

These notes are intended as a guide to proprietors regarding the legal requirement of training under Regulation (EC) 852/2004 on the hygiene of foodstuffs. Annex II, Chapter XII Training.

"food business operators are to ensure that food handlers engaged in the food business are supervised and instructed and/or trained in food hygiene matters commensurate with their work activities".

Food Handler

The legal requirement applies only to a food handler. This means any person involved in a food business that handles or prepares food whether it is open (unwrapped) or packaged. Food includes drink and ice.

Government approved guidance on the Regulations appropriate for caterers is found in the Industry Guide to Good Hygiene Practice: Catering Guide which is available from all good bookshops as well as the publishers Chadwick House Group Limited, Tel. 0207 827 5882, ISBN number is 0900 103 00 0.

The guide indicates the level of training according to the job that the person undertakes. The training is divided into three stages and food handlers are divided into three categories and must be supervised, instructed and/or trained. Other staff who are not food handlers may need some instruction or training as a matter of good practice.

The training needed will relate to the actual job of the individual. It would also relate to the type of food that they handle. Staff who handle high risk food will need more training than those who handle low risk foods. Special arrangements may have to be made for persons whose first language is not English and/or persons with learning or literacy difficulties.

Supervision and Instruction

All staff should be properly supervised and instructed to ensure that they work hygienically. A greater degree of supervision may be needed:-

- for new staff waiting for more training;
- for staff handling high risk foods;
- for less experienced staff

Even if staff have received training, the amount of supervision must depend upon the competence and experience of the individual food handler.

The following guidance indicates how you may comply:-

Category of Staff	Stage 1	Stage 2	Stage 3	
	The Essentials of Food Hygiene	Hygiene Awareness Instruction	Formal Training Level 1	Formal Training Level 2 and/or 3
Category A Handle low risk or wrapped food only	Guide to compliance [before starting work for the first time]	Guide to compliance [within 4 weeks; 8 weeks part-time staff]		
Category B Food Handlers who prepare open, 'high risk' foods.	Guide to compliance [before starting work for the first time]	Guide to compliance [within 4 weeks]	Guide to compliance [within 3 months]	
Category C Food handlers who also have a supervisory role	Guide to compliance [before starting work for the first time]	Guide to compliance [within 4 weeks]	Guide to compliance [within 3 months]	Good practice [according to responsibilities]

Other Staff

Other staff who are not food handlers may also need supervision, instruction or training as a matter of good practice.

This may include kitchen cleaners and any other support staff who visit the kitchen. They should understand the essentials of food hygiene as part of their induction to the job and should have appropriate elements of Hygiene Awareness Instruction within three months of starting.

More Senior supervisors and managers who do not actually handle food but who may have a direct influence on the hygienic operation of the business should also receive training as a matter of good practice.

Stage 1 - Essentials of Food Hygiene Practice

This should include:-

- keep yourself clean and wear clean clothing;
- always wash your hands thoroughly before handling food, after using the toilet, handling raw food or waste, before starting work and after blowing your nose;
- tell your supervisor before commencing work of any skin, nose, throat, stomach or bowel trouble or infected or open wound;

- 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;
- never cough or sneeze over food;
- if you see something wrong tell your supervisor;
- do not prepare food too far in advance of service;
- keep perishable foods refrigerated or piping hot;
- keep the preparation of raw and cooked food strictly separate;
- when reheating food, ensure it is piping hot before service;
- clean as you go;
- follow any food safety instruction present on packaging or as issued by your supervisor.

Stage 2 - Hygiene Awareness

All food handlers who are Category A, B or C staff must have this training.

Category A - Food Handlers

Likely job titles - storeman, waiter, waitress, bar staff, counter staff, servery assistants, cellar man, food delivery staff, whose likely job is on site support and front of house activities, not directly involved in the preparation of high risk foods.

Hygiene Awareness Instruction

The overall aim is to develop a knowledge of basic principals of food hygiene. The topics should be appropriate to the job of the individual and should include the businesses policy on food safety. This training should consist of the following items:-

- germs potential to cause illness;
- personal health and hygiene;
- why there is a need for high standard;
- the rules on smoking and reporting illnesses;
- cross contamination - causes and prevention;
- food storage - protection and temperature control;
- waste disposal;
- potential foreign body contamination;
- awareness of pests;
- cleaning and disinfection.

Stage 3 - Formal Training

Category B and C staff will need to undertake formal training.

Category B Food Handlers

These staff members are likely to prepare and handle high risk open foods. Their likely jobs include commis chef, cook, catering supervisor, kitchen assistant and bar staff who prepare food.

Category C Food Handlers

These staff members are likely to be managers or supervisors who handle any type of food and are likely to have the job titles of Unit Manager, Unit Supervisors, Chef Manager or Bar or Pub Manager. These members of staff should have Level 1 formal training and it is advised that they should progress to further courses in Level 2 or 3 as their career responsibilities increase.

Trainers

As a matter of good practice trainers themselves should be adequately trained. Trainers of Level 1 courses should be trained in Food Hygiene Level 1 or above. In addition, they should be trained in training skills or be able to demonstrate competence. Trainers of high level courses should have appropriately higher levels of knowledge.

Agency Staff

Agency staff may be employed in most of the staff categories above. The manager of the catering business must where necessary:-

- 1) instruct all staff in the essentials of hygiene;
- 2) satisfy himself that staff whose work needs higher stages of training receive it;
- 3) if the staff members cannot provide documentation he should assume that they are not trained and deploy or supervise them accordingly.

It is good practice for employment agencies to:-

- a) train staff who they employ regularly to the stage appropriate to the job;
- b) provide documentary evidence to the employer that the person is trained.

Food Hygiene Training Organisations

The following organisations provide a range of Food Courses and will provide details of local training companies.

1. The Chartered Institute of Environmental Health - (CIEH), Chadwick Court, 15 Hatfields, London, SE1 8DJ. Tel. No. 0207- 928 6006.
2. The Royal Institute of Public Health and Hygiene - (RIPHH), 28 Portland Place, London, SW1. Tel. No. 0207-580 2731.
3. The Royal Society of Health - (RSH), Royal Society of Health House, 38a St. George's Drive, London, SE1V 4H. Tel. No. 0207-630 0121
4. The Society of Food Hygiene Technology - (SOFHT), P.O. Box 37, Lymington, Hants, SO41 9WL. Tel. No. 01590-671979.

This department does not guarantee or recommend any of the companies (listed below) and we would suggest you obtain their current catalogues/price list, etc. to see if the service they offer would be of use to you in your catering business.

Runnymede Borough Council	01932 838383
Brooklands Technical College	01932 853300
Woking Borough Council	01483 755855
Spelthorne Borough Council	01784 446292
Guildford Borough Council	01483 444378
St John Ambulance Surrey	01483 450000
Runnymede Adult Learning Centre	01932 794040

IF YOU WOULD LIKE ANY FURTHER INFORMATION ON THE TRAINING REQUIREMENT THEN PLEASE CONTACT THE ENVIRONMENTAL SERVICES DEPARTMENT AT RUNNYMEDE BOROUGH COUNCIL, RUNNYMEDE CIVIC CENTRE, STATION ROAD, ADDLESTONE, SURREY, KT15 2AH



GENERAL ADVICE FOR FOOD HYGIENE TRAINING

**Technical Services Department
Environment Protection Division
Runnymede Borough Council
Runnymede Civic Centre
Station Road
Addlestone, Surrey. KT15 2AH**

Tel. No: (01932) 838383