1.2.5 Fully Contained Hair

**SALSA Requirement:** “All hair, including beards and moustaches, shall be fully contained to prevent product being contaminated in open food production and storage areas.”

**Why?**

Hair can contaminate food physically and even microbiologically and finding a hair in your food is unhygienic, unpleasant and often leads to complaints.

**Tools**

- Personal Hygiene policy document/procedure
- Suitable hair coverings always available
- A metal plate ‘mirror’ in the changing area/on wall/at entry points
- Start-up & Good Manufacturing Practice Audits
- Colour-coded mop caps for designated personnel

**Tips**

- Managers and Supervisors should lead by example!
- Use pictures to show how to wear hair coverings correctly
- A correctly worn mop cap is sufficient for most staff; long hair may need a cloth cap too
- Overalls with integrated tight hair coverings can be used
- Are your hair coverings comfortable to wear for a long period of time?

**What do I need to do?**

- Document your requirements in your Personal Hygiene policy document/Procedure
  - Decide what constitutes a ‘beard’ and include this (eg no more than ‘x’ days’ growth)
  - Consider the most appropriate solution for hair covering in hot/cold working areas
  - Longer/higher volume hair might need both mop cap (hairnet) and cloth cap
  - Cloth caps alone are very unlikely to achieve the ‘fully contained’ requirement
- Train staff against the procedure at Induction (and Refresher Training) & document this training.
- Provide sufficient hair coverings at all times within designated changing areas & entry points.
- Ensure disposable coverings are only used once and damaged hair coverings changed immediately.
- Consider non-open product storage areas where staff enter for delivery/dispatch reasons but do not go through the designated changing area.
- Use posters to show the correct order of changing, with hair coverings in place before overalls.
- Check staff are correctly wearing the provided hair coverings.
- Record your checks either in Start-up Checks and/or routine Good Manufacturing Practice Audits - include any Corrective Actions where Non-Compliance is seen.
- Visitors & Contractors (entering Production & Storage Areas) need to follow this procedure too. Use a Visitors’ Questionnaire and ask them to read the documented Personal Hygiene procedure.
- **Breweries/Bottlers:** Consider the risk in the different areas of production. In areas where hairnets are not worn, carry out a documented Risk Assessment on the potential for hair contamination.
**Example**

- The following extract comes from a weekly Good Manufacturing Practice (GMP) audit.
- Decide how and when to use GMP audits in your own business and which areas you will cover. This GMP Audit sheet would be useful for a number of SALSA Requirements.
- You could also record wearing of hair covering in your Start-up Checks.

### WEEKLY SITE GMP AUDIT

<table>
<thead>
<tr>
<th>1- Satisfactory</th>
<th>2- Below Average</th>
<th>3- Poor</th>
<th>Date</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Are all staff following the hair-covering procedure?</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Are Visitors and Contractors reading the Personal Hygiene rules and completing/signing the Visitors’ Questionnaire?</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>...etc</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Details of occasions where/when scores of 2 or 3 have been noted:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Signed | PRINT NAME

To be completed weekly for whole production site.

**Any corrective action required (including re-training and maintenance) added to Corrective Action log.**

Owner/Manager’s Signature ________________ PRINT NAME ________________

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**Need more help?**

- See **Tools & Tips** for 1.2.2 Changing Facilities
- See **Guidance Notes** for 1.2 Personal Hygiene & 4.7 Location of Changing Facilities/Toilets