



Camphill School Aberdeen

Fitness to Work Policy

PURPOSE

To minimise the risk of food being directly or indirectly contaminated by any co-worker suffering from or carrying a disease likely to be transmitted through food.

SCOPE

All co-workers involved in the handling, preparation or serving of food.

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1. Definitions and Abbreviations

CSA

Camphill School Aberdeen

Co-worker

Anyone working at CSA, including employees, volunteers, visiting workers and students.

Carrier

A person infected with disease germs without showing any symptoms of the disease or suffering ill effects.

Gastrointestinal illness

A stomach or bowel ailment.

Record of Approval					
1	31 st January 2013	Ivan Bousfield	Health and Safety Group	Tony Crabbe Council of Management	31 Jan. 2016
Rev	Date	Author	Recommended	Approved	Review due

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Food handler

Any person preparing, serving, or otherwise coming into contact with food for consumption by others.

2. Introduction

A person handling or serving food when suffering from certain skin, nose, throat or, particularly, gastrointestinal infections risks contaminating the food and thus infecting anyone eating it. An essential part of food safety, therefore, is controlling this risk by ensuring as far as possible that an infected person does not come into contact with food to be consumed by others. Food hygiene regulations prohibit anyone working in a food business from handling food or entering a food handling area if they are suffering from, or are a carrier of a disease likely to be transmitted through food. An affected person must report their symptoms immediately to management. Under Department of Health regulations, no-one must return to work after a gastrointestinal infection whilst taking any medication for the illness and until they have been free from vomiting/diarrhoea for 48 hours.

CSA is not a “food business” like a meat factory or restaurant, but cooks and many other co-workers do prepare and serve food for others to eat (particularly children/young people in our care). Therefore, we must do our best to prevent food being inadvertently contaminated by anyone suffering from any of the symptoms described in this Policy.

3. Responsibilities

3.1 House Co-ordinators

- a) To ensure the implementation of this policy in all houses.
- b) To provide every co-worker with two copies, one to keep and one to read, sign and return.
- c) To assess the fitness to work with food of any co-worker either reporting any of the symptoms described in sections 2 and 4(b) or reporting contact with anyone suffering from stomach or bowel ailments. In case of doubt, to refer the co-worker to his/her GP.
- d) To be aware of the sensibilities and respect the privacy of anyone reporting potentially embarrassing symptoms.
- e) To prevent any co-worker handling or serving food if there is any risk that the safety of the food may be compromised

3.2 All Co-workers

- a) To be thoroughly familiar with the requirements of this policy, to sign the Declaration in section 6, indicating it has been read and understood, and to return a copy to the House Co-ordinator.
- b) To report any of the symptoms described in sections 2 and 4(b), or contact with anyone suffering from stomach or bowel problems to the House Co-ordinator immediately.
- c) Not to handle or serve food until cleared to do so by the House Co-ordinator.

4. CRSS Policy and Procedure

- a) It is the policy of CSA to protect as far as reasonably practicable children/young people in its care from food-borne illness, in particular by giving due regard to the relevant food hygiene regulations.
- b) Co-workers who normally handle or serve food must tell their House Co-ordinator immediately if they are suffering from any skin or nose infection (eg septic wounds, sores or boils), sore throat with fever, or stomach or intestinal ailment. (Afflictions such as colds, “ordinary” indigestion or constipation are not included.) It is essential to report any instance of vomiting and/or diarrhoea. Close contact with anyone else suffering from stomach or bowel complaints (eg other members of the family) must also be reported.
- c) House Co-ordinators in the situation described in section 4(b) above must inform another House Co-ordinator.
- d) Co-workers referred to in section 4(b) above must not handle food for consumption by others until cleared as fit to do so by their House Co-ordinator (or GP if they have been referred there). They should also try to stay out of the kitchen as far as is practicable, particularly when food is being prepared. This includes House-Co-ordinators themselves, who must delegate any food handling tasks they normally carry out.
- e) Co-workers must be assessed by the House Co-ordinator for their fitness to handle or serve food. This assessment is NOT intended to be a medical diagnosis by an unqualified person. It is an informed and commonsense evaluation of the likelihood of food being directly or indirectly contaminated by the co-worker. If there is any doubt, the co-worker must be referred to his/her GP. In any case, the House Co-ordinator must always err on the side of caution and prevent the co-worker from handling or serving food if there is any risk that the safety of food may be compromised.
- f) Cases of vomiting and/or diarrhoea must always be referred to a GP, who must be informed that the individual is a food handler.
- g) In the case of vomiting and/or diarrhoea co-workers must not be allowed to handle or serve food until they have fully recovered and have been free of symptoms for 48 hours. They should also try to stay out of the kitchen. If they have been taking medication to prevent sickness or diarrhoea, they must have been symptom-free for 48 hours after stopping the use of medication before returning to food handling duties.
- h) Before a co-worker returns to food handling duties, his/her fitness to do so must be re-assessed by the House Co-ordinator. If, in the opinion of the House Co-ordinator, the co-worker no longer presents a threat to food safety then he/she may be cleared to resume normal duties.

5. Further Reading

Food Hygiene (Scotland) Regulations 2006

Regulation (EC) 853/2004 on the Hygiene of Foodstuffs Annex II, Chapter VIII, Personal Hygiene
Official Journal of the European Union 30.4.2004, L139/1

Food Handlers – Fitness to Work – Guidelines for Food Business Managers. Advisory Leaflet, Dept of Health.

6. Declaration

I confirm that I have read and understood this Fitness to Work Policy.

Name.....

Signature.....**Date**.....