

## Housekeeping

Effective systems must be in place to ensure production is operated in a clean and tidy manner. Waste and rubbish need to be hygienically stored and disposed of. The following actions are essential:

- Keep your work area clean and tidy
- Clean spillages immediately
- Use the correct location for storage
- Clear away waste before receptacles get full
- Regularly remove packaging waste
- Prevent pests from gaining access - keep doors and windows shut
- Don't eat or drink in production areas

- Report signs of pests immediately
- Don't disturb bait boxes
- Roll up hoses when not in use

**Above all take pride in your work area and maintain high standards**

## References / Further Advice

- Industry Guide to Good Hygiene Practice - Bottled Water Guide ISBN1904306314
- BSDA 'Food Safety in Soft Drinks Today' training scheme
- Food Standards Agency [www.foodstandards.gov.uk](http://www.foodstandards.gov.uk)

## Production

Raw materials, drinks in process, packaging and finished products need to be stored correctly to prevent contamination. There are points in the production process that are critical for quality and food safety. Control of these points is important to prepare drinks properly so they achieve their stated shelf life and are safe. Soft drinks are carefully processed and preserved in some way to control the growth of micro-organisms. This may include:

- Pasteurisation
- Carbonation
- Acidity Regulation
- Addition of sugar/preservatives
- Aseptic filling

It should be remembered that Natural Mineral Waters and Spring Waters have to be microbiologically safe without any treatment. Bottled drinking waters can be treated.

## Remember

- Always follow the factory procedures; never cut corners
- We are all responsible for hygiene and quality
- Everyone must work together
- Act if something is not right; report it!

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# Good Hygiene Practices

**A guide to ensuring hygiene in the workplace**

## Good hygiene is essential to ensure the drinks we produce and sell are safe to consume and free from contamination.

Contamination from micro-organisms, chemicals, foreign matter and allergenic ingredients can cause harm, injury and considerable distress.

The soft drinks industry prides itself on producing drinks to the highest standards.

This guidance gives practical advice on food hygiene as it relates to soft drinks, including carbonated drinks, still and dilutable drinks, fruit juices and bottled waters. It outlines how excellent hygiene standards can be maintained through good manufacturing practice.

## Contents

- Importance of Good Hygiene
- Personal Hygiene
- Cleaning
- Housekeeping
- Production
- References & Advice

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# Importance of Good Hygiene

Good hygiene means:

- Compliance with Food Law
- Reduced consumer complaints
- Consumer confidence
- Enhanced reputation
- And for those involved in production, good working conditions

Poor hygiene can cause:

- Consumer complaints
- Injury to our consumers
- Illnesses, e.g. food poisoning
- Unwillingness by the consumer to purchase again
- Bad publicity
- Loss of reputation and business

Hygiene can be effectively controlled through Good Manufacturing Practice and this involves everyone.

## Personal Hygiene

**Production staff must maintain a high standard of personal hygiene to avoid contaminating the drinks produced and causing illness.**

- Cleanliness: Wash hands thoroughly. Wear protective clothing and head covering, if required

- Appearance: Be clean and tidy, minimise jewellery
- Health: Report diarrhoea, vomiting, heavy colds and discharge from eyes and ears. Only return to work when medically clear. Always cover cuts and abrasions with a clean, waterproof dressing
- Working practices: Do not eat or chew sweets in production areas, avoid unhygienic habits

## Cleaning

Cleaning is an essential part of hygiene activities

- So that matter on which micro-organisms might grow is removed and effective disinfection/ sterilization to kill micro-organisms can take place

- Other contamination is cleaned away
- Cleaning up spillages will prevent pests
- A clean factory will be a pleasant and safe working environment

Methods range from Clean in Place (CIP) techniques, cleaning by hand or machine, foam cleaning and soak tanks. Instructions and procedures must be followed to achieve good results and to be in line with cleaning schedules and plans.

Never reduce the time allowed. Never mix chemicals or transfer them to unmarked drinks containers. Always report cleaning problems or defects.