

Food Hygiene Training

Fact Sheet and Hygiene Rating Improver

No. 10



It has been recognised for a long time that the way food is handled plays a major role in the final quality and safety of food. **“The proprietor of a food business shall ensure that food handlers engaged in the food business are supervised and instructed and/ or trained in food hygiene matters proportionate with their work activities”.**

STEP 1 - How to comply

The following table from the **“Industry Guide to Good Hygiene Practice: Catering Guide”** indicates how you can comply with the training requirement:

	Stage 1	Stage 2	Stage 3
Category of staff	Essentials of Food Hygiene	Hygiene Awareness Training Level 1	Formal Training Level 2
A - Handle low risk wrapped food only	Yes before starting work for the first time	Yes within 4 weeks of starting work	No
B - Handle open high risk food	Yes before starting work for the first time	Yes within 4 weeks of starting work	Yes within 3 months of starting work
C - Supervisory responsibilities	Yes before starting work for the first time	Yes within 4 weeks of starting work	Yes within 3 months of starting work

The first thing to do is to try to group your staff into these three categories;

Category A - Staff who work in a food business but do not handle open food or high risk foodstuffs. Example job titles: storeman, waiter/waitresses, bar staff, counter staff, servery staff, cellar man, delivery staff.

Category B - Staff who work with open, high risk foods. Example job titles: chef, cook, catering supervisor, kitchen assistant.

Category C - Managers or supervisors who handle any type of food. Example job titles: Manager, Supervisor, Chef Manager, Proprietor.

STEP 2 - Stages of Training (1-3)

Stage 1 - The Essentials of Food Hygiene

Nobody should be allowed to work with food unless they have been given written or verbal instruction in “The Essentials of Food Hygiene”:

- Keep yourself clean and wear clean clothing
- Always wash your hand thoroughly: before handling food, after using the toilet, handling raw foods or waste, before starting work, after every break, after blowing your nose.
- Ensure cuts and sores are covered with a waterproof, high visibility dressing.
- Avoid unnecessary handling of food.
- Do not smoke, eat or drink in a food room, and never cough or sneeze over food.
- Do not prepare food too far in advance of service
- Keep perishable food either refrigerated or piping hot.
- Keep the preparation of raw and cooked food strictly separate.
- Clean as you go. Keep all equipment and surface clean.
- Follow any food safety instructions on food packaging

Stage 2 - Hygiene Awareness Instruction

Hygiene Awareness Instruction should be tailored to the needs of your food handlers and be based heavily on the control and monitoring identified in your HACCP or Safer Food Better Business (SFBB). A basic list of topics is covered in the **Industry Guide to Good Hygiene**. The Food Standards Agency have also produced a selection of **basic training videos**.

Stage 3 - Formal Training

Online taught formal training should be completed to a level equivalent to the Chartered Institute of Environmental Health (CIEH) Level 2 Award in Food Safety in Catering Classroom. Refresher training is recommended every three years.

STEP 3 - Other Food Hygiene Training

Owners, managers and those responsible for the development and maintenance of the food safety management system in your business should have received adequate training in the application of HACCP principles. If your business uses SFBB this could be as simple as watching the SFBB Training Video. If your business is more complex, i.e. you use specialist machinery (e.g. vacuum packers), or use or prepare lightly cooked foods, (e.g. make your own mayonnaise, prepare beef carpaccio or sushi etc), you may need specialist HACCP Training. **Contact**

environmentalhealth@runnymede.gov.uk for specialist information.

STEP 4 - Records

It is a good idea to keep records of all training that staff have received. A training plan detailing their name, date of course, name of course and date for expected refresher training is recommended.

FOOD HYGIENE RATING

STEP	IMPROVE MY RATING	Done
1	Are all staff trained to a level that is comparable with the work that they do? (See Step 1 and Step 2)	
2	Are those responsible for development of SFBB or HACCP suitably trained? (See Step 3)	
3	Are training records available to demonstrate food training undertaken at the business? (See Step 4)	

For more food safe factsheets visit www.runnymede.gov.uk