

Business Name and Address

Name of Staff Member Date started work

When you employ a new member of staff to work in your food premises you must train them in the basic principles of food hygiene and safety before they do any food handling.

Knowledge of basic hygiene principles and required practices is essential and appropriate instruction or training should be given to all food handlers to provide them with a basic understanding before they start work. This is called Induction training.

If the member of staff is going to be involved in the preparation or handling of high risk food as part of their duties further formal off the job training to the level of the REHIS Elementary or CIEH Basic Food Hygiene course should be arranged. This training should be carried out within 3 months of them starting work. More advanced training may be needed if a supervisory role is intended. In determining training needs an employee's current knowledge and skills can be taken into account particularly where this can be demonstrated by possession of a suitable training course certificate.

New staff must be monitored shortly after they have received induction training to ensure it has been understood.

Where temporary staff are used, you must satisfy yourself that they have sufficient knowledge or experience to do the job safely. Otherwise assume they are untrained.

On the following pages are lists of areas which need to be covered during Induction Training. Not all of these areas may apply to what your new employee is going to be doing right away but you should cover them

You should explain each section to the new employee and where necessary show them any equipment that is to be used, records that have to be completed and so on. The training sheets are based on the house rules section of the Cooksafe Manual. You should use your Cooksafe Manual to help with the training. You can keep the induction training record sheets in the manual as evidence that you have carried it out.

If food labelling is carried out training in this will also be necessary.

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Personal health and hygiene		✓
<p>Hands are to be washed thoroughly, before starting work, before handling food, after using the toilet, after handling raw foods or waste, after every break, after eating and drinking, after cleaning, and after blowing your nose.</p> <p>Demonstrate how to wash the hands properly and where to get replacement supplies of soap and paper towels</p>		
Hair to be tied back and covered		
Food handlers not to spit, sneeze or cough over food		
Food handlers not to smoke in food premises		
Cuts and sores to be covered with a waterproof (highly visible e.g. blue) dressing		
<p>Jewellery to be kept to a minimum when preparing and handling food – a plain wedding ring and sleeper earrings are acceptable but no watches, bangles or other jewellery which might fall into food or discourage hand washing</p>		
<p>Clothing All staff working in the food preparation area must wear suitable, clean clothing which is changed and laundered regularly in order to protect the food being prepared.</p>		
<p>Reporting of illness Discuss the requirement to report illness that may present a hazard to food safety and the exclusion of people from food handling duties where there is any likelihood of causing contamination of food. It is good practice to encourage staff to also report if anyone in their household is suffering from diarrhoea, stomach upset or vomiting. Describe the rule that Food handlers must report sickness, diarrhoea, infected wounds, skin infections or sores to their manager</p>		
Trainer signature	New staff signature	
Date	date	

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Food poisoning	✓
Discuss the symptoms of food poisoning: fever, sickness and diarrhoea caused by cross contamination and growth of bacteria	
Discuss how food poisoning can be prevented by: Keeping meat, fish, eggs and ready to eat foods out of the danger zone of 8 deg C to 63 deg C When preparing meat, fish, eggs and ready to eat foods keep out of refrigeration for a minimum time. thorough cooking (see temperature control) good personal hygiene (see above) refrigeration (see temperature control)	
Cross contamination Discuss how raw foods, pests, pets, dirty cloths, equipment, utensils, hands and humans shed or carry bacteria causing cross contamination and so instruct on:	
The cleaning rota and how to clean using cleaning chemicals	
Where when and how to use sanitizer	
Why there are separate areas of work	
Why separate equipment is used	
How to store food safely: covering of food, position in fridge.	
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Temperature control	✓
Discuss why certain foods need to be kept in the refrigerator or freezer and why cooking food thoroughly is important to food safety	
refrigeration usually 3-5 deg C meat preferably 1-3 deg C legal maximum 8 deg C What to do if food if the fridge is over 8 deg C	
Freezers should keep food at -18 deg C	
Cooking to at least 75 deg C	
Reheating to at least 83 deg C	
Hot Holding at least at 63 deg C	
How to take temperatures using thermometers	
How and where to record temperatures	

Stock control	
Discuss what happens when food is delivered to the premises, the checks to be made and what is to happen if the food is not acceptable	
Describe the system for applying dates to foods prepared on the premises which are not going to be eaten straight away	
Discuss the first in first out system of using stock	
Describe the system for daily checking of use by and best before dates on food and what to do when food is past those dates	
Maintenance	
Discuss how and to whom problems with the structure of the premises, the fixtures and equipment should be reported to	
Describe how to look out for pest entry points. See pest control.	
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Waste disposal		✓
Describe which bins what waste should be put in and the importance of emptying bins regularly		
Make sure outside bin lids are closed fully and the bins are cleaned regularly (see cleaning schedule)		
Foreign body contamination		
Discuss being aware that hair, pins, paperclips, jewellery, loose plasters and other things can contaminate food		
Chemical contamination		
Discuss the care needed to stop cleaning or other chemicals coming into contact with food		
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Awareness of pests.		✓
Discuss examples of pests: Rats Mice Cockroaches Flies Ants Beetles and Weevils. Discuss how Pests carry harmful bacteria.		
Describe how to look for rats and mice: Small footprints in dust, droppings, Holes in walls and doors, nests, gnawed goods or packaging, grease or smear marks, urine stains on food packaging.		
Describe how to look for flies and flying insects e.g. moths, bodies of insects, live insects, webbing, nests, droning or buzzing, maggots, flying ants on hot days. Looking for food pests: eggs and egg cases, moulted 'skins', the insects themselves, droppings, small piles of sand or soil; moving insects, particularly in dry food, small maggots. Looking for birds: feathers, droppings, nests, noise, the birds themselves		
Checking premises regularly for signs of pests. Keep external areas tidy. Weeds and rubbish can attract pests and provide them with food and shelter. Mice can enter a gap in the outside of a building 1/4in. Report any gaps in the outside of the building. Good housekeeping inside. No food or dirty plates etc. to be left out at night – these are a source of food for pests.		
Pests could come into premises in a delivery. Do not accept a delivery if it shows signs of pests such as gnawed packaging or insects, e.g. beetles.		
Who to report to and/or who to contact if pests found		
Who to report to and action to take if any equipment, surfaces or utensils might have been touched by pests. (They must be washed, disinfected and dried to stop harmful bacteria from spreading.) If you think food has been touched by pests in any way, throw it away.		
Never let pest control bait/chemicals, including sprays, come into contact with food, packaging, equipment or surfaces, because they are likely to be poisonous to people.		
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