UV31181
The principles of food safety supervision for catering

The aim of this unit is to give you an understanding of the importance of kitchen organisation and food safety. You will investigate methods to prevent hazards, systems to maintain standards, and monitoring procedures to maintain a consistent approach. You will look at the role of different levels of staff in the implementation and management of food and kitchen safety, and how the organisation must work together to ensure a safe environment is achieved.
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<thead>
<tr>
<th>Level</th>
<th>3</th>
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<tbody>
<tr>
<td>Credit value</td>
<td>3</td>
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<tr>
<td>GLH</td>
<td>25</td>
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<tr>
<td>Observation(s)</td>
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<td>External paper(s)</td>
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The principles of food safety supervision for catering

Learning outcomes

On completion of this unit you will:

1. Understand the role of the supervisor in ensuring compliance with food safety legislation
2. Understand the application and monitoring of good hygiene practice
3. Understand how to implement food safety management procedures
4. Understand the role of the supervisor in staff training

Evidence requirements

1. Knowledge outcomes
   There must be evidence that you possess all the knowledge and understanding listed in the Knowledge section of this unit. In most cases this can be done by professional discussion and/or oral questioning. Other methods, such as projects, assignments and/or reflective accounts may also be used.

2. Tutor/Assessor guidance
   You will be guided by your tutor/assessor on how to achieve learning outcomes in this unit. All outcomes must be achieved.

3. External paper
   There is no external paper requirement for this unit.
Achieving knowledge outcomes

You will be guided by your tutor and assessor on the evidence that needs to be produced. Your knowledge and understanding will be assessed using the assessment methods listed below*:

- Projects
- Observed work
- Witness statements
- Audio-visual media
- Evidence of prior learning or attainment
- Written questions
- Oral questions
- Assignments
- Case studies
- Professional discussion

Where applicable your assessor will integrate knowledge outcomes into practical observations through professional discussion and/or oral questioning.

When a criterion has been orally questioned and achieved, your assessor will record this evidence in written form or by other appropriate means. There is no need for you to produce additional evidence as this criterion has already been achieved.

Some knowledge and understanding outcomes may require you to show that you know and understand how to do something. If you have practical evidence from your own work that meets knowledge criteria, then there is no requirement for you to be questioned again on the same topic.

*This is not an exhaustive list.
Knowledge

Learning outcome 1

Understand the role of the supervisor in ensuring compliance with food safety legislation

<table>
<thead>
<tr>
<th>You can:</th>
<th>Portfolio reference</th>
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<tbody>
<tr>
<td>a. Summarise the importance of food safety management procedures</td>
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<tr>
<td>b. Explain the responsibilities of employers and employees in respect of food safety legislation and procedures for compliance</td>
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<td>c. Outline how the legislation is enforced</td>
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Learning outcome 2

Understand the application and monitoring of good hygiene practice

<table>
<thead>
<tr>
<th>You can:</th>
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<tbody>
<tr>
<td>a. Explain the importance of, and methods for, temperature control</td>
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<tr>
<td>b. Explain procedures to control contamination and cross-contamination</td>
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<tr>
<td>c. Justify the importance of high standards of personal hygiene</td>
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<tr>
<td>d. Explain procedures for cleaning, disinfection and waste disposal</td>
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<tr>
<td>e. Outline requirements relating to the design of food premises and equipment</td>
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<tr>
<td>f. Describe the importance of, and methods for, pest control</td>
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Learning outcome 3

Understand how to implement food safety management procedures

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<thead>
<tr>
<th>You can:</th>
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<tbody>
<tr>
<td>a. Describe the importance to food safety of microbial, chemical, physical and allergenic hazards</td>
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<tr>
<td>b. Describe methods and procedures for controlling food safety; to include critical control points, critical limits and corrective actions</td>
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<tr>
<td>c. Explain the requirements for monitoring and recording food safety procedures</td>
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<tr>
<td>d. Describe methods for, and the importance of, evaluating food safety controls and procedures</td>
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Learning outcome 4

Understand the role of the supervisor in staff training

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<th>You can:</th>
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<tr>
<td>a. Explain the requirements for induction and ongoing training of staff</td>
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<tr>
<td>b. Explain the importance of effective communication of food safety procedures</td>
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Outcome 1: Understand the role of the supervisor in ensuring compliance with food safety legislation

Food safety management procedures: Current health and safety legislation, current food safety legislation, current initiatives (Food Standards Agency - safer food, better business, hazard analysis and critical control points (HACCP), monitoring and evaluating procedures, pest control, fully trained staff, correct organisational procedures (waste disposal, equipment and premises maintenance, cleaning), up to date risk assessments.

Importance of food safety management: Legal requirements (personal, business), duty of care, customer satisfaction, safety of customers and staff, prevent illness, prevent cross-contamination.

Responsibilities of employers and employees: Compliance with current legislation, organisation’s policies and procedures, staff training, supply of suitable resources (personal protective equipment (PPE), correct equipment), correct use of resources (equipment, PPE), allocation of food safety responsibilities, awareness, use codes of practice, reporting procedures (hazards, non-compliance, illness).

Procedures for compliance: Record keeping (sickness records, supplier and delivery records, reporting of injuries, diseases and dangerous occurrences regulations (RIDDOR), HR records (training, reporting procedures, staff appraisal), following sell-by dates, compliance with legislation (trade descriptions and description of food items, food safety and storage of food item, licensing laws, selling alcohol and alcohol measures).

Enforcing legislation: Current legislation, current regulations, current EU directives, monitoring visits from authorised specialist bodies (local authority trading standards, food and food safety inspectors from the local authority’s environmental health team), civil and criminal courts, appropriate organisational policies and procedures, employer and employee training.
Outcome 2: Understand the application and monitoring of good hygiene practice

**Methods for temperature control:** Fridges, chillers, display cabinets, freezers, blast chillers, hot serving cabinets.

**Importance of temperature control:** Comply with current legislation (environmental health officer (EHO) requirements), prevent cross-contamination, minimise bacterial growth, minimise risk of food poisoning, minimise waste, maintain correct storage temperature.

**Control contamination and cross-contamination:** Records of temperature monitoring, regular cleaning procedures (daily, weekly, monthly, periodic), comply with current legislation (control of substances hazardous to health (COSHH), reporting of injuries, diseases and dangerous occurrences regulations (RIDDOR), health and safety), PPE, correct uniform, good personal hygiene, clean and sanitise equipment, correct use of cleaning materials, regular maintenance, use of correct colour-coded boards, proper use of equipment, correct disposal of waste, updated training.

**High standards of personal hygiene:** Clean and ironed uniform, no or minimal jewellery and make-up, no strong fragrance, appropriate length nails, suitable clean footwear, use of gloves, hairnet if appropriate, hair tied back, PPE, wash hands after toilet breaks and between tasks, report all illnesses to supervisor (PPE, wash hands after toilet breaks and between tasks, report all illnesses to supervisor, wash hands after toilet breaks and between tasks, report all illnesses to supervisor, wash hands after toilet breaks and between tasks, report all illnesses to supervisor).

**Importance of personal hygiene:** Comply with current legislation, prevent cross-contamination, minimise spread of bacteria, personal protection, protect customers and colleagues, consequences of non-compliance (fines, imprisonment, illness, accidents), minimise spoilage and waste.

**Procedures for cleaning, disinfection and waste disposal:** Follow organisational procedures, clean as you go, follow cleaning stages (pre-clean, main clean, rinse, disinfect, rinse, dry), use of appropriate cleaning materials for task, correct use of chemicals and cleaning materials (dilution, mixing), all bottles labelled with content, use-by dates, regular cleaning (daily, weekly, periodic), electrical equipment unplugged, follow manufacturer’s instructions, storage of chemicals (COSHH), correct disposal of waste (food, chemical, disinfectants, use of bins, recycling, oil and grease), double sink for washing up, water temperature.

**Design of food premises:** Comply with all current legislation (planning, health and safety, COSHH, environmental health), workflow, lighting, waste areas, ventilation, washing facilities, non-slip flooring, suitable material for wall coverings, suitable work surfaces, materials for ceiling, fire exits, doors (access to stores, dining room, staff facilities), layout of equipment (gas outlets, water and drainage, electrical sockets), consider cleaning needs of work areas, layout of work stations, position of the pass/food service area.

**Design of equipment:** Ease of use, ease of cleaning, ease of reassembly, fit for purpose (commercial use, appropriate for expected task).

**Types of pest:** Cockroaches, rodents, insects, urban wildlife (foxes, badgers, wild cats, birds), domestic pets, product pests (flour mites, grain beetles, cigarette beetles),
Outcome 2: Understand the application and monitoring of good hygiene practice (continued)

**Flies (fruit, blow fly).**

**Methods for pest control:** Organisational procedures, compliance with cleaning and maintenance procedures, appropriate response to pest problem (traps, poisons, rodenticides, pesticides), electronic fly killers.

**Importance of pest control:** Avoid cross-contamination, minimise risk of spread of disease, minimise food waste, impact on food agency hygiene rating, loss of reputation, loss of customers, decrease in sales, loss of profit.

Outcome 3: Understand how to implement food safety management procedures

**Microbial hazards:** Salmonella, campylobacter, E. coli, E. coli VTEC 0157, vegetative reproduction, bacterial growth line.

**Chemical hazards:** Cleaning chemicals, veterinary residue, farming chemicals.

**Physical hazards:** Broken equipment, packaging material, plants, string, pests and insects.

**Allergenic hazards:** Nuts, dairy products, shellfish, yeast, gluten.

**Importance to food safety:** Awareness of hazards, training, avoidance, written procedures and policies, food sourcing, checking food on delivery, respond to customer needs.

**Methods and procedures for controlling food safety:** Maintain correct temperatures (while preparing, storing, transporting, holding for service), ensure food is fully and correctly defrosted before use, correct food preparation procedures (equipment, cooking times, cooking methods), cleaning procedures followed, comply with all current legislation (food safety, health and safety, COSHH), personal hygiene, food stored correctly after delivery (within 15 minutes, suitable storage environment), HACCP, critical limits, stock control (first in first out (FIFO), use-by dates), corrective actions.

**Requirements for monitoring and recording food safety procedures:** Mandatory record keeping (delivery, temperature control, staff sickness, staff employment, staff training), cleaning schedules and records, maintenance schedules and records, HACCP, visitor log, organisational policies and procedures (storage and disposal of waste, pest control, recycling, responsible resourcing, procurement).

**Methods of evaluating food safety controls and procedures:** Management spot inspections, analyse all records, regular audits, inspections by outside bodies (environmental health, trading standards, local authority), feedback from staff.

**Importance of food safety controls and procedures:** Identify patterns of irregularity, danger areas, key indicators of risk, highlight areas that need action.
Outcome 4: Understand the role of the supervisor in staff training

**Requirements for induction:** Legal requirement for new staff to be supervised/trained/instructed in food hygiene as part of the induction process, allows staff to develop good working practices.

**Ongoing training of staff:** HACCP training, update current practices, awareness of new legal requirements, implement current guidelines, monitor staff performance to ensure standards are met consistently, identify training needs.

**Importance of effective communication of food safety procedures:** Legal requirement, minimise risk of misunderstandings, ensure all information available to staff, staff understand their responsibilities, staff aware of procedures they need to follow, all aware of non-compliance.

**Communication:** Notice boards, staff newsletters, handbooks, leaflets (from Food Standards Agency website - safer food, better business), staff training, staff meetings.