



Food safety advice

FOOD HYGIENE TRAINING

THE LAW

The law states that the **Operator of a Food Business** must ensure that food handlers are **supervised, instructed and/or trained** in food hygiene matters.

A **food handler** is any person involved in a food business who handles or prepares food whether open (unwrapped) or packaged. The supervision, instruction and/or training needed, will relate to the actual job of the individual. It will also relate to the type of food that they handle.

LEVEL 2 FOOD HYGIENE COURSE

Food Handlers in the catering and hospitality industries who prepare/serve 'high risk' ready to eat foods should be trained in food hygiene, it is suggested to the **Level 2 Award in Food Safety in Catering (previously called the Basic)**.

This would include chefs, cooks, kitchen assistants, carers providing food, staff working on a delicatessen or cooked meats counter, staff preparing sandwiches etc. The overall aim of training at this level is to develop an understanding of the basic principles of food hygiene.

This can be achieved by attending a day course and then taking a multiple choice exam, or undertaking online training.

The course should cover the following:

- Legislation;
- Food safety hazards; including allergens
- Temperature control;
- Refrigeration, chilling and cold holding;
- Cooking, hot holding and reheating;
- Safe food handling;
- Principles of safe food storage;
- Cleaning; food premises and equipment;
- Pest Control
- Fitness to work



There is a range of standard training courses at this level accredited to recognised bodies, e.g. CIEH, RIPHH or RSH, which lead to a qualification and a certificate.



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IN HOUSE TRAINING

In some cases 'in house' training may be more appropriate, particularly where the food business carries out a specific operation requiring specialised training or there are large numbers of staff to be trained. In house training may not lead to a recognised qualification, and in such cases the food business will need to demonstrate to enforcement officers that such training is appropriate to the food handlers' work activities and has been completed.

NB! The law requires staff to be suitably trained; it does not require them to pass a written examination. Staff who undertake suitable training and put this into practice in the workplace should not be penalised if they are unable to demonstrate their knowledge in writing. Most standard basic, level 2 food hygiene courses have the option of testing students verbally at the end of the course.

In house training also provides you the chance to go through any company procedures and give staff specific training on completing your food safety management system, for example the Safer Food Better Business pack.

TRAINING FOR MANAGERS:

More advanced training courses will cover food hygiene issues in more detail and are particularly suitable for staff with a supervisory or management role. This training is a natural progression for managers and usually takes the form of a formally accredited course and a written examination. A variety of training bodies offer suitable courses for those working in the hospitality and catering industry including the level 3 award in Supervising Food Safety in Catering or the Level 4 Award In Managing Food Safety.

REFRESHER TRAINING:

Knowledge should be updated regularly, training should not be seen as a 'once only' exercise. Staff demonstrating bad practices should re sit in house training or re take the level 2 course or refresher training if it is available. In addition, regular short in house training sessions should take into account changes to the business operation such as menu changes, allergens risk assessments or wider issues e.g. new food safety legislation.

TRAINING RECORDS

Enforcement officers will check whether a food business complies with the legal requirement for food hygiene training during routine food safety inspections. It is good practice, therefore, to keep an up to date training record containing details of induction training, courses attended and copies of certificates. In addition, enforcement officers may assess the food hygiene knowledge of food handlers by watching them at work and asking questions.



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INSTRUCTION AND SUPERVISION

Instruction: It may not be possible to organise formal training straight away and staff should be given basic *first day instruction* before they start work for the first time. This will include specific rules to help ensure that food is handled safely, e.g. hand washing, cross contamination, reporting of illness etc. In addition, when there are changes to the business operation, e.g. new menu or equipment, all staff may need further food hygiene *instruction*.

Supervision: Staff need on going *supervision* following formal training to ensure that they are practising what they have learnt, particularly if they are inexperienced. Where an operation employs only one or two people, *supervision* may not be practical. In such cases, training must be sufficient enough to allow work to be completed safely unsupervised.

NB! Employees who are not food handlers but are involved in the food operation will need food hygiene *instruction* and *supervision* appropriate to their duties. (E.g. cleaners, kitchen porters, waiting staff, drivers etc.) In addition, visitors to the business such as engineers, maintenance staff etc. should receive any necessary *instruction* and *supervision* to safeguard food safety.

TRAINING METHODS

Standard training courses may not be suitable for all staff. You may need to consider the following:

- Vocational training e.g. Catering NVQs, may include sufficient food hygiene content.
- Open learning/correspondence course- Reusable training materials (workbook or computer software)
- Training courses and materials including on line courses are available in a variety of languages other than English.
- Visual reminders of the rules such as notices and wall posters can act as a reinforcement of food hygiene

TRAINING ORGANISATIONS

The following organisations offer accredited food hygiene training courses;

- The Royal Society of Public Health 020 7265 7300 (www.rsph.org.uk)
- The Chartered Institute of Environmental Health (www.cieh.org.uk/foodsafety)

The Chartered Institute of Environmental Health can provide details of accredited training courses in various languages and offers a course finder facility which provides details on all the levels of food hygiene training.

The Food Safety Training Providers web site contains a searchable database of trainers throughout the UK, sorted by county. The information includes contact and training course details www.foodsafetytrainers.co.uk



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LOCAL PROVIDERS

Some local providers are listed below. Contact the training organisation for price and availability:-

Coventry College: Course Information Tel: 02476 791100

Or online: <https://www.coventrycollege.ac.uk/distance-learning/>

Warwickshire College, Leamington Spa & Rugby Tel: 0300 45 600 47

Or online: <https://www.wcg.ac.uk/>

Leicester City Council Food Safety Training Unit: Tel: 0116 454 3210

Or Online: healthandsafetytraining@leicester.gov.uk

NCASS Mobile & Outside Caterers Association: Solihull, Tel: 0121 603 2524

Or online: www.ncass.org.uk/training-area/home

Foodwise: (local courses tailored to needs) Warwick. Tel: 07973 905513

Or online: www.foodsafetywarwick.com

Voluntary Action Coventry: Bali Virk Tel: 024 7622 0381

Or e-mail info@vacoventry.org.uk

A number of online providers also provide Food Hygiene training across a wide range of courses.

You may also wish to visit www.sfbtraining.co.uk which will provide you with food hygiene training and advice on using the Safer Food Better Business pack.