

# Food Hygiene Training

S P E L T H O R N E B O R O U G H C O U N C I L

Current food hygiene legislation requires that:



“ the food operators are to ensure that food handlers are supervised and instructed and/or trained in food hygiene commensurate with their work activity. ”

A food handler is any person involved in a food business who, handles or prepares food whether open, unwrapped or packaged. It also includes people who handle drinks and ice.

Different levels of training will be needed for different types of food handlers; this will depend upon the individual's job and the type of food that is handled. Staff preparing and handling “high risk” foods (e.g., unwrapped cooked meats, rice and prepared sandwich fillings) will require more training than those handling “low risk” foods, e.g., dried and tinned foods, raw fruit and vegetables.

Attention must also be given to the adequate supervision of staff during the course of their work. The following guidance indicates how a proprietor may comply with this requirement. Further information can be obtained from the following publications:



**Industry Guide to Good Hygiene Practice - Catering Guide**

ISBN 0 900 103 00 0

**Industry Guide to Good Hygiene Practice - Retail Guide**

ISBN 0 900 103 60 4

Both publications are available through good booksellers. These and other industry guides can also be found on the Food Standards Agency website: [www.foodstandards/foodindustry/regulation/hygleg.gov.uk](http://www.foodstandards/foodindustry/regulation/hygleg.gov.uk)

## All Food Handlers

Before allowing any food handlers to start work for the first time, all food handlers must receive verbal or written instructions regarding the “essentials of food hygiene.”

These are included on Page 2. Please note that it is also recommended that all other staff in the business, including cleaners and visitors are familiar with these rules.



# Food Handlers Who Prepare Open 'High Risk' Foods

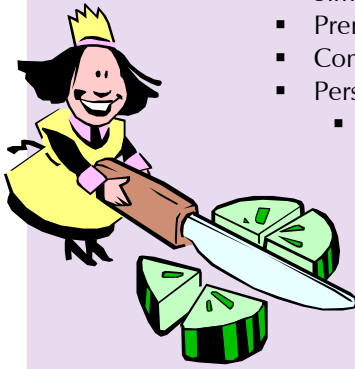


*Examples of possible job titles include: Commis chef, cook, catering supervisor, kitchen assistant and bar staff who prepare food.*

An awareness of the “essentials of food hygiene” must be gained before starting work for the first time. This should be supplemented with the further training given to those who handle low risk foods within four weeks of starting and further supplemented with formal training within three months of starting work.

Formal training should cover the following in order to develop a level of understanding of the basic principles of food hygiene.

- Food poisoning micro-organisms types and sources
- Simple microbiology, toxins, spores, growth and death
- Premises and equipment
- Common food hazards – physical, chemical and microbiological
- Personal hygiene – basic rules and responsibilities
  - Preventing food contamination
    - Food poisoning, symptoms and causes
    - Cleaning and disinfection
    - Legal obligations
    - Pest control
    - Effective temperature control of food e.g. storage, thawing, reheating and cooking



This training can be carried out in-house by an appropriately qualified or competent person, or alternatively by any of the organisations listed on Pages 3-5. It will normally be of six-hours duration. If you require further details of agencies who offer accredited courses in your area please contact:

**The Chartered Institute of Environmental Health 0207 928 6006**

**Royal Institute of Public Health and Hygiene 0207 580 2731**

**Royal Society for the Promotion of Health 0207 630 0121**

**Society of Food Hygiene Technology 01590 671 979**

## Food Handlers who also have a Supervisory or Managerial Role

*Examples of possible job titles include: Unit manager, supervisor, chef manager, pub manager, general manager, owner/operator of home catering or mobile catering business.*

These individuals should be trained as for food handlers who prepare open “high risk foods.” In addition to this it is also recommended that they have more advanced training, either in-house by appropriately qualified personnel or through one of the organisations listed on Pages 4-5. This training may involve between 12-24 hours of study at an intermediate level or 24-40 hours of study at an advanced level.

It is a good idea to have a training plan and keep records of any initial or refresher training carried out.



# The Essentials of Food Hygiene



**These points can be amended to suit your business. Some points may not be relevant to every business.**

**Keep** yourself clean and wear clean clothing.

**Always** wash your hands thoroughly: before handling food, after using the toilet, handling raw foods or waste, before starting work, after every break, after blowing your nose.

**Tell** your supervisor, before commencing work, of any skin, nose, throat, stomach or bowel trouble or infected wound. You are breaking the law if you do not.

**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.

**If you see** something wrong – tell your supervisor.

**Keep** perishable food either refrigerated or piping hot.

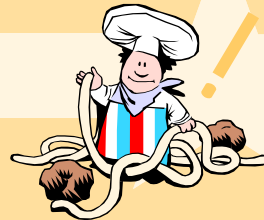
**Keep** the preparation of raw and cooked food strictly separate.

**When reheating** food, ensure it gets piping hot.

**Clean** as you go. Keep all equipment and surfaces clean.

**Follow** any food safety instructions either on food or packaging or from your supervisor.

**Do not** prepare food too far in advance of service.



# Food Hygiene Courses

S P E L T H O R N E B O R O U G H C O U N C I L

*The following centres are known to hold approved courses around the Spelthorne area. Several other centres offer these courses:*

## Level 2 Award in Food Safety in Catering

### Training Centre

**Spelthorne Borough Council**  
Council Offices  
Knowle Green, Staines  
Middlesex, TW18 1XB  
01784 446291  
(Environmental Health Support Officers)

### Training Centre

**London Borough of Richmond Upon Thames  
Health Development Team**  
First Floor Civic Centre, 44 York Street,  
Twickenham, Middlesex, TW1 3BZ  
020 8991 7445  
(Angela Rowan/Debbie Warner)

**Brooklands College**  
Heath Road, Weybridge  
Surrey, KT13 8TT  
01932 797700

**The Royal Borough of Kensington & Chelsea  
Environmental Health, Council Offices**  
37 Pembroke Road, London, W8 6PW  
020 7341 5606

**Guildford Borough Council**  
Millmead House  
Millmead, Guildford  
Surrey, GU2 5B13  
01483 444371

**Surrey Heath Borough Council**  
Surrey Heath House,  
Knoll Road, Camberley, GU15 3HD  
01276 707330

**Kingston College**  
Kingston Hall Road  
Kingston Upon Thames  
Surrey, KT1 2Q  
0208 268 2923 (Mrs Crossley)

**Thames Valley University**  
(Hospitality Training Services)  
Ealing, W5  
020 8231 2367/2324





## Advanced Food Hygiene Courses

### Training Centre

Brooklands College  
Heath Road, Weybridge  
Surrey  
KT13 8TT  
01932 797700

### Training Centre

The Royal Borough of Kensington & Chelsea  
Directorate of Environmental Health  
Council Offices  
37 Pembroke Road, London, W8 6PW  
020 7341 5606/5697

Support Training and Services Ltd  
Twilley Mill House  
Alton Road  
Farnham, Surrey GU10 5EL  
01252 728300

London Borough of Richmond Upon Thames  
Health Development Team  
First Floor Civic Centre, 44 York Street,  
Twickenham, Middlesex, TW1 3BZ  
020 8991 7445  
(Angela Rowan/Debbie Warner)

Vassell Training Services  
39 Kynaston Crescent  
Thornton Heath  
Surrey, CR7 7BS  
0208 684 3526

### The following Food Standards Agency Publications are available from Environmental Health Services, Spelthorne Borough Council

Guide to Food Hygiene

A Guide to Food Hazards and Your Business

A Guide to the General Food Hygiene Regulations

Food Law Inspections and Your Business

Food Handlers: Fitness to Work - Your Responsibilities as a Food Handler

Handling Cooked Meats Safely

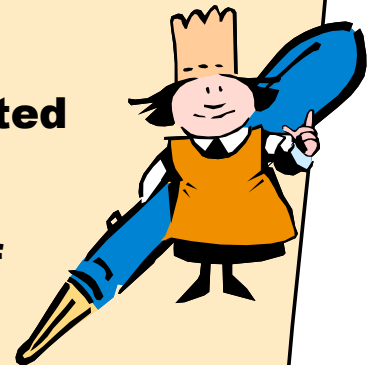
**A wide range of posters are also available.  
Please phone 01784 446 291 for further details.**



## ***Food Handlers: Fitness to Work***

# **YOUR CHECKLIST FOR GOOD HYGIENE PRACTICE**

- Wash and dry your hands thoroughly after going to the toilet and before handling food.**
- Do not handle food if you are suffering from diarrhoea and/or vomiting.**
- Tell your boss if you or anyone in your household is ill.**
- Tell your boss if you have infected cuts or sores.**
- Use bright coloured waterproof coverings for cuts and grazes.**
- Do not spit, smoke, eat or chew gum when you are handling food.**
- Make sure your work clothes are clean.**
- Keep your workplace, especially surfaces and utensils, clean.**
- Tell your boss if you were ill while on holiday.**
- If you have to visit the doctor, remember to say you are a food handler.**





*For further information or advice, please contact:*

## **Environmental Health Services**

Spelthorne Borough Council  
Knowle Green  
Staines  
Middlesex  
TW181XB

Tel: 01784 446291

Fax: 01784 446437

E-mail: [environmental.health.commercial@spelthorne.gov.uk](mailto:environmental.health.commercial@spelthorne.gov.uk)

**[www.spelthorne.gov.uk](http://www.spelthorne.gov.uk)**

