



*ProTrainings.uk*<sup>®</sup>

# FOOD HYGIENE STUDENT MANUAL

VERSION 8.4



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## Module 1 - Food Hygiene Legislation

### a. Relevant Legislation

There are many Acts and laws in relation to food hygiene that must be followed. Make sure you check with your manager about the rules that you have to follow. Rules are there to protect the customers and staff, and to ensure the highest quality of food.

- The Food Safety Act 1990 (as amended) provides the framework for all food legislation in Great Britain - similar legislation applies in Northern Ireland. See the guidance for food businesses in the Food Safety Act 1990
- The General Food Law Regulation (EC) 178/2002 is EC legislation on general food safety. See the guidance on General Food Law Regulation (EC) 178/2002
- The General Food Regulations 2004 (as amended) provides for the enforcement of certain provisions of Regulation (EC) 178/2002 (including imposing penalties) and amends the Food Safety Act 1990 to bring it in line with Regulation (EC) 178/2002. Similar legislation applies in Northern Ireland

Most food businesses will need to register all of their premises with their local authority. This is now required under EU regulations, replacing previous national registration requirements.

Food business operators whose establishments are required to be registered should approach the relevant local authority, ideally before they open (or before starting to use the new premises). If you have registered your premises already and have not changed the type of work you do, you don't need to register them again.

The premises for certain types of businesses need to be approved, rather than registered, including those producing the following foods:

- a. Meat and meat products
- b. Eggs
- c. Milk and dairy products
- d. Fish and fish products

Food business operators whose establishments require approval should approach the relevant local authority.

### b. The Food Standards Agency

The Food Standards Agency is an independent government department set up by an Act of Parliament in 2000, to protect the public's health and consumer interests in relation to food.

For more information on the Food Standards Agency, who regulate the food industry, go to their website at [www.food.gov.uk](http://www.food.gov.uk).

### c. The Environmental Health Officer

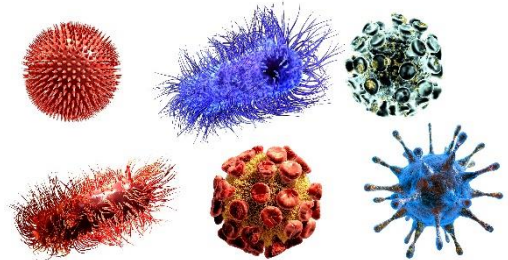
The Environmental Health Officer has powers of entry to businesses, and their job is to ensure businesses comply with the rules. They have many powers, including prosecution of a business owner in a Magistrates Court, which can result in fines of up to £20,000 or six months in prison, or higher in a Crown Court, which can result in unlimited fines and two years in prison.

The Food Standards Agency (FSA) is there to improve standards, reduce problems and promote best practices. Environmental Health Officers enforce those standards, give advice and also have the power to close the business down.

## Module 2 - Bacteriology and Food Poisoning

### a. What are Bacteria and How do they Grow and Affect Us?

Bacteria grow very rapidly and they can easily make us sick. Food-borne bacteria can use food to grow or to enter the body. Food poisoning bacteria, e.g. Salmonella or others, use food-borne bacteria like Typhoid.



Food poisoning symptoms include: vomiting or nausea, stomach cramps, pain, diarrhoea, headache, fever and generally feeling unwell. While you are ill, you can pass the bacteria on to others or the food you are preparing.

### b. How can we Control their Growth?

We can control bacteria growth by the use of temperature to keep food safe, as well as acid/alkalinity/sugar and salt. There will be different methods in your workplace to control their growth and these include cleaning and good housekeeping.

### c. Food Poisoning - Who does it Affect?

Food poisoning can affect anyone of any age, but the young and old are especially vulnerable, as are the sick. Special care needs to be taken with the high-risk groups and there may be special rules if you work in these sectors. These can be the elderly, the young or people with an existing medical condition or health problem.

We have all had some kind of food poisoning at some point, where an infection has been passed to us from the food we eat. Sometimes it is minor and passes in a few hours, other times it can result in the person going to hospital. When we work with food, we must do all we can to reduce or eliminate the risk of any kind of problem with the food we prepare, make or serve.

### d. Types of Infections

There are different types of infection that can be passed on, including: Campylobacter, Salmonella, Clostridium Perfringens, Escherichia Coli, Listeria, moulds (these produce toxins that harm), and viruses.



#### d. Chemicals and Foreign Objects

Chemicals can harm someone by getting into food and then that food being eaten, for example cleaning chemicals. Be careful to avoid mixing any chemicals and other foreign non-food objects with food items, which are not intended to be in the food.

#### e. Natural Plant Foods/Fish and Shellfish

Some fungi can be very toxic, and fish and shell fish often a major problem. Even items like rhubarb leaves can be toxic. Be careful of what you are adding to food items.



### Module 3 - Contamination

#### a. The Problem

The problem of food contamination has increased over recent years, as food is now transported over long distances. People expect all foods to be available all year round, eating habits have changed and there has been an increase in ready meals and takeaways, as well as people eating out more often.

#### Storage problems in dry and frozen food

People want to reduce the number of additives in their food, so more ingenious methods of storing food are needed. People are also more ready to report issues and inspection is more vigorous as the public demand is higher.

You have a legal duty to protect and prevent infection and illness.

#### b. Cross-contamination, Direct and Indirect

Infection can be passed from one person to another, directly or through contact with surfaces. If someone has bacteria on their hands and touches a surface such as a door handle, this can easily be passed to any person who touches the same door handle or surface.



Good personal hygiene is vital; hands must be washed after visiting the toilet, handling rubbish, smoking or eating, and always before handling food.

Eating or smoking passes infection directly into your mouth.

#### c. Ways of Preventing Cross-contamination

Cleaning is vital and detergents are purely designed to break down dirt. You need to make some effort when cleaning to ensure that it is effective. Dirt is a breeding ground for bacteria, so if we reduce the dirt then we reduce the bacteria.

Ensure that all waste is disposed of correctly and frequently. Rubbish can attract pests, which might carry disease or bacteria, so store it correctly and wash your hands after handling waste. Rubbish is often separated and recycled.



When cleaning, we disinfect with chemicals, hot water or steam. Take care with chemicals and store them correctly. Make sure that you keep cleaning equipment away from food, and clean and dry surfaces after use. Sometimes companies have colour-coded mops, and all mops are usually kept head up to allow them to dry. Make sure that everything you use is well maintained and disposable items are disposed of correctly.

Keep cooked foods and raw foods separate, so that there is no risk of them mixing by direct contact or dripping from one to the other.

#### **d. Chopping Board Colours**

A simple way of protecting against cross-infection while preparing food is to use different coloured chopping boards for different food types. The use of colour-coded boards is compulsory in many workplaces. They are usually plastic, as they are easier to keep clean and are dishwasher safe.

When working with food, you need to make sure that you follow the rules regarding chopping board use, to ensure you do not cross-contaminate food. Some workplaces have signs to remind you of which colour to use for each item. If there is any damage to the board then it may need to be replaced. Report any damage to your manager.

<b>Red Board – Raw Meats</b>
<b>Blue Board – Raw Fish</b>
<b>Yellow Board – Cooked Meats</b>
<b>Green Board – Salad and Fruit</b>
<b>Brown Board – Vegetables</b>
<b>White Board - Bakery and Dairy</b>



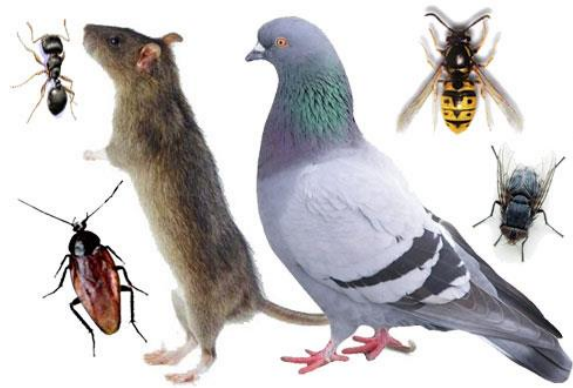
### e. Pest Control

Pests include rats, mice and insects. These can transfer disease or even die in the food and contaminate it. Be aware of your working environment and ensure that the correct pest control measures are being taken and that any chemical used to kill pests does not enter the food.

Fly control is also a problem, so install and maintain the appropriate fly control in your workplace and keep them clean.

Look out for bodies, damage to food or packaging, scratching, noise and waste.

Report any findings, as the pest problem must be resolved immediately. Pest problems can result in a food business being shut down.



### f. Hot Food Display Units



Serving food in a hot display unit is an easy way to serve food, but you must follow the manufacturer's instructions at all times.

The units usually work by heating water that the trays float on top of to keep them at the right temperature.

Make sure you check water levels and keep them clean at all times.

### f. Working at a Bar

When you work at a bar, you still need to take care when you are handling food, plates, knives and forks.



There is also a risk of you contaminating food or drinks with hair.

Other health and safety concerns include dealing with hot drinks and liquids that can cause accidents.

Glass is another concern as it can cause cuts, but it is also hard to see and small fragments of glass can enter food and drinks.

## h. Serving in a Restaurant

When you work in a restaurant, personal hygiene is important, as you will be handling food, plates, knives and forks.

There is also a risk of you contaminating food with hair.

Other health and safety concerns are dealing with hot food and liquids that can cause accidents.

Ensure that dirty and clean plates, glasses, cups and cutlery are kept separate.



## Module 4 - Personal Hygiene

### a. Introduction

Your hands can be a great breeding and transfer ground for bacteria.

You should keep your nails short, hands clean and always wash your hands correctly between preparing different types of food, such as meat and dairy products. This is the same with boards, which we will cover this later.

### b. Hand Washing and Hand Gels

Always properly wash your hands by scrubbing them with an antimicrobial soap for 30-60 seconds. Also remove bracelets or watches and wash them as well.

Make sure you follow workplace practices whenever you wash your hands.



### c. Protective Clothing - Personal Protective Equipment (PPE)

You may be required to use a variety of different types of protective clothing. You will need to ask your employer or refer to risk assessments. The PPE can be: hats, hairnets, footwear, face masks, gloves and aprons. Certain industries require additional protective PPE to prevent injury from knives and machines.

Some PPE will be disposable and some reusable, and some employers have special requirements.

We must ensure that clothing is kept clean and well maintained to ensure that nothing could fall off and enter the food like buttons.

Avoiding putting things in your pockets as this can prevent problems with items falling out. PPE are pale in colour so that they can be easily seen.

Also ensure that there are no defects in PPE, as these can harbour disease.

Clothing should be changed regularly and not worn outside. It is provided for you to wear at all times when preparing food.

You also have to cover any skin problems and cuts with the correct dressing to avoid infecting.

If you notice you have a problem you must report this to your employer.



#### d. Reporting Illness

If you have an illness then you can risk passing on problems by contact with the food that you produce.

If you have are suffering from a fever, sickness, diarrhoea, flu, skin problems, headaches, or are generally feeling unwell, or have any other concerns, ask your supervisor or consult the appropriate body.

It may also be advisable to make your supervisor aware if you have a family member or child with a problem.

It is a legal requirement that you inform your employer of any issue, so that you can be taken off food preparation work.

It is better to be safe than sorry and it could result in legal action to you or your company.



#### e. First Aid Kits for Food Preparation



In all workplaces, adequate first aid kits have to be supplied.

There will be trained first aiders in the business, but it is a good idea to find out who the first aiders are and what is in the first aid kit.

In a kitchen there is usually also a burns kit. There are (2011) BSi-compliant first aid kits available and these should be in place by the end of 2011.

#### f. How you need to Act at Work

It is all very well to wear the correct PPE, but you have to work in a responsible manner to ensure that you follow workplace policies and use your common sense. **If in doubt ask!**

Keep your work area clean and tidy. Be observant and report any concerns. Do not try to hide problems – it's not worth it. Follow rules correctly and make sure you do not sneeze or cough over food. Avoid touching your nose, hair, etc. when preparing food. Hair carries bacteria and hair can fall out and enter the food, so make sure you wear the appropriate headwear. Rings and other jewellery can also be banned at work, as well as nail varnish and some makeup. Plain wedding bands that are plain are often allowed.

If you think food may be damaged, you need to inform your employer to ensure they only produce high quality food.

## Module 5 - Food Storage and Preservation

### a. Date Marks, Damaged Food and Record Keeping

Report any problems and check the dates and packaging of the food that you are using at all times.

There will be someone who is responsible for keeping records of suppliers, preparation, storage and sale data.

Ensure good rotation and record any problems so all is traceable. Keep policies on monitoring, cleaning, pest deliveries, training and temperature records. Records can be used to prove that systems are in place to use in a legal case to defend a company with due diligence. Also, there have to be policies to follow that are in place to follow with cleaning, etc.

The **“use by” date** is a legal requirement on high-risk goods. It is against the law to sell food after the use by date.

Harmful bacteria will multiply and can cause food poisoning, or the taste and smell can be affected.



**“Best before” dates** are recommended dates and there is no legal problem if an item is sold after the date, unless it is unfit for human consumption.

You must monitor stock and rotate correctly and keep good records. Always store food in a clean manner.



**b. Preservation Methods**

Food must be cooked to a core temperature of over 75 degrees for two minutes to kill bacteria. Food must be kept hot to prevent the growing of bacteria. Keep foods out of the danger zone.

When reheating food, the item must also be reheated to at least 75-80 degrees to ensure that any bacteria are dead.

**c. Heating, Refrigeration and freezing**

Bacteria can double in just 10-20 minutes for the foods in the danger zone. Special care must be taken with cooked foods, ready prepared foods and dairy products. Ensure freezers and fridges are checked.

Fridges must be below 8 degrees, but preferably between 1-5 degrees. Freezers need to be kept at -18 degrees.



Checking and maintaining temperatures is a legal requirement. Report any problems to your manager. Check temperatures regularly and avoid putting hot foods into a fridge or freezer; make sure that foods are chilled quickly and no food should be left cooling for longer than 90 minutes.

Keep doors shut and keep raw and cooked foods apart, sometimes in different units.

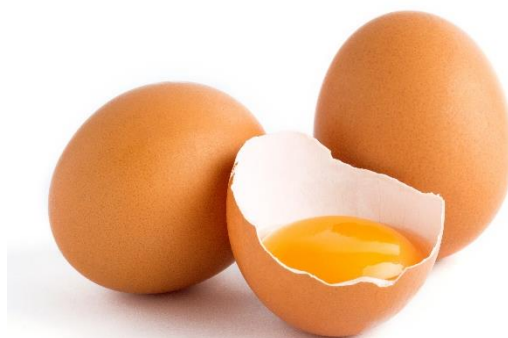
Raw foods should be stored below high-risk foods. Vegetables should be stored above dairy products and meats should be stored at the bottom.

**d. Egg Precautions**

Eggs can cause problems, as they can carry Salmonella.

Take care to cook eggs correctly and fully for those in the high-risk group, such as the elderly.

Make sure you check the dates on eggs carefully and ensure that they are not cracked or dirty before use.



## HACCP – Hazard Analysis and Critical Control Points

The Hazard Analysis and Critical Control Points (HACCP) system is internationally accepted as the system of choice for food safety management. It is a preventative approach to food safety, based on the following seven principles:

- 1 Identify any hazards that must be prevented, eliminated or reduced
- 2 Identify the critical control points (CCPs) at the steps at which control is essential
- 3 Establish critical limits at CCPs
- 4 Establish procedures to monitor the CCPs
- 5 Establish corrective actions to be taken if a CCP is not under control
- 6 Establish procedures to verify whether the above procedures are working effectively
- 7 Establish documents and records to demonstrate the effective application of the above measures

The HACCP approach provides a systematic way of identifying food safety hazards and making sure that they are being controlled day-in, day-out. This involves the following four steps: **Plan, Do, Check, Act.**

**Plan** what needs to be done to maintain food safety and write it down.

**Do** what you planned to do to maintain food safety.

**Check** that you are doing what you planned to do to maintain food safety and write down what was checked and when.

**Act** to correct any food safety problems and write down what has been done about the problem, and review to ensure the plan is effective.

There are many laws governing the safe production and sale of food. The minimum standard requires all food businesses to be kept clean and disinfected, the structure and layout of the premises must protect food from risk of contamination and all food handlers must be supervised and trained as appropriate.

Article 5 of Regulation (EC) No 853/2004 requires every food business to put in place, implement and maintain a permanent and documented food safety management system based upon HACCP principles.

The level of documentation and associated record keeping will depend on the nature and size of the food business. As the information that specific businesses follow depends on the business size and type of food business they are, there is flexibility and difference in what needs to be kept.

In its simplest form, HACCP is an assessment of all the chemical, physical and biological hazards that may contaminate our food (from farm to fork) and cause illness or injury when the food is consumed. When these hazards are identified, appropriate steps must then be taken to eliminate the hazard where possible or reduce the risk (illness or injury) to a safe and acceptable level. The law also requires certain records to be kept as proof that food safety is being managed.

## Summary

If you completed our online course, you will be able to download and print your completion certificate online as soon as you have passed the test. If you completed a classroom course, you will receive a ProTrainings wall certificate and wallet card like the below image in the post after the course. For both online and classroom courses, you can print your certified CPD certificate from your free ProTrainings login area.

If you require any further assistance or would like information on this or any ProTrainings course, email [support@protrainings.uk](mailto:support@protrainings.uk) or call 01206 805359.



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## Notes

## Notes

## Useful Websites

### **ProTrainings Europe Limited**

[www.ProTrainings.uk](http://www.ProTrainings.uk)

### **Health and Safety Executive**

[www.hse.gov.uk](http://www.hse.gov.uk)

### **The Resuscitation Council (UK)**

[www.resus.org.uk](http://www.resus.org.uk)

### **Skills for Health**

[www.skillsforhealth.org.uk](http://www.skillsforhealth.org.uk)

### **Office of Qualifications and Examinations Regulation**

[www.ofqual.gov.uk](http://www.ofqual.gov.uk)

### **Ofsted**

### **Skills for Care**

[www.skillsforcare.org.uk](http://www.skillsforcare.org.uk)

### **The CPD Standards Office**

### **QMS International**

[www.qmsuk.com](http://www.qmsuk.com)

### **FOFATO**

[www.fofato.co.uk](http://www.fofato.co.uk)

### **NASDU**

[www.nasdu.co.uk](http://www.nasdu.co.uk)

### **TQUK**

[www.tquk.org](http://www.tquk.org)



**ProTrainings Europe Limited**

22 Westside Centre, London Road, Stanway, Colchester CO3 8PH

**Telephone:** 01206 805 359 / **Email:** [info@protrainings.uk](mailto:info@protrainings.uk)

**Web:** [www.protrainings.uk](http://www.protrainings.uk)