

Section 6: Food Hygiene Training

What this section aims to do

- To ensure compliance with EC Regulation 852/2004 as enforced by the Food Hygiene (England)(Scotland)(Northern Ireland) Regulations 2006
- To maintain a record of all food handlers in the catering facilities at Post and their current food hygiene qualifications.

What you need to do

On the **Form 6.1** or **Form 6.9.1** carry out the following steps:

- Note that the food hygiene training policy is provided in Section 1 of this manual.
- List the names of all food handlers in the left hand column headed **name**.
- Under the heading **Essential** note all those who have completed induction training by inserting date of completion. A master copy of 'The Essentials of Food Hygiene' booklet is provided at the end of this section of the Manual. A photocopy of this should be given to all new members of staff and the signed 'acknowledgement of training' slip should be filed in this section of the manual.
- Under the heading **Level 1/Awareness** note all those who have attended and passed a 3 hour food hygiene course (Level 1) or 2 hour food hygiene course (Awareness) by inserting the date of the course. The course normally covers: food safety (food hygiene, hazards and responsibilities), personal hygiene, cleaning and contamination.
- Under the heading **Level 2** note all those who have attended and passed a one day course on Food Hygiene by inserting the date of the course. N.B. Level 2 training certificates do not expire, although refresher training is recommended.
- Enter under the heading **Level 3** all those who have attended and passed a three day, or equivalent, course on food hygiene by inserting the date of the course.
- Enter under the heading **Level 4** all those who have attended and passed a five day, or equivalent, course on food hygiene by inserting the date of the course.
- Enter under the heading **HACCP** all those who have attended and passed a one day, or equivalent, course on HACCP by inserting the date of the course.
- If the training is not required for a member of staff, enter N/A.
- The summary should be updated at least monthly and the review date entered.
- When staff leave the company, the leaving date should be added as appropriate and the relevant row on the form changed to grey.
- Copies of any certificates should be filed in the appropriate staff files or in the Records Folder.

Section 6: Food Hygiene Training

Forms

Form number	Form title
6.1	Food hygiene training summary
6.9.1	Food hygiene & health and safety training summary

Section 6: Food Hygiene Training**Form 6.1 Food hygiene training summary**

Name	Start date	Position	Health assessment form	Essential food hygiene – all staff	Level 1/Awareness (2 hours)	Level 2 (1 day) – food handlers	Refresher – food handlers	HACCP (1 day) – person responsible	Level 3 (3 days) – Supervisors/Managers	Level 4 (5 days) – Senior Manager



Food Handlers Essential Food Hygiene

Induction notes

British High Commission Nairobi

To be read and signed off by all employees before starting work

Welcome!

These notes cover the most important hygiene issues which affect you every day as a food handler.

Cleanliness is essential if we are to produce good quality food which is safe to eat and we are to comply with the law.

High standards of personal hygiene are fundamental in reducing the risks of food poisoning.

Your personal hygiene

Bacteria that can cause food poisoning can be carried in our stomachs, noses, throats, ears and hair. They can also be present in cuts, sores, boils and spots.

As dirt harbours bacteria, you must keep your body and clothes extremely clean. A good personal hygiene routine is essential, washing your hair and body at least once every day. Your clothing must also be kept clean and changed every day.

When you arrive at work you must:

- wash your hands;
- put on your clean protective uniform;
- put on clean, closed shoes with non-slip soles;
- keep your hair tied up, if it is shoulder length or longer;
- remove all jewellery, apart from sleeper earrings and plain wedding rings; and
- cover all cuts/sores/boils with a clean, blue waterproof dressing - these dressings should be changed regularly.



The hand is the most dangerous part of the body because it touches the food, so washing your hands regularly is essential.

Washing your hands properly must become second nature to you!

When should you wash your hands?

- before starting work;
- after visiting the toilet;

- after blowing your nose;
- after smoking or eating;
- after preparing raw food and before handling ready-to-eat food;
- after using cleaning chemicals; and
- after handling rubbish.

How should you wash your hands?



- under hot running water;
- using soap or suitable bactericide;
- only in wash hand basins, not food preparation or washing up sinks;
- remember that when washing the most commonly missed parts are the back of the hand and tops of the finger tips around the nails;
- drying hands thoroughly is important because wet hands spread bacteria more easily. Try to avoid using anything that will re-contaminate hands.

What not to do!

- chew gum or eat whilst handling food
- spit into food
- dip fingers into food and lick fingers always use a clean spoon
- smoke in a food room (only in the permitted area)
- over-handle food
- scratch yourself
- cough into food
- sneeze over food

Also,

- nail polish must not be worn, as it may chip and fall into the food
- your finger nails should be kept short and clean
- perfume and aftershave must not be worn as it may taint food
- jewellery must be removed as it can harbour bacteria or fall into food

What should you do if you are ill?

As a food handler, it can be extremely dangerous for you, your colleagues, visitors and guests if you feel, or recently have been, ill.

You will be asked to complete a Health Assessment Form before you start handling food.

It is essential you tell your manager if you do not feel well and especially if you:

- have been sick;
- have diarrhoea, vomiting or an upset stomach;
- live with anyone who is sick, or has diarrhoea;
- were ill while on holiday;
- have ear, nose or throat infections;
- have infected sores or cuts;
- have skin irritations or infections;
- have lice or a scalp irritation; or
- think you are suffering from a disease that could be passed on through food.

Working practices

Cleaning

Remember, dirt carries bacteria - so all working areas must be kept clean.

Clean-as-you-go! All surfaces and equipment which come into contact with food should be thoroughly cleaned and disinfected every day (usually with a sanitiser).

Surfaces which come into contact with cooked food need to be sanitised regularly, for example chopping boards, utensils and slicing machines.

Some surfaces in the kitchen are regularly touched by food handlers, such as fridge door handles, microwave door handles and hand wash basin and equipment sink taps. These should also be sanitised regularly throughout the day.

The use of clean, disinfected equipment prevents bacteria spreading to other food, where they could multiply and possibly affect your customer.

Equipment which has been used for raw food must never be used for cooked food unless it has been thoroughly cleaned and disinfected.

Dirt, food waste and scraps which carry bacteria end up in your bins - so bins must be regularly emptied and cleaned.

Storing food



Bacteria are very good at growing in warm temperatures. This means that food must be stored food at or below 8°C in the refrigerator where bacteria grow more slowly.

Never leave cooked food out; always put food away in a cold room or fridge as quickly as possible.

Cooking

Bacteria can be killed by cooking food thoroughly so all food must be piping hot (at least 70°C). Food that must be kept hot for service should be kept at or above 63°C after it has been cooked thoroughly so that bacteria can only grow slowly in the food.



Contamination



There are a lot of bacteria on raw food so **always keep cooked food covered and away from raw food.** Separate chopping boards for raw and cooked foods should be used when provided.

Wash your hands after handling raw foods.

Remember to cover the food before storage.

Food allergies

Please be aware of your company's policy regarding the handling of customer enquiries concerning potential food allergens (e.g. peanuts). If you are in any doubt, please ask your manager.

Guidance for the Head Chef

1. Analyse the menu to establish which food allergens or those related to intolerances are present – document the results.
2. Ensure separation of allergens within the kitchen, if required by company policy.
3. Train the kitchen staff in relation to the risks associated with food allergens and how to handle enquiries.

Guidance for front-of-house managers and staff

1. Always ensure there is a nominated person on duty who knows, or can find out, the ingredients of all dishes (contents to be available on file).
2. Encourage serving staff to make enquiries to that staff member.
3. Make sure all staff members (including part-time and casual staff) are aware of serious allergies and how to handle a customer enquiry.

Guidance for serving staff

1. If a customer states they have a food allergy, the customer's condition must be taken seriously. Note the foods mentioned by the customer, whatever they are.
2. Find out which member of staff has accurate information about the ingredients. Approach that person if you need information. Ensure the customer receives attention and all questions are answered honestly.
3. If there is serious doubt about whether a food is free of a certain ingredient, admit to the customer that you are unsure.
4. Ensure that you wash your hands after serving any nuts. Any trace of nut oil on your skin could be transferred to another food.



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Please complete this form and return it to your manager.

Name:.....

I confirm that I have read and understood the **Essential Food Hygiene Notes**.

Signed:.....

Date:.....

This confirmation must be kept in the staff file or records folder