

Central Production Unit Food Safety & Quality Management System

Colleague Welfare Facilities

Purpose

Colleague facilities must be maintained in a good and clean condition. They must also be sufficient to accommodate the required number of personnel and designed to minimise any product contamination.

Appropriate welfare facilities will help to enable colleagues to adhere to the operational procedures designed to minimise the risk of product contamination. Suitable and sufficient colleague facilities should take account of fluctuations in colleague numbers, for example high production times, seasonal variations, or the use of agency resource.

Responsibilities

Responsible person (s)	Responsibility
Site Manager	<p>To ensure this procedure is fully implemented across the Central Production Unit and clearly communicated to all relevant personnel.</p> <p>To ensure the provisions and resources are available to ensure this procedure is implemented.</p>

Changing facilities

Designated changing facilities should be provided for all personnel, to include colleagues, visitors and contractors. Designated changing areas should be designed to allow direct access to production, packaging, and storage areas directly, negating a requirement to access these areas via an external route.

Lockers and coat hangers should be provided for all colleagues to ensure the protection of protective clothing from potential contamination prior to entering food storage and production areas. Storage facilities on site, should be of a sufficient size to accommodate personal items for all personnel who work in raw material-handling, preparation, processing, packaging, and storage areas.

Storage of personal items

To prevent colleagues from bringing personal items (including keys, mobile phones, and coins) into food production, storage and packaging areas, where the contamination of products could occur, lockers, changing rooms and coat hangers should be provided to suitably secure storage for colleague personal belongings. Where storage for bulky items is necessary (for example motorbike helmets and leathers) storage should also be provided. Storage areas should be designed to facilitate good practices and support effective cleaning.

Segregation of personal items from work clothing

Coat hangers and lockers should be available for segregating personal items and work clothing, in order to prevent potential cross-contamination of clothing, to include segregated changing areas to allow for colleagues, visitors and contractors to change into production clothing.

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Hand washing facilities

Throughout production, packaging, storage and other areas there should be suitable and sufficient provision of hand-washing facilities. There should also be suitable and sufficient hand-washing facilities at entrance areas of the production, packaging, and storage areas, to include:

- Advisory signs to prompt handwashing.
- Sufficient quantity of water at a suitable temperature (warm to the touch- this is usually considered to be about 45°C).
- Water taps with hands-free operation (where possible).
- Compass approved liquid / foam handwashing soap.
- Single-use towels for hand drying (suitably designed and located lidded and foot operated bins should also be provided).

To ensure that hands washed throughout the day as required and prior to starting work, there should be dedicated hand-washing facilities at entrances to production areas and located at various additional points within production areas. The provision of hand sanitiser, at hand-washing facilities, is best practice.

Toilets

Toilets should be segregated and should not directly open into production or packaging areas. All toilets should be provided with hand-washing facilities, comprising of:

- Basins with Compass approved hand washing soap and sufficient quantities of water at a suitable temperature.
- Adequate hand-drying facilities.
- A lidded foot operated bin.
- Advisory signs to prompt handwashing.

Smoking areas

Smoking and vaping facilities should be provided to colleagues who wish to smoke. Such facilities should not be located within the packaging, storage, or production areas, where there is open food or ingredients, which smoke could reach. There must be procedures in place for colleagues to wash their hands after smoking. Protective colleague uniforms must be removed, and personal clothing worn in smoking areas. Cigarette bins should be provided within smoking shelters, for any waste generated by the individuals smoking. Where electronic cigarettes (e-cigs) are permitted, these should not be taken into storage, packaging, or production areas.

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Colleague food

Refrigerators should be made available for food brought on site by colleagues, enabling it to be stored in a safe and hygienic matter. Refrigerators must be maintained, operated at an appropriate temperature, and cleaned regularly. Where refrigerators are used for production material and shelf-life samples, colleagues should not be permitted to store personal foodstuff with these items.

Food (including sweets and chewing gum) must not be taken into food storage, packaging or production areas at any time, as it may constitute a risk to product.

Designated areas away from food-handling, production, packaging, and storage areas, should be provided (including the canteen) where food and drink must be consumed. Central Production Units can consider the provision of outdoor seating areas to support outdoor eating, with bins provided for the appropriate control of waste.

Central Production Units must ensure colleagues do not bring any of the 14 declarable allergens on site, where a site has a restriction in place for any of the 14 declarable allergens, for example nut or sesame free sites. This includes food brought in by colleagues, visitors or contractors, and canteen facilities including vending machines.

Document Control

Document name:	Colleague welfare facilities
Document reference:	CPU.FS.P.002.01
Date of 1st Issue:	19 August 2024
Author:	Food Safety
Version number:	1

Revision record		
Issued date of revision	Version	Details of revision