



Training

Everyone who works in a food business needs training. The type and level of training depends on the work they do. The regulations require that all food handlers are supervised and instructed and/or trained to ensure that they work hygienically.

The person responsible for the development and maintenance of your HACCP system must receive adequate training in the application of the HACCP principles.

1. Everyone must have been told about **the essentials of food hygiene** before they start work (an example follows on page 24).
2. **Hygiene awareness training** gives people some basic knowledge of food hygiene and how to work hygienically. This is normally carried out by the proprietor of a business and is often part of on-the-job training. It is needed by anyone who handles low risk or wrapped food. (an example follows on page 25).
3. **Foundation level food hygiene training** is a legal requirement for anyone who handles open high risk foods, for instance in the catering trade or at delicatessen counters. This formal training is also needed by supervising staff and managers if they are to manage effectively. Courses will usually be of about 6 hours duration. Larger organisations may use in-house training to deliver this level of training.
4. **HACCP training.** The supervisor responsible for the HACCP system must know enough to play their part in your HACCP system. In particular, the controls and monitoring procedures for each person's job must be clear to them. This pack is designed to help you train your staff in your HACCP system.
5. **Refresher training.** This is vital to make sure that staff do not forget what they have learnt and continue to put it into practice. This can be done at staff meetings, or on a one to one basis. It is recommended that formal refresher training be carried out at least every three years.
6. **Retraining** or instruction when failures have occurred. If hygiene problems are not to recur staff must be retrained and/or given new instructions. Use of the hazard sheets may help this as well as on-the-job retraining.
7. **Training records.** It is recommended that you record training given to staff. Records clearly demonstrate that measures are in place to ensure that staff can recognise food safety hazards and how they should control them to prevent things from going wrong (see example on page 27).



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Who carries out training?

Stage 1 & 2 training is usually carried out 'in-house' by the proprietor of the business or an appointed senior member of staff such as a supervisor.

Stage 3 training is usually done by an accredited training organisation although 'in-house' courses of an appropriate standard will satisfy the legal requirement even if they are not accredited.

- Level 1 courses last for about 6 hours e.g. Foundation Level food hygiene courses.
- Level 2 courses will normally be between 12 and 24 hours in duration. e.g. Intermediate food hygiene courses
- Level 3 courses involve 24 to 40 hours of tuition e.g. Advanced food hygiene courses.

Examples of organisations running accredited training courses:

- The Chartered Institute of Environmental Health
- The Royal Institute of Public Health and Hygiene
- The Royal Society for the Promotion of Health
- Society of Food Hygiene Technology.

Contact your local food safety team for details of training providers in the area

Training level guide

Category of staff	Job examples	Stage 1	Stage 2	Stage 3	
		Essential information	Hygiene awareness	Level 1	Level 2 & 3
		Before starting work	Within 1 month	Within 3 months	Where appropriate
Handle low risk or wrapped food only	Storeman, shop assistant, bar person, server assistant, food delivery, waiter/waitress	✓	✓		
Prepare open high risk food	Chef, cook, kitchen assistant, bar staff who prepare food	✓	✓	✓	
Handlers who have supervisory duties	Managers, supervisors, proprietor of food business	✓	✓	✓	✓



The essentials of food hygiene

This training must be given before any person starts work for the first time

1. Keep yourself clean and wear clean clothing.
2. Always wash your hands thoroughly using hot water and soap:
 - before starting work
 - after using the toilet
 - before handling food
 - after handling raw food or waste
 - after every break
 - after blowing your nose or touching your face or hair.
3. Tell your supervisor before starting work if you are suffering from:
 - a skin condition
 - an infection affecting your nose, cold, flu or anything causing a runny nose or sneezing
 - an infection of the throat or chest, sore throat or cough
 - stomach or bowel problems, vomiting, diarrhoea, irritable bowel
 - infected wound or sore.

You are breaking the law if you do not tell your supervisor

4. Cover cuts and sores with a waterproof and brightly coloured dressing.
5. Avoid unnecessary handling of food.
6. Do not smoke, eat or drink in any food room.
7. Never sneeze or cough over food.
8. If you see something wrong - tell your supervisor.
9. Do not prepare food too far in advance.
10. Keep perishable food either refrigerated or piping hot.
11. Keep the preparation of raw and cooked food strictly separate.
12. When reheating food ensure it gets piping hot.
13. Clean as you go. Keep all surfaces and equipment clean.
14. Follow any food safety instructions either on the food packaging or from your supervisor.



Hygiene awareness training

Hygiene awareness training should be given within one month of commencing employment and include the following:

1. The importance the business places on good hygiene practices.
2. How bacteria can cause illness.
3. The importance of good personal hygiene, why high standards are needed.
4. The causes of cross contamination and how it can be prevented.
5. Correct food storage including temperature control and protection from contamination.
6. Cleaning and disinfection materials, methods of use and safe storage.
7. Waste disposal arrangements.
8. How to prevent foreign body contamination of food.
9. Awareness of food pests.
10. How to do their job hygienically. In particular, instruction on control and monitoring of the points critical to the safety of the food they handle.



Formal training

This type of training to be given within three months of commencing employment to handlers of high risk open foods. The course must cover the following areas:

1. Food poisoning organisms, types and sources.
2. Simple microbiology, including the growth of bacteria, toxins and spores.
3. Layout and structure of premises.
4. Temperature control e.g. storage, thawing, reheating and cooking
5. Personal hygiene including rules and responsibilities.
6. Common food hazards and control measures.
7. Prevention of food contamination.
8. Food poisoning, symptoms and causes.
9. Cleaning and disinfection.
10. Legal obligations.
11. Pest control.



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Training record

Example only

Name: Mr Doe

Job title: Assistant cook

		Date training carried out	Person carrying out training	Type of training e.g. formal course, on the job
1	Essentials of food hygiene	10/05/02	Head chef	Before starting work
2	Hygiene awareness training	10/05/02	Head Chef	Before starting work
3	Foundation level 1 training	12/06/02	External training provider	Formal
4	HACCP training/instruction	05/08/02	Proprietor of business	On the job
5	Refresher training			
6				



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Training record

Name: _____

Job title: _____

		Date training carried out	Person carrying out training	Type of training e.g. formal course, on the job
1	Essentials of food hygiene			
2	Hygiene awareness training			
3	Foundation level 1 training			
4	HACCP training/instruction			
5	Refresher training			
6				