

Advisory Note 27 First Day Food Hygiene Training

One of the most important times to speak to employees about food hygiene, is the first day they start work for you.

But there is so much that you could say, what are the most important things to mention, and how can you make sure that you don't forget something?

On the next page is a suggested form you could use with all your new employees. It contains the key issues that need to be covered and can be signed as a record of the fact you have gone through these matters with the person.

It will also be important for you to spend time with them during these first few days, watching what they do, giving advice about good practice and correcting mistakes.

If you would like any further advice about training, there is more information on the web site, or you can speak to someone in the Food Safety Team.

For further advice or information, please contact:

**Salford City Council
Environmental Services
Turnpike House
631 Eccles New Road
Salford
M5 2SH**



**Telephone: 0161 737 0551
Fax: 0161 925 1076**



E-Mail: environment@salford.gov.uk

First Day Food Hygiene Training

Employers/Business name: _____

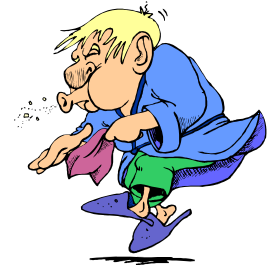
Name of Employee: _____

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 thoroughly:-
 - 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. Avoid unnecessary handling of food.
7. Never cough or sneeze near food.
8. If you see something wrong, tell your supervisor or manager.
9. Ensure that all prepared foods should be date marked.
10. Do not use foods which have passed their use-by date.
11. Keep foods cold (below 8 °C), or hot (above 63 °C) not at room temperature.
12. Use the correct colour-coded boards and knives to prevent Cross Contamination.
13. When cooking or re-heating food, ensure that it gets piping hot (above 75 °C)
14. Clean as you go. Keep all equipment and surfaces clean.
15. 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: _____