

RECRUITMENT OF FOOD HANDLERS: HEALTH QUESTIONNAIRE

Health History:

Do you suffer from:

- | | YES | NO |
|--------------------------------------------------------------------------------------------|--------------------------|--------------------------|
| 1. Skin disease to hands, arms or face: | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Discharge from or infection of the ears: | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Recurrent sore throats, sinusitis or rhinitis: | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Chronic bowel disorder, such as recurring gastro-enteritis (vomiting and/or diarrhoea): | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Are you, or have you been, a carrier of typhoid or paratyphoid fever: | <input type="checkbox"/> | <input type="checkbox"/> |

Recent Health:

- | | | |
|-----------------------------------------------------------------------------------------------------------------------------|--------------------------|--------------------------|
| 1. Have you been abroad within the last month:
If so, have you had any illness associated with this visit? Give details: | <input type="checkbox"/> | <input type="checkbox"/> |
|-----------------------------------------------------------------------------------------------------------------------------|--------------------------|--------------------------|
-
-

- | | | |
|-----------------------------------------------------------|--------------------------|--------------------------|
| 2. Have you had diarrhoea or vomiting in the last 7 days? | <input type="checkbox"/> | <input type="checkbox"/> |
|-----------------------------------------------------------|--------------------------|--------------------------|

Current Health:

- | | | |
|-----------------------------------------------------------------------------------|--------------------------|--------------------------|
| 1. Are you suffering from any boils, styes, septic fingers (whitlows) or similar: | <input type="checkbox"/> | <input type="checkbox"/> |
|-----------------------------------------------------------------------------------|--------------------------|--------------------------|

I declare that the answers I have given are accurate to the best of my knowledge.

Signed: _____ Dated: _____

ESSENTIALS OF FOOD HYGIENE – 1

Before commencing work, please read the following requirements carefully.

1. Always wear clean, protective clothing. Once soiled, protective clothing should be replaced.
2. Keep yourself clean and avoid touching your mouth, nose, ears or hair when handling food. Wash your hands if you do.
3. Wash your hands thoroughly:-
 - before starting work
 - after every break
 - before handling food
 - after using the toilet
 - after blowing your nose
 - after handling raw foods
 - after handling waste
4. Ensure cuts and sores are covered with a waterproof, high visibility dressing.
5. Do not wear watches, rings or jewellery that can entrap food and dirt when handling food. (A plain wedding ring may be acceptable).

Earrings and other small items of jewellery, which could fall into open food, should not be worn.
6. Tell your supervisor **before** commencing work of any skin, nose, throat, stomach or bowel trouble or infected wound. You are breaking the law if you do not.
7. If you suffer from gastro-enteritis (vomiting and/or diarrhoea), do not return to work until 48 hours after the symptoms stop. You will be contagious if you do.
8. Do not smoke, eat or drink in a food room. Never cough or sneeze over food. If you sneeze, wash your hand afterwards.

I have read and understood these essentials of food hygiene that concern my health and personal hygiene.

Signed _____ Dated _____

ESSENTIALS OF FOOD HYGIENE - 2

Before commencing work, please read the following requirements about food handling. They are important in keeping the food you handle safe. If you do not understand why, ask your supervisor.

1. Avoid unnecessary handling of food.
2. Keep the preparation of raw and cooked food strictly separate.
3. Keep perishable food either refrigerated or piping hot.
4. Do not prepare food too far in advance of service.
5. When reheating food ensure it gets piping hot.
6. Clean as you go. Keep all equipment and surfaces clean.
7. Follow any food safety instructions either on food packaging or from your supervisor.
8. If you see something wrong, tell your supervisor.

I have read and understood the essentials of food hygiene that concern food handling.

Signed: _____ Dated: _____

HYGIENE AWARENESS INSTRUCTION

It is essential that instruction is given on any controls and monitoring in place, and to develop knowledge of the basic principles of food hygiene. The topics covered should be appropriate to the job and may include:

- Critical control points identified and the controls necessary
- The business's policy – priority given to food hygiene
- 'Germs' - potential to cause illness
- Personal health and hygiene – the need for high standards, reporting illness, rules on smoking
- Cross contamination – causes and prevention
- Food storage – protection and temperature control
- Waste disposal, cleaning and disinfection – materials, methods and storage
- 'Foreign body' contamination
- Awareness of pests

There may be many other areas that need further instruction.

The depth and duration of training will be dependant upon the particular job and the degree of risk involved.

FOOD HYGIENE TRAINING RECORD

Name	
Job Title	

Compulsory Training	Given by	Date	Signature of Person Trained	Signature of Manager/Owner
Essentials in Food Hygiene 1 and 2				
Hygiene Awareness Instruction				
Foundation Food Hygiene Certificate* (where applicable)				

Recommended Training	Given by	Date	Signature of Person Trained	Signature of Manager/Owner
Intermediate Food Hygiene Certificate*				
Advanced Food Hygiene Certificate*				

Other Training (specify)	Given by	Date	Signature of Person Trained	Signature of Manager/Owner

* or equivalent