

### Advisory Note 3 Training Requirements for Food Handlers

[The Food Hygiene \(England\) Regulations 2006](#) came into force in January 2006 and under [Regulation No. 852/2004](#) require the training of all food handlers. The Regulations say that all food handlers must be *“supervised and instructed and/or receive training in food hygiene matters commensurate with their work activities”*.

In simple terms this means that everyone involved in a food business who handles food must receive some training or instruction. The training needed will depend on the type of business, the foods prepared or served and the type of work the person does. For example, a person who slices cooked meats will need more detailed training than someone who handles only fruit and vegetables.

Many managers and supervisors may not handle food but will have a direct effect on the way in which a business is run. They must also receive food safety training in the application of HACCP Principles to ensure the business has effective food safety procedures.

Information on the type of training needed for different jobs is given in the table overleaf.

#### Who can carry out the training?

Training can be carried out either in-house or by an outside organisation, but it must be organised by someone who has suitable experience or qualifications.

Introductory training for new staff and “Hygiene Awareness Instruction” (see table overleaf) can usually be carried out by a manager or supervisor. Level 1 (i.e. Basic Food Hygiene Courses) and above must be run by someone who has at least the same qualification and who has appropriate training skills. Training courses are accredited by several organisations:

- The Chartered Institute of Environmental Health
- The Royal Society of Health
- The Royal Institute of Public Health and Hygiene
- The Royal Environmental Health Institute of Scotland
- Society of Food Hygiene Technology

Training for you and your staff does not have to be accredited by one of the above organisations, but this may make it easier for you to show that it has been carried out to the required standard.

There are a number of local authorities, colleges and private companies who carry out training locally. A list is available from us at the address at the end of this leaflet.

## Refresher Training

Training should be an ongoing process and should include regular updates or “refresher sessions”. It is recommended that these should take place at least every one or two years.

## Record Keeping

The Regulations do not say that training records must be kept. However, it will help you to make sure that all your staff are properly trained and make it easier for you to show an officer from this Department that this is the case if you keep a simple record of the training carried out, the date and who it was done by. It is also a good idea to have a training plan showing the training needed by each member of staff and the dates for any update or “refresher” training. A training record sheet you may wish to use is available from us.

## Examples of the training required for different types of job:

Who?	When?	What Training?
<b>All food handlers</b>	Before starting work for the first time	<b>Introductory training</b> including: - personal hygiene; - how to carry out their duties hygienically; - what to do if they have an illness such as a stomach upset;  New employees should work under close supervision until they have received more detailed training.
<b>Staff who handle wrapped/pre-packed or “low risk” food only</b>	Within 4 weeks of starting a job (8 weeks for part-time staff)	<b>Hygiene Awareness Instruction</b> , this should include: - the importance of food hygiene, cleanliness etc.; - the causes of food poisoning; - personal hygiene, reporting illness etc.; - food storage, temperature control and stock rotation; - foreign body contamination; - awareness of pests (rats, mice & insects);
<b>Food handlers who prepare or serve high risk “open” food.</b> e.g. cook, baker, shop assistant handling cooked meats or serving unwrapped cream cakes, person working in a café or take-away	Within 4 weeks of starting a job  Within 3 months	<b>Hygiene Awareness Instruction</b> , this should include: - the importance of food hygiene, cleanliness etc.; - the causes of food poisoning; - personal hygiene, reporting illness etc.; - food storage, temperature control and stock rotation; - foreign body contamination; - awareness of pests (rats, mice & insects);  <b>Level 1</b> (Basic Food Hygiene Course or Equivalent). Duration approximately 6 hours.
<b>Managers and Supervisors</b> (Good Practice)	Within 3 months	<b>Level 1</b> (Basic Food Hygiene Course or equivalent). Duration approximately 6 hours.  In larger businesses more detailed training to <b>Level 2</b> (Intermediate - 12 to 24 hours) or <b>Level 3</b> (Advanced - 24 to 40 hours) is recommended.

## Where can I get more information?

- Industry Guide (under development)
- from your trade association;
- from local authorities, colleges and companies who run training courses.

**For further Advice/Information contact  
Salford City Council  
Environment Directorate, Turnpike House  
631 Eccles New Road, Salford M5 2SH  
Telephone: 0161 737 0551  
Email: [environment@salford.gov.uk](mailto:environment@salford.gov.uk)**

## Example of a Food Hygiene Induction Training Record Sheet

**Employers/Business name:** \_\_\_\_\_

**Name of Employee:** \_\_\_\_\_

**Date Started Work:** \_\_\_\_\_

1. Keep yourself clean and wear clean protective clothing/uniform.
2. Do not smoke while at work without permission of the duty manager, and only in a designated area.
3. Always wash your hands
  - After starting work
  - After smoking
  - Before handling food
  - After using the toilet
  - After handling raw food
  - After handling rubbish
  - After every break
4. Tell the manager, before starting work, of any skin, nose, throat, stomach or bowel trouble or infected wound.
5. Cover any cuts or sores with a distinctly coloured, waterproof dressing.
6. Never cough or sneeze near food.
7. If you see something wrong, tell your supervisor or manager.
8. Ensure that all prepared foods should be date marked.
9. Do not use foods which have passed their use-by date.
10. Keep foods cold (below 8°C), or hot (above 63°C) not at room temperature.
11. Use the correct colour-coded boards and knives to prevent Cross Contamination.
12. When cooking or re-heating food, ensure that it gets piping hot (above 75°C)
13. Clean as you go. Keep all equipment and surfaces clean.
14. Follow any food safety instructions on food packaging or from your supervisor or manager.

**I have received training and understand the above instructions:-**

Signed: \_\_\_\_\_

Date: \_\_\_\_\_