



August 2014.

Dear Sir/Madam,

Walkers Coventry has recently carried out a review of its sites Food Hygiene and Food Safety Procedures. As an approved Walkers Coventry contractor we have enclosed a copy of our Site Hygiene Rules card so your employees can familiarise themselves with our standards before coming onto site. The card enclosed is for you to keep for future reference.

When you attend site you will be expected to work to these standards.

Further copies of these standards will be available to you, should you need them, during the Permit writing process.

After reviewing the facilities at site, limited changing and personal storage facilities can be offered, which is the preferred option in line with our food safety policies.

Where there is a need for contractors to be wearing overalls prior to arrival, the permit holder will make a judgement as to whether they are of an acceptable standard. A permit will only be issued once satisfied they pose no risk to our consumers or customers

With compliments

WALKERS COVENTRY

WALKERS COVENTRY SITE

Personal Hygiene and Food Safety Rules

Arrival on Site:

Clothing Rules:

- Employees must put on clean, company issued workwear everyday
- No Walkers staff uniform must leave site unless authorised
- Only company issued workwear can be used in and around the building
- No dirty workwear will be allowed onsite
- ONLY Factory issued outdoor clothing (fleeces, coats and waterproof garments) are permitted in specific areas
- Any clothing worn under workwear must not have buttons or loose objects
- A fresh hairnet must be worn every day
- Beard snoods must be worn if you have 1.5 to 2mm of facial hair or greater.
- No one should ever sit on the floor, anywhere, in their work wear.
- Correct PPE must be worn at all times where stated, this includes bump cap or hard hat, company issued hearing protection and safety footwear. High visibility vests are required in certain areas. All PPE should be kept clean at all times and replaced if it becomes soiled. WSF staff can get replacements of PPE from the Shift Admin. Flex workers can get their PPE from the co-ordinator. Visitors will be issued PPE upon arrival. Contractors should provide their own clean uniform and PPE.

Permitted Items:

- A small set of work related keys. No car keys or key fobs are permitted
- A blue metal detectable, company issued food safe pen
- Factory issued tools kept in a locked toolbox. WSF toolboxes cannot be removed from site
- No needles, pins, staples, knife blades or other small sharp objects are allowed on site
- Wooden handled implements are banned from the factory
- No jewellery may be worn except a plain wedding band and a pair of spectacles
- No food items are allowed to be taken in to any food production areas. Food may only be consumed in designated areas.
- No ceramic or glass items are permissible on site except if issued by the canteen.
- No mobile phones, cameras or other such devices are permitted inside the factory unless they have been signed onto the glass register. This will only be allowed if there is a valid reason for doing so and must be approved by Quality and Food Safety Manager / Specialist / Permit writer (for visitors) or an on-shift FLM
- No plasters are permitted except for blue metal detectable plasters. These can be obtained from any First Aider.

Entry and Exit:

- All WSF staff, visitors and contractors must enter the factory via the wash area, the only exception to this is delivery drivers and the Engineering Stores office. In this case it is only to allow them to drop off goods or to hand over documents
- Fire exit doors are only allowed to be used in an emergency unless specific authorisation is granted.
- All external doors must be kept closed at all times.
- All WSF employees, Flex workers, Contractors and visitors MUST use the sanitiser gel provided after accessing the effluent plant or corn silo's.
- There are hand wash station in the factory, it is important that your hands remain clean at all times

Visitor and/or Contractor Rules:

- Contractors must provide their own clean overalls which must be of a food safe condition and where possible use the facilities provided to change into. It is strictly forbidden to use the car park as a changing area.
- Visitors and contractors must make themselves known and sign in at reception, where they will be met by their pre-arranged site contact.
- All contractors should already have provided and agreed suitable risk assessments and method statements which highlight any food safety risks that may occur. The visitors questionnaire must also be completed before any permit is issued. Any medical conditions must also be highlighted at this point. All contractors must have completed an up to date induction.
- Contractors may bring their own tools on site provided they are in good working order, clean and necessary for the task in hand. Wooden handled tools are completely forbidden in the food production area.
- All tools and equipment must be carried in via the wash area except in circumstances where this is not possible due to size of load; in this scenario another route must be agreed with the permit writer.



COVENTRY SITE HYGIENE RULES



PEPSICO

GLOBAL OPERATIONS

1



Collect a clean hairnet upon entry to site.

2



Hairnets must be put on before any other clothing and must cover the ears at all times. Beard snoods must be worn if > 1 days growth.

3



Clean workwear must be put on every day. For visitors this must be clean overalls or visitors coats.

4



Clean workwear must be put on in changing areas. This applies to all, inc. visitors and contractors.

5



Correct uniform including safety footwear, bump-cap, ear defenders (or plugs) and security pass.

6



Enter factory via wash area only. Wash hands with soap and ensure you dry them thoroughly.

7



All dirty workwear to be changed and laundered professionally. No WSF uniform may leave site unless authorised.

Please familiarise yourself with the instructions on this sheet to ensure good personal hygiene practices are maintained and we do not compromise the safety or quality of the products we make. The instructions contained on this factsheet apply to all, whether you are a permanent member of staff, agency worker, visitor or contractor. If you have any questions please direct them to a member of the Quality & Food Safety Department, your line manager or WSF contact.

What can you take into the factory?



✓ Work keys only



✓ Blue factory safe pen



✗ No food or drink



✗ No perfume



✓ A plain wedding ring



✗ No money



✗ No mobile phones

✗ No false nails or eyelashes



✓ 1 clean handkerchief



✗ No Jewellery



✓ Factory issued tools



✓ Blue metal detectable plasters ONLY

✗ No smoking

