

COURSE CONTENT OVERVIEW

Level 3 Food Hygiene and Safety in Retail



The European Union Regulation (EC) No 853/2004 on the hygiene of foodstuffs requires food handlers of all levels, including managers and supervisors, to be appropriately trained in how to carry out their roles safely.

This Level 3 Food Hygiene and Safety in Retail course ensures that you comply with this regulation and provides learners with information on how to adhere to food safety legislation in a retail premises, how to promote good food hygiene practices amongst workers and how to contribute towards the implementation of an effective HACCP food safety management system. It also outlines your responsibilities in regard to food safety hazards, food storage, food preparation, temperature control and personal hygiene.

Module One - Introduction and Supervising Food Safety

This module introduces the key terms and issues that surround supervising a food retail business. The module also looks at why food safety is so important and how supervisors are responsible for reducing risks.

- Key terms
- Why is food safety important?
- Which foods cause illness?
- Who is most at risk?
- Roles of responsibility

Module Two - Food Safety Legislation

This module explains your legal responsibilities and looks at how the law is enforced should your business not comply. The module looks at the specific legal responsibilities of supervisors and managers.

- Food hygiene and the law
- Food safety management systems
- Enforcing the law
- Working with authorised officers
- Notices
- Fines and prosecution
- Due diligence
- Supervisor responsibilities
- Investigating outbreaks of food-borne illness

Module Three - Physical Contamination

This module looks at the first of the four main types of food safety hazards - physical contamination. It provides information on how contamination can occur in a retail premises and what control measures can be put in place in order to prevent physical contamination.

- Physical contamination
- The 6 Ps
- Controlling physical contamination
- Detecting contaminants

Module Four - Chemical Contamination and Non-Bacterial Food Poisoning

This module looks at the second of the four main types of food safety hazards - chemical contamination. It provides information on the different forms of chemical contamination and how to control it and also looks at non-bacterial food poisoning.

- Chemical contamination
- Acrylamide
- Scombrototoxic food poisoning
- Poisonous ingredients
- Metals
- Mycotoxins
- Food safe packaging
- Chemical food poisoning
- Controlling chemical contamination

Module Five - Allergenic Contamination

This module looks at the third of the four main types of food safety hazards - allergenic contamination. It provides information on how to control allergenic contamination, the laws and policies surrounding allergens, safe food storage and distribution of allergenic and non-allergenic foods.

- What is a food allergy?
- Anaphylactic shock
- The 14 named food allergens
- Allergen labelling laws
- Natasha's Law
- Allergenic cross-contamination
- Controlling allergenic contamination
- Allergen policy
- Allergens and food deliveries
- Allergens in food distribution and storage

Module Six - Microbial Contamination

This module looks at the fourth of the four main types of food safety hazards - microbial contamination. It provides information on the risks caused by spoilage bacteria, the optimum conditions for bacterial growth and control measures that need to be in place to prevent this.

- Why is microbial contamination a risk?
- Food spoilage
- Bacterial growth
- Bacterial spores
- Toxins
- Cross-contamination
- Controlling microbial contamination
- Cooking instructions

Module Seven - Food Poisoning and Food-Borne Diseases

This module closely examines food poisoning, food-borne diseases and viruses and explains the sources, onset period, symptoms and control measures of each type of bacteria.

- What is food poisoning?
- Salmonella
- Clostridium perfringens
- Staphylococcus aureus
- Bacillus cereus
- Escherichia coli (E. coli)
- Clostridium botulinum
- Food borne diseases
- Campylobacter enteritis
- Escherichia coli O157
- Listeria monocytogenes
- Typhoid and paratyphoid
- Dysentery (shigella)
- Viral contamination

Module Eight - Food Deliveries, Storage and Preservation

This module looks at the essential food safety precautions when accepting food deliveries and the importance of using reputable suppliers. It also explains how to safely store food in your premises and methods of food preservation that can help keep your food safe.

- Food deliveries
- Reputable suppliers
- Traceability
- Stock control
- Use by dates
- Best before dates
- Food storage
- Food service and display
- Types of food preservation
- Methods of preservation

Module Nine - Temperature Control

This module explains the critical temperatures that must be adhered to in regard to food storage, cooking and hot or cold holding food. It also explains how to correctly take the temperature of food using a temperature probe, details the different types of temperature measuring equipment and the necessity of keeping records.

- Safe temperatures
- Fridge temperature
- Freezer temperature
- Seasonal weather
- Cooking temperature
- Reheating food
- Cooling food
- Cold and hot holding
- Cook-chill
- Cook-freeze
- Measuring equipment
- How to take food temperatures
- Taking food temperatures correctly
- Air temperature

Module Ten - Premises and Equipment Design

This module looks at how a premises should be designed, including looking at the materials a food premises should be made of, to ensure good food safety and hygiene practices. It also covers the utilities, fixtures and equipment that should be provided and how you can ensure these are appropriate for the workplace.

- The principles of design
- Suitable workplace materials
- Lighting and ventilation
- Utilities
- Work equipment
- Fixtures and fittings
- Food storage areas

Module Eleven - Waste Management and Cleaning

This module explains the importance of having a regular cleaning schedule in place and the benefits of correct cleaning and waste disposal. It also outlines the different cleaning methods and chemicals that you can safely use in order to keep your premises clean and tidy at all times.

- Storing waste
- Waste removal
- Waste review
- Benefits of cleaning
- Supervising cleaning
- Types of cleaning
- Six stages of cleaning
- Cleaning chemicals
- Cleaning work equipment and surfaces
- Cleaning schedules

Module Twelve - Pest Control

This module explains the different types of common pests that can be found in a retail premises and how to identify them. It also looks at how pest infestation can be prevented and controlled.

- Pest control and the law
- Common pests
- Stored product pests
- Animal pests
- Controlling pests
- Environmental, chemical and physical controls
- Pest control documentation

Module Thirteen - Implementing a Food Safety Management System

This module explains the importance of having an effective food safety management system based on the principles of HACCP in place. It outlines the 12-step process you need to follow and details the 7 principles of HACCP.

- What is HACCP?
- Prerequisite procedures
- The 12-step process
- TACCP & VACCP
- The 12 steps and 7 principles of HACCP
- Recording and labelling

Module Fourteen - Personal Hygiene

This module explains the personal hygiene standards that all food handlers need to follow, including an animation that details the correct handwashing procedure. It also looks at how to report sickness and when staff should be excluded from food preparation areas.

- Why is personal hygiene important?
- Upholding and monitoring standards
- Standards of personal hygiene
- Handwashing
- Skin infections and wounds
- Sickness
- Returning to work
- Protective clothing
- Hair
- Jewellery and perfume
- Smoking and eating at work

Module Fifteen - Training Staff

This module highlights the importance of training for all staff members and outlines the different levels and types of training available. It also explains the role that a supervisor or manager plays in the training of staff.

- Why is training important?
- Levels of training
- Staff induction training
- On-going training
- Staff training records
- Food safety culture and whistleblowing
- The role of management

Module Sixteen - Course Resources

This module contains links to each of the resources included throughout the course that you can download and use in your own business or access to learn more information about the topics included.

- Downloadable resources
- Further training
- Further reading

Aims of the training

By the end of this course, learners will:

- Understand why food hygiene and safety practices are essential for all food handlers in a retail environment.
- Have awareness of the relevant food safety legislation and how it can be complied with.
- Understand the different ways in which food can be contaminated and how these risks can be effectively controlled.
- Have knowledge of the way that bacteria can affect food and make it unfit for consumption, plus know how to control the risk.
- Understand the correct procedures for deliveries, storage and preservation of food and be able to state the safe temperatures for cooking, chilling and freezing food and know how to take accurate temperature readings.
- Know that the premises must meet certain design standards and that work must occur in a way to promote good food hygiene and reduce the risk of contamination.
- Understand the importance of cleaning schedules, managing waste and pest control.
- Understand the basics of implementing a HACCP food safety management system and recognise the tools that can be used to do so.
- Know what the law requires in regards to personal hygiene when working in a retail premises.
- Understand the role of the supervisor in ensuring all staff are appropriately supervised, instructed and/or trained in food hygiene.