

# LEVEL 3 SUPERVISING FOOD SAFETY IN RETAIL

COURSE CONTENT OVERVIEW

0333 006 7000  
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TRAINING

The European Union Regulation (EC) No 852/2004 on the hygiene of foodstuffs requires food handlers of all levels, including managers and supervisors, to be appropriately trained in how to carry out their roles safely. This Level 3 Supervising Food Safety in Retail course ensures that you comply with this regulation and provides learners with information on how to adhere to food safety legislation in the retail premises, how to promote good food hygiene practices amongst workers and how to contribute towards the implementation of an effective HACCP food safety management system.

#### **Module One – Introduction to Supervising Food Safety**

This module introduces the key terms and issues that surround supervising a food catering business. The module looks at why food safety is so important and how supervisors can contribute towards reducing risks.

- Why is food safety important?
- Who is most at risk?
- Which foods cause illness?
- Key terms
- The role of a supervisor

#### **Module Two – Food Safety Legislation**

This module explains your legal responsibilities and looks at how the law is enforced should your business not comply. The module looks at the specific legal responsibilities of supervisors.

- Current legislation
- Enforcing the law
- Fines and prosecution
- Due diligence
- Food business operator and employee responsibilities
- Investigating outbreaks of food-borne illness

#### **Module Three – Food Contamination**

This module explores the contamination hazards that can occur in food, looking at examples of each type of hazards and providing ways in which the risks can be reduced.

- Physical contamination
- Chemical contamination
- Microbial contamination
- Allergenic contamination
- Cross contamination
- Detecting contaminants

#### **Module Four – Controlling Contamination**

This module provides practical knowledge on how to prevent contamination, looking at the controls that should be in place from delivery of ingredients right through to the service or sale of the final product.

- Deliveries
- Food storage
- Stock control
- Recording and labelling
- Use by dates
- Best before dates
- Food preparation and cooking
- Food service and delivery
- The role of a supervisor

#### **Module Five – Micro-Organisms, Food Poisoning and Viruses**

This module explains how micro-organisms present a risk to food and outlines the conditions needed for optimum bacterial growth. The module details some technical terms that supervisors and managers should be aware of and looks at the dangers of food poisoning bacteria.

- Risks caused by spoilage organisms
- Bacterial growth - nutrients, moisture, activity, temperature, time and atmosphere
- Spoilage microbes
- Food poisoning and food-borne illness
- Food-borne viruses

#### **Module Six – Non-Bacterial Food Poisoning**

This module introduces the other ways in which food poisoning can occur, aside from through harmful bacteria.

- Chemical food poisoning
- Metals
- Poisonous plants
- Poisonous fish
- Mycotoxins

#### **Module Seven – Temperature Control**

This module gives supervisors the knowledge to effectively carry out safe temperature control. The module explains the critical temperatures that must be adhered to in regards to food deliveries, storage and hot/cold holding.

- Safe temperatures
- Food deliveries
- Fridge temperature
- Freezer temperature
- Hot and cold holding

#### **Module Eight – Checking, Verifying and Recording Temperatures**

This module uses a practical video to show how to take the temperature of food using a temperature probe. The module details the different types of temperature measuring equipment and explains the necessity of keeping records.

- Measuring equipment
- Air temperature
- How to take food temperatures
- Recording temperature checks

## **Module Nine – Checking, Verifying and Recording Temperatures**

This module demonstrates the importance of effective cleaning in the workplace and looks at the supervisor's role in ensuring that cleaning is carried out efficiently and according to a schedule.

- Storing waste
- Waste removal
- Benefits of cleaning
- Supervising cleaning
- Types of cleaning
- Six stages of cleaning
- Cleaning chemicals
- Cleaning work equipment and surfaces
- Cleaning schedules

## **Module Ten – Pest Control**

This module explains the different types of common pests and looks at how they can be identified and how pest infestation can be prevented and controlled.

- Common pests
- Rats
- Mice
- Cockroaches
- Controlling pests
- Supervising pest control

## **Module Eleven – Personal Hygiene**

This module explains the personal hygiene standards needed by all food handlers and uses a video to demonstrate the correct handwashing procedure. The module looks at how to report sickness and when people should be excluded from the food preparation area.

- Why is personal hygiene important?
- Supervisor responsibilities
- Monitoring standards
- Handwashing
- Skin infections and wounds
- Sickness
- Protective clothing
- Hair
- Jewellery
- Smoking and eating at work

## **Module Twelve – Training Staff**

This module highlights the importance of training for all staff members and outlines the different levels and types of training available, plus the role of a supervisor or manager in providing it.

- Why is training important?
- Levels of training
- Staff induction training
- On-going training
- Staff training records
- The role of management

## **Module Thirteen – Implementing a Food Safety Management System**

This module explains the importance of having a food safety management system based on the principles of HACCP in place. The module outlines each essential step of a HACCP system.

- Choose a HACCP team
- Describe the products and ingredients
- Identify the products' uses and consumers
- Construct a flow diagram
- Confirm the flow diagram in the premises

- Hazard analysis
- Determine critical control points
- Establish critical limits
- Monitor critical control points
- Establish corrective actions
- Establish verification procedures
- Record keeping
- Supervising pest control

## **Module Fourteen – Food Safety Auditing**

This module looks at why it's essential to inspect and audit the food safety management system to ensure that it continues to work efficiently.

- Traceability
- Tracking fresh food
- Product recalls
- The role of a supervisor
- Inspections and audits

## Aims of the Training

By the end of this course learners will:

- Understand why food hygiene and safety practices are essential for all food handlers in a retail environment.
- Have awareness of the relevant food safety legislation and how it can be complied with.
- Understand the different ways in which food can be contaminated and how these risks can be effectively controlled.
- Have knowledge of the way that bacteria can affect food and make it unfit for consumption, plus know how to control the risk.
- Be able to state the safe temperatures for cooking, chilling and freezing food and understand how to take temperature readings.
- Understand the importance of cleaning schedules, managing waste and pest control.
- Know what the law requires in regards to personal hygiene when working in a food retail premises.
- Understand the basics of implementing a HACCP food safety management system and recognise the relevance of auditing and inspection.