

FOOD HYGIENE TRAINING RECORD



Name:

Department:

Area of work:

Line Manager:

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DOCUMENT CONTROL

Change and review history:

Date	Reviewed by	Amended Y/N	Change description and reason for change



Section 3

Training Evidence



FOOD JOURNEY SCENARIOS

Food Journey scenarios - Choose one scenario from each step

This is your first day at a new University Café, you encounter issues that appear to you that are not following University food safety guidelines (that you have covered in your training).

For each of the situations under the steps:

- ▶ Describe the food safety issue.
- ▶ Suggest at least one control measure that if followed would help with safe food production.

Step 1 - Purchase and Suppliers

- ▶ A new supplier that hasn't been formally approved approaches the café with some products for sale
- ▶ A supplier changes their recipe for a product and doesn't provide an ingredient list

Describe the food safety issue:	
Suggest at least one control measure that if followed would help with safe food production:	
Date completed:	

Step 2 - Receipt of Food

- ▶ Food is delivered past its sell by date and is placed on sale for customers to purchase
- ▶ Packaging is damaged during transit and labels on products are illegible meaning ingredients and allergen warnings cannot be seen - products have been reduced and placed on sale

Describe the food safety issue:	
Suggest at least one control measure that if followed would help with safe food production:	
Date completed:	

Step 3 - Storage - ambient, chilled, frozen

- ▶ A power cut affects the café for several hours resulting in fridges and freezers temperatures going above 8°C
- ▶ Rodent droppings are evident in a food storage area

Describe the food safety issue:	
Suggest at least one control measure that if followed would help with safe food production:	
Date completed:	

Step 4 - Food Preparation

- ▶ A member of staff, is late for work - because they suffered from sickness and diarrhoea all night and starts work making fruit salad
- ▶ Food label indicates the food is past its use by date
- ▶ A chef moves on to prepare some raw chicken, using the same equipment, they then start slicing cooked ham for salads
- ▶ A work surface is dirty but the food operative prepares food on the surface
- ▶ Although only a small cut, blood starts seeping through a chef's waterproof dressing, dripping into the stew she is preparing

Describe the food safety issue:	
Suggest at least one control measure that if followed would help with safe food production:	
Date completed:	

Step 5 - Cooking

- ▶ The temperature probe does not appear to be working
- ▶ After cooking a whole chicken, blood appears in the juice and the meat appears pink
- ▶ Whilst going to cook a burger you notice that the centre is still frozen

Describe the food safety issue:	
Suggest at least one control measure that if followed would help with safe food production:	
Date completed:	

Step 6 - Hot Holding

- ▶ Temperature checks are not being carried out on hot food cabinets
- ▶ A customer changes their mind on a box of hot chicken wings they had selected from the hot food cabinet; it is left on the side at room temperature and a colleague returns the item to the cabinet 3 hours later.

Describe the food safety issue:	
Suggest at least one control measure that if followed would help with safe food production:	
Date completed:	

Step 7 - Cooling and Freezing

- ▶ Cooked meats for sandwiches are removed from the fridge and then forgotten about it. No one knows how long they have been out, and you witness them being put back into the fridge
- ▶ Food items planned to be used to for a hot buffet are defrosted safely, however the buffet is cancelled at short notice and you witness the food items being placed back into the freezer

Describe the food safety issue:	
Suggest at least one control measure that if followed would help with safe food production:	
Date completed:	

Step 8 - Reheating

- ▶ You observe rice left over from the previous day being reheated
- ▶ You observe reheated food being put back into the refrigerator as it's no longer needed

Describe the food safety issue:	
Suggest at least one control measure that if followed would help with safe food production:	
Date completed:	

Step 9 - Food Service (hot and cold)

- ▶ A fly lands on a pile of uncovered rubbish by the back door to the kitchen before moving onto a cream cake sitting in the kitchen ready for service
- ▶ In the middle of service, a chef due to start work later in the day walks into the kitchen wearing his outdoor clothing

Describe the food safety issue:	
Suggest at least one control measure that if followed would help with safe food production:	
Date completed:	

Step 10 - Transportation of hot and cold food

- ▶ During transportation of hot food from one café to another on campus, the vehicle transporting the food develops a fault and breaks down - the food does not get to its required location until 3 hours after expected and is below 63°C

Describe the food safety issue:	
Suggest at least one control measure that if followed would help with safe food production:	
Date completed:	

Cooking

- ▶ Has an understanding of how to use equipment for cooking
- ▶ Can demonstrate the use of a temperature probe and is aware of what temperatures need to be achieved.
- ▶ Understands how to tell when food is cooked and what signs identify undercooking listed.
- ▶ Can explain appropriate food safety records

Hot Holding

- ▶ Can explain the process for hot holding of food and timescales involved
- ▶ Can demonstrate the use of a temperature probes and states what temperatures need to be achieved.
- ▶ Explains how to report a defect or problem with work equipment
- ▶ Can explain appropriate food safety records

Cooling and Freezing

- ▶ Can explain the importance of cooling food as quickly as possible and the timescales for doing this
- ▶ Can demonstrate the use of temperature probes and what temperatures need to be achieved.
- ▶ Can state ways to help with the cooling process
- ▶ Can explain appropriate food safety records

Reheating

- ▶ Can state which foods cannot be reheated and why
- ▶ Can demonstrate the use of temperature probes
- ▶ Understands what temperatures reheated food needs to achieve
- ▶ Can explain appropriate food safety records

Temperature Monitoring

- ▶ Can demonstrate how to calibrate a temperature probe
- ▶ Can demonstrate use of a temperature probe for hot and cold food items
- ▶ Can explain how to report temperature control issues and defective work equipment.
- ▶ Can use appropriate temperature record forms

Fitness to work - Personal hygiene and illness:

- ▶ Is following dress code standards e.g. uniform, hair, nails etc
- ▶ Can explain the procedure for reporting an illness and can list the illness that should be reported
- ▶ Can explain the reasons why cuts must be covered with waterproof dressings and identify what colour must be used

What has gone well?

What needs to be done differently?

Date completed:

Observed by:

Feedback given to:



Food Journey

Test Your Knowledge

Quiz Version 1 of 2
(Only 1 quiz needs to be completed)



WRITE THE ANSWERS TO THE QUESTIONS BELOW

Question 1: If you notice a piece of work equipment that is unsafe you should continue to use it? True or false?	Answer:
Question 2: What type of wound dressing does the 'Personal hygiene' safe method recommend?	Answer:
Question 3: Fridges and chilled display equipment should be set at 5°C or below. True or false?	Answer:
Question 4: What is the jewellery policy for the university?	Answer:
Question 5: Eating shellfish can cause an allergic reaction. True or false?	Answer:
Question 6: Why is it important to follow the manufacturer's instructions on how we use cleaning chemicals?	Answer:
Question 7: Why do we need to stir food when reheating it in the microwave?	Answer:
Question 8: What does a sanitiser do?	Answer:
Question 9: When is it OK to use food past its 'use by' date?	Answer:
Question 10: How many times can you reheat leftovers?	Answer:
Question 11: When chilling down hot food, what would you do to cool down a large pan of chicken curry quickly?	Answer:
Question 12: Hot food that is being kept on display should be held at or above ____°C.	Answer:
Question 13: Why should you use different chopping boards or knives when preparing raw meat/poultry and then ready-to-eat foods such as sandwiches?	Answer:

<p>Question 14: Why should staff wash their hands before preparing food?</p>	<p>Answer:</p>
<p>Question 15: What is a physical food safety hazard? Give an example of one that could be discovered in food</p>	<p>Answer:</p>
<p>Question 16: Where is the best place to defrost a frozen chicken?</p>	<p>Answer:</p>
<p>Question 17: How do you clean a temperature probe before use?</p>	<p>Answer:</p>
<p>Question 18: How can you tell if a sausage is cooked properly?</p>	<p>Answer:</p>
<p>Question 19: Put these steps in the right order for effective hygienic cleaning (number 1 to 6)</p> <ol style="list-style-type: none"> 1. final rinse - removal of disinfectant residues, if applicable 2. main clean - wipe over with a detergent using a clean or disposable cloth 3. pre-clean - remove dirt & food debris using a disposable 4. intermediate rinse - removal of detergent residues 5. disinfection - sanitise and leave for appropriate contact, time then wipe down using a clean or disposable cloth 6. drying - dry work surfaces using disposable cloth 	<p>Answer: Number the steps in the correct order</p>
<p>Question 20: Give two examples of signs that you may have pests in your premises.</p>	<p>Answer:</p>

<p>Date test completed:</p>	<p>Score:</p>
<p>If applicable, retest date:</p>	<p>Retest score:</p>



Food Journey

Test Your Knowledge

Quiz Version 2 of 2
(Only 1 quiz needs to be completed)



WRITE THE ANSWERS TO THE QUESTIONS BELOW

Question 1: Name the temperature range that fridges should operate between.

Answer:

Question 2: Describe three types of illness that you must report to your line manager.

Answer:

Question 3: Name two occasions you would need to wash your hands.

Answer:

Question 4: What action would you take if you saw mouse droppings in the kitchen?

Answer:

Question 5: Name three ways you would prevent cross-contamination in the kitchen.

Answer:

Question 6: When cooking with peanuts, describe two precautions you would need to take.

Answer:

Question 7: Name two of the powers an Environmental Health Officer has?

Answer:

Question 8: Name the four food safety hazards that could contaminate food.

Answer:

Question 9: Name three foods that need extra care when preparing in relation to food safety?

Answer:

Question 10: What is the minimum core temperature of food kept hot for service?

Answer:

Question 11: Fridges and chilled display equipment should be set at 5°C or below. True or false?

Answer:

<p>Question 12: Why does raw food have to be kept away from cooked and ready to eat foods?</p>	<p>Answer:</p>
<p>Question 13: What must you do with any food that is past its "use by date"?</p>	<p>Answer:</p>
<p>Question 14: Why must foods that are defrosting in the fridge be in a covered container below ready to eat foods?</p>	<p>Answer:</p>
<p>Question 15: Why must you use only the approved sanitiser in the cleaning process?</p>	<p>Answer:</p>
<p>Question 16: Why is it essential to cook food properly?</p>	<p>Answer:</p>
<p>Question 17: If you have cooked food that you will not serve immediately, what must you do?</p>	<p>Answer:</p>
<p>Question 18: Why is it important to reheat food properly?</p>	<p>Answer:</p>
<p>Question 19: Why must temperatures of food be recorded after packing/ delivery and once delivered to site?</p>	<p>Answer:</p>
<p>Question 20: If a customer asks about ingredients of a dish what should you do and why?</p>	<p>Answer:</p>

<p>Date test completed:</p>	<p>Score:</p>
<p>If applicable, retest date:</p>	<p>Retest score:</p>

FOOD JOURNEY TRAINING SIGN OFF

Colleague name:

Department:

Area:

Line Manager / Supervisor Name:

FOOD SAFETY MANAGEMENT SYSTEM	DATE COMPLETED	SIGNED BY COLLEAGUE	SIGNED BY MANAGER
SECTION 1 - Process read and understood			
Step 1 - Purchase and receipt of food Reference document: ▶ OS/01: Purchasing of food.....			
Step 2 - Receipt of Food Reference document: ▶ TM/03: Receipt of Food - Control Sheet..... ▶ OS/02: Receipt of food.....			
Step 3 - Storage Reference document: ▶ TM/01: Temperature Monitoring ▶ OS/17: Dating and labelling of food..... ▶ TM/04: Storage of Food - Control Sheet ▶ TM/02: Temperature Probes..... ▶ OS/03: Storage of food			
Step 4 - Food Preparation Reference document: ▶ OS/05: Preparation of food ▶ FA/02: Common Food Allergens.....			
Step 5 - Cooking Reference document: ▶ OS/06: Cooking of food ▶ TM/05: Cooking of Food - Control Sheet.....			
Step 6 - Hot holding Reference document: ▶ OS/10: Display of hot food ▶ TM/08: Display of Hot Food - Control Sheet.....			
Step 7 - Cooling and Freezing Reference document: ▶ OS/07: Cooling of food ▶ OS/12: Blast chilling food..... ▶ TM/09: Blast Chilling of Food - Control Sheet ▶ OS/13: Blast freezing food..... ▶ TM/10: Blast Freezing of Food - Control Sheet.....			

FOOD SAFETY MANAGEMENT SYSTEM	DATE COMPLETED	SIGNED BY COLLEAGUE	SIGNED BY MANAGER
<p>Step 8 - Reheating</p> <p>Reference document:</p> <ul style="list-style-type: none"> ▶ OS/09: Reheating of food ▶ TM/06: Reheating of Food - Control Sheet..... 			
<p>Step 9 - Food Service (hot and cold)</p> <p>Reference document:</p> <ul style="list-style-type: none"> ▶ OS/11: Service of food 			
<p>Step 10 - Transportation of hot and cold food</p> <p>Reference document:</p> <ul style="list-style-type: none"> ▶ OS/14: Transportation of food..... ▶ TM/11: Transportation of Food - Control Sheet..... ▶ OS/08: Chilled display of food..... ▶ TM/07: Display of Chilled Food - Control Sheet..... 			
SECTION 2 - Work Methods and Rules read and understood			
<p>Allergen Control</p> <p>Reference document:</p> <ul style="list-style-type: none"> ▶ FA/01: Food Allergy and Anaphylaxis ▶ FA/10: Food Intolerance ▶ FA/11: Common Food Intolerances 			
<p>Temperature Monitoring</p> <p>Reference document:</p> <ul style="list-style-type: none"> ▶ TM/12: Calibration of Probes - Control Sheet..... ▶ OS/04: Defrosting of food 			
<p>Cleaning Standards</p> <p>Reference document:</p> <ul style="list-style-type: none"> ▶ HS/01: Cleaning and Disinfection ▶ FW/06: Effective Hand Washing ▶ HS/03: Use of Dishwashers..... ▶ HS/04: Cleaning Schedules..... ▶ HS/02: Hazards Arising from Cleaning..... ▶ HS/05: Control and disposal of refuse..... 			
<p>Fitness to work</p> <p>Reference document:</p> <ul style="list-style-type: none"> ▶ FW/04: Infection Reporting Requirements - Control Sheet..... ▶ FW/05: Personal Hygiene ▶ FW/02: Reporting of Vomiting and Diarrhoea..... ▶ FW/01: Gastro-intestinal Illness in Food Handlers ▶ FW/03: Reporting of Other Infectious Illness..... 			
FOOD SAFETY MANAGEMENT SYSTEM	DATE COMPLETED	SIGNED BY COLLEAGUE	SIGNED BY MANAGER

Additional areas

- ▶ DD/08: Pest Control.....
- ▶ DD/01: Customer Feedback.....
- ▶ WE/04: Disruption to water supply.....
- ▶ FSI/02: Local Authority Inspections.....

Area specific: Only complete if this applies to your role

- ▶ OS/16: Production, storage and service of ice.....
- ▶ HS/06: Ice Making Machine Cleaning Procedure - June 2019.....
- ▶ HS/07: Ice Making Machine Cleaning Checklist.....
- ▶ OS/15: Cooking with barbecues.....
- ▶ OS/18: Vacuum packing of food.....
- ▶ HS/08: Vacpack Cleaning Procedure.....
- ▶ HS/09: Vacpack Cleaning Checklist - Control Sheet.....
- ▶ OS/19: Ambient buffets.....
- ▶ OS/20: Hot buffets.....
- ▶ OS/21: Sous cooking.....
- ▶ TM/13: Sous vide Cooking - Control Sheet - June 2019 (V3).....

SECTION 3 - Training Evidence

Scenarios answered

- ▶ Step 1 - Purchase and Suppliers.....
- ▶ Step 2 - Receipt of Food.....
- ▶ Step 3 - Storage - ambient, chilled, frozen.....
- ▶ Step 4 - Food Preparation.....
- ▶ Step 5 - Cooking.....
- ▶ Step 6 - Hot Holding.....
- ▶ Step 7 - Cooling and Freezing.....
- ▶ Step 8 - Reheating.....
- ▶ Step 9 - Food Service (hot and cold).....
- ▶ Step 10 - Transportation of hot and cold food.....

Observation given by line manager in the following areas:

- ▶ Step 1 - Purchase and Suppliers.....
- ▶ Step 2 - Receipt of Food.....
- ▶ Step 3 - Storage - ambient, chilled, frozen.....
- ▶ Step 4 - Food Preparation.....
- ▶ Step 5 - Cooking.....
- ▶ Step 6 - Hot Holding.....
- ▶ Step 7 - Cooling and Freezing.....
- ▶ Step 8 - Reheating.....
- ▶ Step 9 - Food Service (hot and cold).....
- ▶ Step 10 - Transportation of hot and cold food.....

Test Your Knowledge: Quiz completed and passed



Training Certificate

I can confirm the Food Hygiene Training Workbook and Food Hygiene Training record have been completed and the colleague has demonstrated the understanding required

successfully completed on

Colleague Name

Line Manager

Signed

Signed



Training Certificate

I can confirm the Food Hygiene Training Workbook and Food Hygiene Training record have been completed and the colleague has demonstrated the understanding required

successfully completed on

Colleague Name

Line Manager

Signed

Signed

