

Food Safety Series (No.4)

April 2019

# Food Hygiene Training Requirements

WEB VERSION



Introduction

**It is a legal requirement for all food handlers to be trained in food hygiene to a level appropriate to their role.**

A food handler is anyone that handles or prepares food even if it is not part of their regular duties. This includes individuals that prepare self catered buffets for meetings/functions and even those merely providing tea/coffee and biscuits etc for guests and visitors.

The level of training required is dependent on the role of the individual and the types of food involved and the hazards presented.

Food handlers should also receive training an awareness of allergen contamination and the necessary controls.

Catering facilities e.g. tearooms, cafes, canteens etc can be classified as:

- **Low risk** - providing hot & cold beverages, pre-packaged biscuits, crisps, nuts, confectionary etc.
- **Medium risk** - providing pre-packed toasted sandwiches / paninis, soup, jacket potatoes, pre-packed sandwiches etc.
- **High risk** - providing a full catering service including cooked meals, freshly made sandwiches and/or hot and cold buffets etc.

## Levels of training

Classroom style training is recommended and the following is an outline of basic/level

2 training would usually be covered in a one day course. The overall aim is to develop a level of understanding of the basic principles of food hygiene.

- Food poisoning, symptoms and causes
- Food poisoning micro-organisms types and sources and how to control them.
- Simple microbiology, toxins, spores, growth, survival and death
- Common food hazards – physical, chemical, microbiological and allergens
- Effective temperature control of food e.g. storage, thawing, reheating, and cooking
- Design of premises & equipment and the relevance to food safety
- Preventing food contamination in a food premise.
- Personal Hygiene – basic rules and responsibilities
- Pest control - signs to look for and measures to prevent infestations Cleaning & disinfection and how to ensure it is effective
- Legal obligations & HACCP based food safety management system.

Level 3 (intermediate) recommended for Supervisory level and Level 4 (advanced) recommended for supervisory and management level; training deals with food hygiene in more detail and covers principles of HACCP and implementation of food safety management systems. Level 3 courses normally last 3 / 4 days and Level 4 courses 5 / 6 days, usually one day per week.

## Requirements

The table overleaf shows the minimum level of food hygiene training required for the groups of

people listed.

In addition to this staff are encouraged to progress toward achieving a higher level should they and/or their Manager feel it appropriate.

Everyone involved in handling of food should have a basic understanding of the principle issues of food safety and awareness of allergen control and the company policy.

Formal training is not required for individuals that do not fall into the categories listed in the table although anyone that prepares food, albeit infrequently, would benefit from basic/level 2 food hygiene training.

It is University Policy that food handlers keep their knowledge up to date with Levels 2 and 3 food hygiene updated at three yearly intervals.

Managers of food premises must ensure training records are maintained and up to date.

#### **Training available**

Food safety courses are held regularly at the University Centre and the training is provided by MAS Environmental the appointed external consultants to the University.

Details can be found on their website.  
www.masenv.co.uk or tel 01223 441671 / 510430 for details.

	Level 4	Level 3	Level 2			
All food handlers/catering staff			Y			
Departmental staff preparing self catering buffets			Y			
Managers of low risk facilities			Y			
Managers of medium risk facilities				Y		
Managers of high risk facilities					Y	
Supervisors of high risk facilities						Y

- 1 Food Safety for Charity Events - A guide for departments and faculties
- 2 Catering Options - A guide for departments and faculties
- 3 Staff Kitchens and Tearooms – General hygiene requirements
- 5 Guidance on Departmental Barbecue Safety
- 6 Purchase, Delivery and Storage of Food
- 7 Preparation and Service of Food
- 8 Personal Hygiene Requirements for Individuals Preparing or Serving Food
- 9 Cleaning and Pest Control in Food Preparation Areas
- 10 Food Safety Guidance for Departmental Christmas Parties
- 11 Food Safety for Charity Events – A guide for departments and faculties
- 12 Food Complaints - A guide for departments and University operated food outlets
13. Allergens

**University Centre  
Granta Place  
Mill Lane  
Cambridge CB2 1RU**

In addition to the above all staff must receive training in allergen awareness and the company policy. (See 'Allergens' Leaflet)

#### **Other leaflets in the Food Safety**

#### **Guidance Notes Series**