear dirty or stained clothing
- Wear your uniform when traveling to work

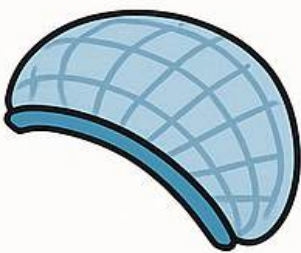


HAIR & ACCESSORIES

Keeping hair and accessories under control is crucial to prevent hair and other items from falling into food.



- Tie hair back if necessary



- Wear a hairnet or hat

DO NOT

Wear watches or jewellery



Illness Reporting

WHY:

Illness can contaminate food and surfaces, leading to serious health risks.

Do not work if you have:



Diarrhoea or vomiting



Other symptoms such as a fever

Report any illness to your manager immediately.



Wait 48 hours after symptoms have ceased before returning



Changing Procedures

Changing procedures are essential to prevent bacteria from toilets contaminating work clothes and, in turn, food.

Do's

- Before entering the toilets, remove any outer aprons and PPE
- After using the toilet, wash hands thoroughly, then change into a clean apron or jacket before re-entering the kitchen
- Hang clean work clothes on designated hooks or keep them in lockers
- Fresh protective items, such as aprons, hats, and gloves, should be worn when returning to work

Don'ts

- Do not re-wear soiled uniforms: bag them as dirty laundry
- Never wear clothing that has been worn in the toilet area near food preparation areas



Section 2: Hand Hygiene

HANDWASHING

Why?

Proper handwashing is essential to prevent the spread of bacteria and viruses, which can lead to food contamination and illness.

How to wash hands:

1 Wet hands with water

2 Apply enough soap to cover hands

3 Rub hands palm to palm



4 Rub back of each hand



5 Rub between fingers



6 Rub thumbs and fingertips



6 Rub thumbs and fintepits



Do's

- ✓ Wash hands frequently
- ✓ Dry with a disposable towel
- ✓ Use designated basins

Don'ts

- ✗ Wash hands in sinks for equipment or food
- ✗ Dry hands on a clot towel
- ✗ Wear jewelry on hands or wrists



Handwashing

TIMING & FREQUENCY



Wash your hands
for at least 20 seconds

When you should



Before
starting
work

After
touching
raw meat



Before
handling
food



After
emptying
bins

After
using
the toilet



After
coughing
or sneezing



Always dry your hands
with a disposable towel



Section 3: Cleaning & Disinfection

CLEANING SURFACES & EQUIPMENT

WHY IT'S IMPORTANT

Effective cleaning and disinfection helps to prevent harmful bacteria from spreading onto food.

Bacteria can be spread from hands, surfaces and equipment to food through cross-contamination.



CLEANING SHOULD BE DONE REGULARLY THROUGHOUT THE DAY, INCLUDING:

- First, clean with hot soapy water to remove dirt and grease.
- Then disinfect using a suitable sanitiser. Leave for the required contact time before wiping.

CLEAN AS YOU GO AND AT THE END OF SHIFTS

DO

- Keep work surfaces and equipment clear of food debris.
- Replace cloths, sponges, etc. regularly



2-STAGE CLEANING

WHY Did you know washing alone is not enough to reduce bacteria to a safe level? By **Cleaning and then Disinfecting**, you greatly lower the risk of food contamination.

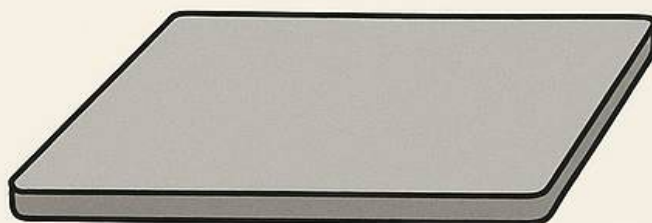
STAGE 1: CLEANING

First, clean surfaces with hot, soapy water to remove any dirt and grease



STAGE 2: DISINFECTION

Next, use a food-safe sanitiser. Leave it on for the required time before wiping



WHEN

- in between preparing raw and ready-to-eat foods
- spills
- at the end of day

SANITISER CONTACT TIME

A sanitiser needs to be left on a surface for a set amount of time to work effectively. This is called the 'contact time' and lets the sanitiser kill bacteria.

HOW TO APPLY SANITISER



- Spray sanitiser evenly on the surface.
- Leave it for the correct contact time, typically between 30 seconds and 5 minutes.



DO

Follow the correct contact time shown on the product label.



DON'T

Wipe sanitiser off before the contact time has elapsed



MOP & BUCKET PROTOCOL

Why it's important

Dirty floors can harbor bacteria which can spread to surfaces, equipment, and food.



Sanitising the floor:

- 1 Use a separate mop & bucket for kitchen floors
- 3 Always mop at the end of the day unless there's been spillage
- ✓ Dry mop heads upside down after cleaning & disinfecting



DON'T

- ✓ Mop ora around food or equipment in use
- ✗ Dirty mop water on other floors
- ✗ Leave mop buckets filled overnight

DON'T

- ✓ Mop only aet end of day, unless drrd mop at on day†



TOILET HYGIENE

After using the toilet, staff must wash their hands before returning to food handling duties. Failing to do so can spread harmful bacteria onto food or surfaces.



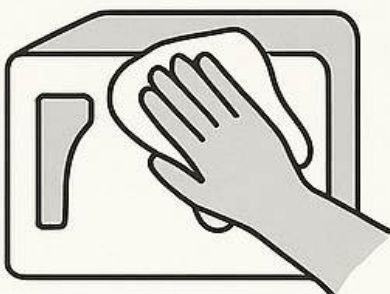
Toilets and washbasins should be kept clean and well-maintained, with soap provided and hand-drying facilities such as paper towels.



Before re-entering the kitchen, change into clean clothing or aprons to prevent contamination.



Toilets should be cleaned regularly but never during food preparation. Cleaning schedules should be logged.



Only use designated staff toilets. Customer or food storage area toilets should not be used.

TOILET CLEANING LOGS

Toilets need to be kept clean. Cleaning should be done at least once per shift, and more often if they are heavily used.

- Logs should be kept with each cleaning:

CLEANING LOG	
DATE	TIME
Apr 24	10:00
Apr 24	15:30



- Supervisors should check and sign the logs daily.
- Use separate mops, buckets, and gloves for cleaning toilets



- Cleaning toilets must not be done during food handling



Section 4: Cross-Contamination & Food Safety

Cross-Contamination

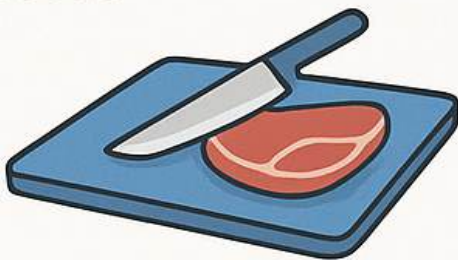
Cross-contamination can spread bacteria or allergens from raw foods to ready-to-eat foods, which can cause food poisoning. It's important to follow these guidelines to keep food safe.

DO

- Keep raw and ready-to-eat foods separate



- Use separate chopping boards and utensils for raw and ready-to-eat foods



- Clean and disinfect work surfaces and equipment between tasks

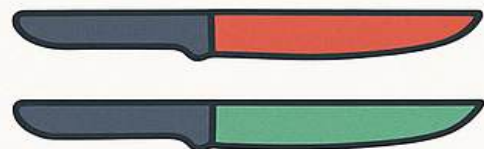


DON'T

- Prepare raw and ready-to-eat foods together



- Use the same equipment without cleaning



- Let raw food come into contact with hands, surfaces, or utensils



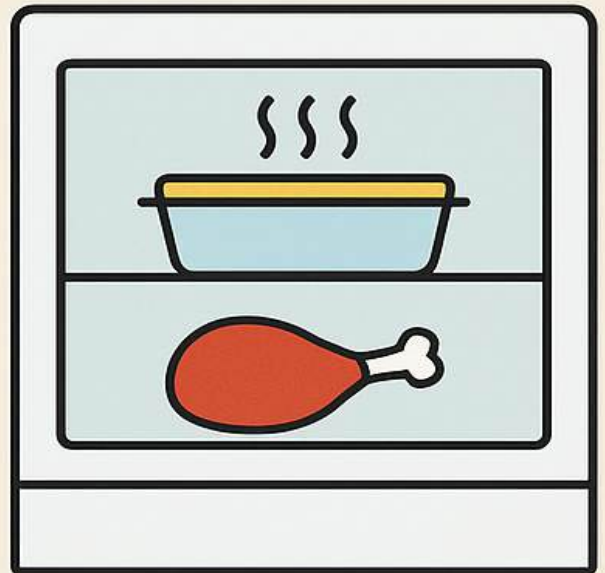
RAW vs COOKED SEPARATION

WHY IS IT IMPORTANT?

Raw and cooked foods should be kept separate at all times.

Bacteria from raw meat and poultry can cause cross-contamination, which spreads to cooked food and can make it unsafe.

- Keep raw meat stored below cooked and ready-to-eat foods
- Use separate equipment, such as chopping boards and utensils



CHOPPING BOARDS & UTENSILS

Using separate chopping boards and utensils for different types of food helps prevent illness.



- Use color-coded chopping boards for different food types, such as raw meat (red), ready-to-eat food (yellow), and vegetables (green).
- Sharing boards or utensils between raw and ready-to-eat food can spread harmful bacteria.
- Keep chopping boards and utensils separate and clean them thoroughly between tasks.

Section 5: Fridge & Freezer Hygiene

TEMPERATURE CHECKS

It is important to monitor fridge and freezer temperatures to keep food fresh and safe. Harmful bacteria can grow if food is stored at the wrong temperature.

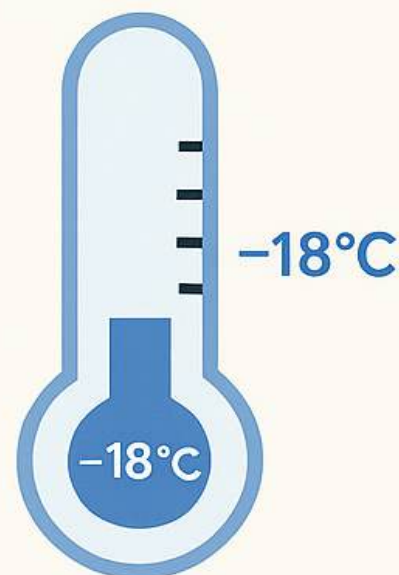
- ✓ Fridges should run at 0-5°C
- ✓ Freezers should run at -18°C

- ✓ Check temperatures at least twice a day

- ✓ Take action if the temperature goes too high or too low



- ✓ Do not overload fridges or freezers; this risks blocking air circulation around the food

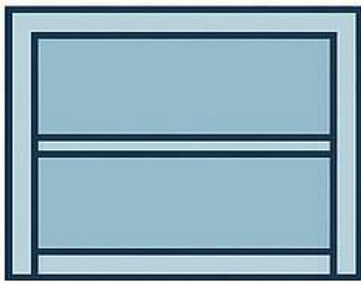


- ✓ Do not overload fridges or freezers; this risks blocking air circulation around the food

FIFO SYSTEM

The FIFO system (First In, First Out) helps ensure the oldest stock is used first.

Organise shelves so the new stock is stored behind the older stock.



Always use oldest items first



Prevents food from exceeding its use-by date

Ensure items are clearly labeled with the date they were received or prepared



Fridge Storage

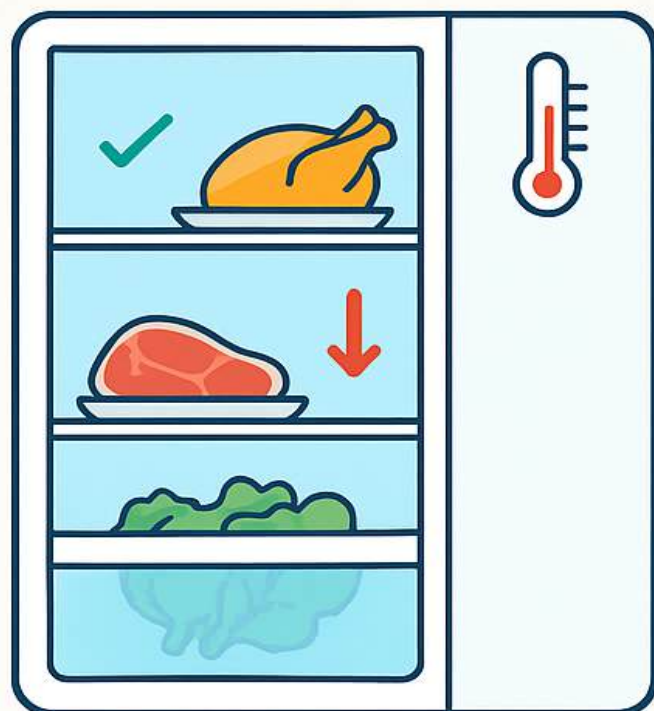
Why it is important

Storing food correctly in the fridge helps prevent harmful bacteria from growing and spreading.



Keep raw food below ready-to-eat food

Store cooked and ready-to-eat food above raw food. Make sure your fridge is 5°C or below.



Label and date food

Label containers with contents and dates. Use older food first to minimize waste.

Cover and store food safely






Keep food in covered containers or wrap it to prevent contamination. Store certain foods separately

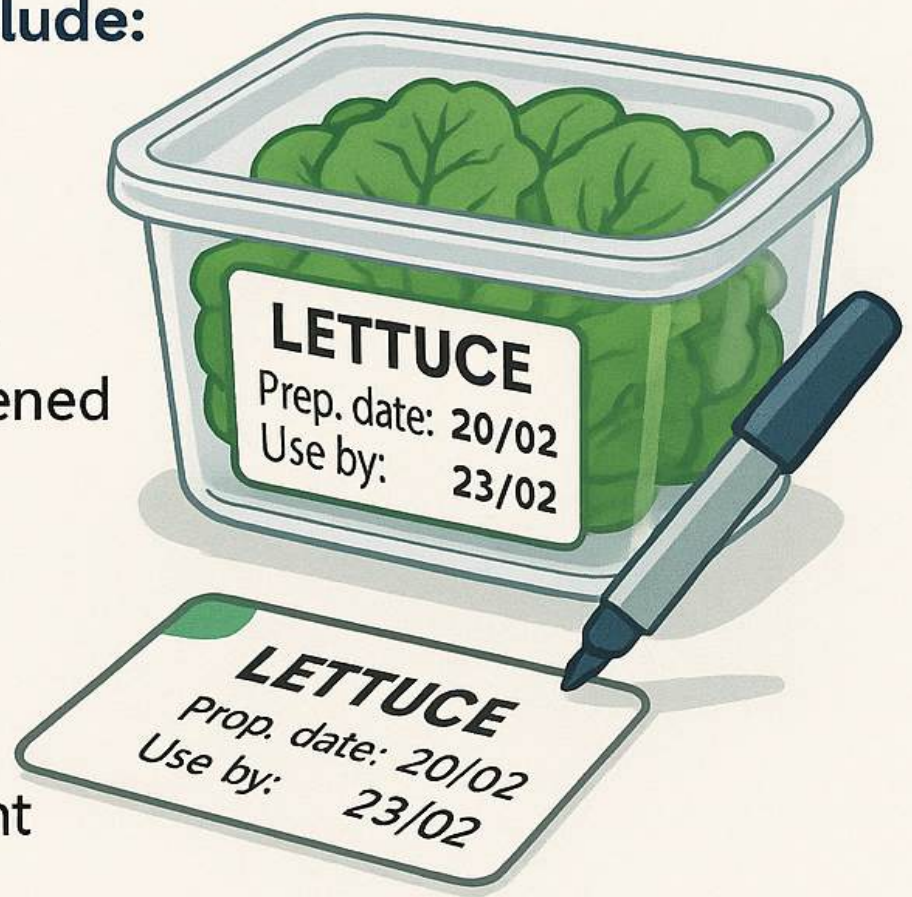


Labeling & Expiry Dates

Labeling food is essential for food safety. It ensures items are used in the correct order and help us identify expired stock.

Labels should include:

-  The name of the food
-  The date it was prepared or opened
-  Its expiry or use-by date
-  Always write clear, permanent labels.
-  Colour-coded day dots may be used to help highlight expiry dates.
-  Never use food which does not have a clear label – discard it.



Check fridges daily to ensure expired or incorrectly labelled food is removed immediately.

Section 6: Pest & Environment

PEST CONTROL

Why it's important

Pests like mice, insects or birds can cause contamination and spread diseases.



Signs of pests

Droppings, nests, eggs, damaged packaging, grease marks, or a musty smell

What to do if you see signs of pests

Report it to your manager and isolate any affected areas.



How to prevent pests

- Block up any gaps where pests could enter
- Clean up spills and waste promptly
- Store food in sealed containers



Never ignore signs of pests or attempt to deal with an infestation yourself.