

OA Day Care	OA Residential Care	Domiciliary Services	DMH Day Services	DMH Supported Living	DMH Residential Services	EIA'd
✓	✓	✓	✓	✓	✓	✓

P6 PERSONAL HYGIENE OF STAFF

POLICY

To maintain a high standard of personal hygiene.

PROCEDURE

1. The nature of care work requires close contact with service users and regular contact with our customers and the public, therefore a high standard of personal hygiene should be maintained at all times.
2. All staff have a duty to take care of their personal cleanliness. It is the key to prevention of food poisoning and the spread of infection.
3. Always wash your hands thoroughly:
 - Before and after meal or breaks.
 - After smoking.
 - After sneezing or wiping your nose and disposing of the tissue.
 - After using the toilet.
 - After combing your hair.
 - After handling refuse and contaminated items such as bed pans, dressings, and urine drainage bags.
 - Before and after assisting with personal care.
 - After handling cash.
 - Before and after handling food, drink, utensils and crockery.
 - After handling different types of food.
 - When visibly dirty.
 - Before putting on and after removing protective clothing
4. Hands should be washed in the hand basin / sink, preferably with a liquid soap and dried with a disposable towel.
5. Take care of your own personal appearance and hygiene; be aware that body odour, tobacco and strong smelling foods can be offensive to others.
6. Always wear clean uniforms / work clothes daily.

Date	20/08/10							Issue date
Amendment	1							01/01/05 P&P