

**Food Safety Guidance**

**Food Hygiene Training**

Anyone who works with food must have adequate knowledge and skills to do it safely. Lack of the right knowledge and skills is the cause of many cases of food poisoning, complaints, business closures and prosecutions. Good training in food hygiene has many benefits and minimises the risks to business and customers. Just one person making a simple but crucial mistake through lack of training can ruin a whole business, so it is vital that **all** staff are properly trained.

**Legal Requirement**

The food business operator (FBO) must make sure that all their food handlers are supervised and instructed and/or trained in food hygiene to a level which is appropriate to their job.

This means that someone like a chef or cook, making high risk food, needs to know about all aspects of food safety. Someone who washes dishes may not need to know about cooking temperatures, food storage etc. but must know how to clean and disinfect effectively and the standards of personal hygiene expected. The person in charge must know about the safety aspects of the whole operation, so that they can check that everyone is doing what they should.

The FBO must also ensure that anyone responsible for the development and implementation of the Food Safety Management System (FSMS) has received adequate training in the application of HACCP principles (Hazard Analysis Critical Control Point).

The Industry Guide to Good Hygiene Practice: Catering Guide advises the following:-

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| Duties  Courses | Handling low risk wrapped food; no involvement in the handling of open foods | Preparation and handling of open (unwrapped) high risk food | Managers or supervisors who are responsible for food safety management | People with the responsibility for the development and maintenance of FSMS |
| **The Essentials of Food Hygiene** | Before starting work | Before starting work | Before starting work | Before starting work |
| **Hygiene Awareness Instruction** | Before handling food unsupervised | Before handling food unsupervised | Before handling food unsupervised | Before handling food unsupervised |
| **Food Hygiene Training (Elementary/Level 2)** |  | Before handling high risk food unsupervised | Before handling high risk food unsupervised | Before handling high risk food unsupervised |
| **Food Hygiene Training (Intermediate/Level 3)** |  |  | Good Practice | Good Practice |
| **Hazard Analysis Training** |  |  |  | Before developing/ reviewing the FSMS |

**Induction Training**

All food workers should be given **induction training** before they start work so that they understand at least the basic methods to follow. They will need extra supervision and instruction until they gain more experience.

All staff will need to understand the “Essentials of Food Hygiene” as part of their induction. This is available as a separate Guidance Note.

Before starting food related work for the first time they must receive Hygiene Awareness Instruction. The topics covered and the type spent should be appropriate to the jobs of the individual and may include:-

* Micro-organisms and the potential to cause illness
* Personal Hygiene and Health – the need for high standards and reporting of illness
* Effective handwashing
* Cross contamination causes and control
* Allergen Awareness
* The procedures for reporting problems and taking corrective actions
* How to complete records satisfactorily

This on-the-job training is critical in developing the correct attitude and behaviour of new food handlers. Staff must be shown the most hygienic method for preparing safe food by suitably qualified person. To make sure that staff understand the importance of good hygiene, they should also be told the reasons behind carrying out a task in a particular way.

**Training in your Food Safety Management System**

All staff must be instructed in your Food Safety Management System before staring work. In terms of [CookSafe](https://www.foodstandards.gov.scot/publications-and-research/publications/cooksafe-manual) this will involve the House Rules and how to complete the records.

It is expected that you will review and update the FSMS whenever there is a change within the business (for example new cleaning chemicals, new processes). Even if there have been no changes it is expected that you will review the FSMS at least annually. You must instruct staff in the FSMS at every review.

**Formal Training**

Those handling open food high risk food should be trained in food hygiene to at least the equivalent of the Elementary Food Hygiene Course/Level 2. Those in a managerial or supervisory position must also be trained to at least Elementary/Level 2, but ideally Intermediate/Level 3. Additionally, those responsible for the development and maintenance of the food safety management system (e.g. CookSafe) must have been suitably trained in HACCP principles.

A number of professional bodies offer courses. The most recognised courses in Scotland are those accredited by the [Royal Environmental Health Institute for Scotland](https://www.rehis.com/community-training). Locally [Forth Valley College](https://www.forthvalley.ac.uk/industry-training/training-courses/food-and-drink/) offer some of these courses.

Many businesses are now using, or considering, e-leaning. It’s important that you ensure the quality of training and content meet your business needs. Things to check include:-

* Does the training assess the competence of staff as they go through the course?
* How can they verify that the right person did the training?
* How long does the training take?
* Is it possible to skip vital parts of the training?
* Is it relevant to their job?
* How is their knowledge assessed?
* Is there any formal testing?

**Refresher Training**

Regular refresher training is required to ensure knowledge is maintained and, where necessary, updated. There is no specified frequency for refresher training and the Certificates detailed above don’t expire. Some businesses choose to refresh the Elementary Food Hygiene Certificate every 3 to 5 years to ensure knowledge is kept up to date but you can refresh knowledge by other means, such as in-house training on the reviewed FSMS.

**Records**

Training Records must be kept, dated and signed to show what training has been completed. An example of a training record can be found at the [FSMS section](http://www.falkirk.gov.uk/services/environment/food-safety/food-safety-management-systems.aspx) of the Council website. You can, however, keep the records in any way that suits you. Officers will ask to see these records during food safety inspections.

You should also have a formal Training Plan; if you have implemented CookSafe this will be your Training House Rules. Your records can then demonstrate compliance with your Training Plan/House Rules.

If you would like help, or need any further advice, then please contact the Food & Safety team on [fs@falkirk.gov.uk](mailto:fs@falkirk.gov.uk)