



Personal Hygiene

Personal Hygiene Policy

Before entering any part of the manufacturing area all Staff, including Agency must wear suitable clean protective clothing. These will be supplied and laundered by the Company.

Clean Headwear to enclose hair (including moustache and beards) and ears must be worn. This means pens are not to be carried behind the ear. The only exception to facial hair being covered is when the mouth has to be covered with a PPE (Personal Protective Equipment) facemask. Permanent staff will be issued with protective shoes or wellington boots.

Visitors and outside personnel must have permission from Factory Management to enter manufacturing areas. Approved visitors will be supplied with protective clothing and Wellington boots. Agency staff and Contractors must wear and supply their own protective footwear. All protective clothing and footwear must not be worn off site

Cigarettes, tobacco, lighters etc including any loose items must not be carried in the pockets of clothing when in the manufacturing areas.

Nail varnish, false nails, eyelashes and hairgrips are not permitted. Fingernails should be kept short and clean. The use of cosmetics such as perfume, lipstick and aftershave is also not allowed.

With the exception of a Plain band ring No Jewellery including watches is permitted to be worn in the manufacturing areas. Religious artefacts are allowed at Management discretion.

All cuts, wounds and septic skin complaints must be covered by formally issued blue coloured detectable waterproof dressing. These must be accounted for at the end of the shift. Any loss of dressing must be reported to Management immediately.

All personnel are required to report any illness but particularly sickness or diarrhoea prior to commencing work. On returning to work following a period of illness, clearance is required from the Technical Manager prior to commencing work in a high risk area. Personnel returning from foreign travel are again screened prior to commencing work.

Eating and drinking is only permitted in the designated area which is the canteen.

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must report to Management immediately upon arrival at work.

2. Gastric upset causing sickness, vomiting and/or diarrhoea must be reported to the Management.
3. If you have been in contact with anyone, (family or friends), suffering from vomiting, diarrhoea, gastroenteritis, food poisoning or infectious diseases you must report to Management.
4. Any employee returning from holiday abroad with any of the above symptoms must report to Management before commencing work.
5. All sores, boils, abrasions, infected areas, running noses or ears should be reported to Management.
6. Any medicine brought on site must be reported and authorised by the Management. Authorised medicines must be kept locked away to prevent any possible risk of contamination of the product.
7. When any of the above is reported, it is the responsibility of Management to decide what action is required.

First Aid*

1. Any employees who cuts or injures themselves at work must report to a first aider immediately.
2. Clean wounds should be covered with a 'blue metal detectable plaster' by a first aider. If necessary a fingerstall or glove should cover any dressing.
3. Personnel arriving at work with an unprescribed wound dressing shall have it checked and, if necessary, replaced by a first aider.
4. Any loss of plaster dressing must be reported to Management immediately.
5. All accidents must be recorded in the accident book as soon as possible.

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3. Any loss or damage to the knife or knife blade must be reported immediately to Management.

* Refer to Control of Knives

Animals And Birds

1. The bringing of animals or birds onto the factory premises or the encouragement of birds or animals by putting out of food is forbidden.
2. Any spillages of foodstuffs or waste should be cleaned up as soon as possible to prevent attraction of animals and birds.
4. All waste food material should be suitably wrapped and placed into a waste bin as soon as possible.

Stationery

1. Drawing pins, staples, rubber bands, paper clips, pins, etc, are not allowed in the factory.
2. Cellotape or red tape must not be used on machines or to attach notices. Any notices should be laminated and attached with double-sided sticky tape or a bulldog clip.

Contamination

1. Waste materials should be placed in the proper waste receptacles provided and not left lying around the factory. A 'clean as you go' policy should be adopted.
2. The use of any materials likely to cause product contamination in the production areas of the factory, e.g. staples in boxes, should be brought to the attention of the Management.
3. It is the responsibility of every employee to immediately report to Management the discovery of contamination in any area of the manufacturing facility that constitutes a risk to product and / or personnel.

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