

## CHAPTER 6

### FOOD SAFETY TRAINING

#### INTRODUCTION

0601. The Food Hygiene (England) Regulations 2006 Chapter XII state that *“Food Business Operators are to ensure: that food handlers are supervised, instructed and/or trained in food hygiene matters commensurate with their work activities, that those responsible for the development and maintenance of the procedure referred to in Article 5 (1) of the Regulation or for the operation of the relevant guides have received adequate training in the application of the HACCP principles, compliance with any requirement of national law concerning training programmes for persons working in certain food sectors”*.

Therefore, all personnel involved within the food supply, production and service chain, regardless of their rank, must undertake food hygiene training in order to meet the legal requirement. Training must relate to the actual job of the individual and the type of food that they handle. The training requirement must therefore be based upon assessed risk.

#### REQUIRED TRAINING

0602. The minimum acceptable level of training is that recommended by Part 3 of the Industry Guide to Good Hygiene Practice: Catering Guide. Food safety training is required to be undertaken by all food handlers commensurate with their task. This requirement includes stewards, bar and mess ancillary staff- less contracted staff that provide their own food safety training:

	Stage 1	Stage 2	Stage 3	
Category of Staff	The Essentials of Food Hygiene	Hygiene Awareness Instruction Level 1	Formal Training Level 2	Formal Training Level 3 and/or 4
<u>Category A</u> 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)		
<u>Category B</u> 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)	
<u>Category C</u> 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)

0603. The level of knowledge required has been defined as Level 1 (minimum of 3 hours instruction) / Level 2 (minimum of 6 hours instruction) / Level 3 (minimum of 18 hours instruction) / Level 4 (minimum of 36 hours instruction). Service catering staffs are classified as Category A, B and C staff (as above). Training levels have been further defined and are listed at Annex A.

## REFRESHER TRAINING

0604. Refresher training must be conducted for all levels. The importance of this training is outlined in the Industry Guide to Good Hygiene Practice, which states:

*“Refresher or update training may be necessary at intervals. The frequency should be related to the risk and nature of the business and the food handled also the skill, competence and experience of the individual employee. The key points of hygiene principles can be reinforced. In addition, this training can take account of any changes in the business, e.g. changes in menu or production systems may raise new hygiene issues and controls. Any faults that have been identified can also be addressed”.*

and that,

*“After formal training it is good practice that food handlers should be assessed to test their understanding of the principles. Assessment may be a multiple-choice test paper or a verbal test”.*

0605. It is Service policy that refresher training must be undertaken at least bi-annually<sup>1</sup> using a refresher training package approved by Service catering schools, with the agreement of respective Front Line Commands and single Service EHT. It is recommended that a minimum of 4 question banks per competency be produced. Refresher training will be reviewed annually at the October committee meeting of the DFSMC. The table below illustrates the Core Competencies that must be taught during refresher training:

Ser	Food Safety Refresher Core Competencies
(a)	(b)
1.	<b>Food Poisoning</b> Pathogenic bacteria and conditions for growth, high risk foods, high protein foods, moisture, temperature, time, pH, atmosphere, symptoms of food poisoning, 10 main reasons for food poisoning outbreaks.
2.	<b>Contamination and its Prevention</b> Bacterial, physical, and chemical contamination, humans, raw food, vegetables, pests, rodents, flies, cockroaches, birds, clothing, refuse, protecting food from contamination, , destroying bacteria
3.	<b>Personal Hygiene</b> Hands, nails, cuts, boils and spots, skin infections, jewellery, perfume, hair, clothing, smoking, staff illnesses and habits.
4.	<b>Storage and Temperature Control</b> Stock rotation, receiving a delivery of food, checking goods on receipt, use by dates, best before dates, dry stores, refrigerators, freezers, thawing of frozen foods, conventional cooking, cook-chill, microwave ovens and recording of temperatures, and preventing bacteria from multiplying.
5.	<b>Cleaning and Disinfection</b> Detergent, disinfection, sanitise, sterilisation and washing up using sinks.
6.	<b>Hazard Analysis</b> The principles of Hazard Analysis, the 4 Line Method and supporting documentation.

0606. Personnel initially trained to Level 2 Award in Food Safety in Catering or Level 3 Supervising Food Safety in Catering, are to receive suitable refresher training reflecting this JSP; this requirement must not be neglected. It is recommended that for Level 3

<sup>1</sup> Whilst each subject matter is to be covered at least annually, the required areas to be covered must be split into at least two formal periods of instruction per training year.

Supervising Food Safety in Catering personnel, the Level 2 Award in Food Safety in Catering refresher-training package is used but with a different and more demanding question bank. Level 3 trained personnel receive a monthly update bulletin issued by FSA, co-ordinated by DFS Team PCIS 1. This provides current information, relating to Food Safety issues and legislation. Individuals are required to inform FSA, via the website, on change of address.

0607. The following general points should also to be made during refresher training:

- a. During the refresher training, a general overview/update of food safety matters should be given e.g. pending changes in legislation and the impact upon Service caterers.
- b. Food safety development opportunities identified, as a result of audit (see para 0502) should be addressed during refresher training.

## **SUPPORT STAFF**

0608. Support staff are categorised as personnel who either directly handle food such as casual mess staff or personnel who, whilst they do not handle food, have a direct influence on food hygiene such as cleaners and maintenance personnel. Both categories must receive appropriate food hygiene instruction and/or training. On completion of training they should understand the importance and principles of food safety, and prevention of contamination. They must be supervised effectively at all times.

## **RECORDS**

0609. Training records are to be kept for all food handlers for 24 months, para 0605 refers. The records are to show the following:

- a. The qualifications held and the date(s) on which they were gained.
- b. Details of refresher training indicating the subjects covered, the name and qualifications of the trainer and the dates on which the training was conducted.

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## ANNEX A-FOOD HYGIENE TRAINING REQUIREMENTS

Ser	Service	Appointment/Rank	Level of Training	Remarks
(a)	(b)	(c)	(d)	(e)
1.	RN	Commands and FOST Catering Staffs	4	
2.		Logistics Officer (SURFLOT and SUBFLOT)	3	
3.		Catering Officer (Shore)	4	
4.		Catering Officer (Afloat)	3	
5.		Junior Logistics Officer	2	
6.		WOCS (Base inspection role)	4	
7.		WOCS	4	
8.		CPOCS	4	
9.		POCS	4	
10.		LLogs CS	3	
11.		Logs CS	2	
12.	RM	WO1 (RMCO)	4	
13.		WO2	4	
14.		CSgt	4	
15.		Sgt	4	
16.		Cpl	3	
17.		LCpl/Mne	2	
18.	Army	FSO - Inspector	4	
19.		FSWO - Inspector	4	
20.		UCM - Manager	4	
21.		UCM/Production Supervisor – Manager	3	
22.		Chef Class I - Supervisor	3	
23.		Chef Class 2/3	2	
24.		Advanced Victualler – Supervisor	3	
25.		Victualler	2	
26.		Mess Manager – Supervisor	2	
27.		Mess Steward	2	
28.	Army (TA)	TA UCM	2	1
29.		TA Chef	2	1
30.	RAF	Catering Officers – Inspection	4	
31.		Food Hygiene Trainer	4	
32.		WO Chef – Manager	4	
33.		WO Caterer	4	
34.		FS Chef – Kitchen Manager	4	
35.		FS Caterer	4	
36.		Sgt Chef – Kitchen Manager	4	
37.		Sgt Caterer	4	
38.		Cpl Chef – Supervisor	3	
39.		Cpl Caterer - Supervisor	3	
40.		SAC Logistics (Chef)	3	
41.		SAC Logistics (Caterer)	3	
42.		Air Load Master – if involved in food service	2	
43.		Personnel handling food on a regular basis on base.	2	
44.	Civil Service/ Flagship Instructors	CI (SIO)	4	

Ser	Service	Appointment/Rank	Level of Training	Remarks
(a)	(b)	(c)	(d)	(e)
45.		C2 (HIO)	4	
46.		D (IO)	4	
47.		Temporary Food Handlers i.e. Casual Mess Staff	1	
48.	MOD Civilian	Support staff - responsibility rests with respective Civil Admin Offices on advice from Formation staff.	1	
49.	Locally Employed Civilians (LEC)	Training of LECs to a level commensurate with their responsibilities is the duty of In Theatre Food Services staff. Permanent employees (i.e. those in continuous employment of 6 months or more are to be trained to the same level as Basic, this will include all core competencies).	1	2

Notes:

1. Training is commensurate with risk. Formation Food Service Staff are responsible for assessing risk.
2. Risk Assessment then On Job Training.