



Food safety advice

FIRST DAY FOOD HYGIENE TRAINING

When a new member of staff starts work in a food business, it is essential that on their first day, they be informed about key issues regarding food hygiene, and what is expected of them as food handlers. But what should you tell them, what are the most important things, and how do you make sure that you don't forget anything?

On the next page is a suggested 'First Day Food Hygiene Training' form you could use with all your new employees, which contains information regarding issues that need to be covered. The form can also be signed by the new employee and kept as a record to show that the staff member has received this training.

It will also be important for you to spend time with them during these first few days, watching what they do, giving advice about good practice and correcting mistakes. It is also important that you reward good performance by motivating and giving positive feedback.

The 'Safer food, better business' pack is also available to businesses, which covers first day training for new staff including the information contained on this form. It also contains a section to keep staff training records for food hygiene. This is available on the Food Standards Agency website.

<https://www.food.gov.uk/business-guidance/safer-food-better-business-for-caterers>

If you would like any further advice about training, there is more information on the web site, or you can contact someone in the Food and Safety Team.

For further information please contact:

**Food & Safety Team
Regulatory Services**

Website: www.coventry.gov.uk
E Mail: ehcommercial@coventry.gov.uk



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FIRST DAY FOOD HYGIENE TRAINING

Name of Employee : _____ Date Started Work : _____

Employers/Business name : _____

1. Keep yourself clean and wear clean protective clothing/uniform.
2. Always wash your hands thoroughly:
 - After starting work
 - Before handling food
 - After using the toilet
 - After handling raw food
 - After handling rubbish
 - After every break, after smoking
3. Tell your manager of any sickness or diarrhoea, skin rashes, colds or cuts.
4. Cover any cuts or sores with a distinctly coloured, waterproof dressing.
5. Never cough or sneeze near food, if unavoidable cough and sneeze into your elbow.
6. Use the correct colour-coded boards (and knives) to prevent cross contamination. between raw and ready-to-eat or cooked foods.
7. Avoid unnecessary direct handling of ready to eat food.
8. Do not use foods, which have passed their use-by date.
9. Ensure that all prepared foods should be date marked.
10. Keep food cold (below 8°C) or hot (above 63°C), and not at room temperature.
11. When cooking or re-heating food, ensure that it gets piping hot; above 75°C.
12. Clean as you go and keep all equipment and surfaces clean.
13. DO NOT GUESS about an allergen free request, ask your supervisor.
14. If you see something wrong, tell your supervisor or manager.
15. Do not smoke at work without permission and only in a designated outside area.
16. Follow any food safety instructions on food packaging or from your Manager.

I have received First Day Training and understand the above instructions:-

Signed: _____

Date: _____