

## Business Advisory Sheet 3

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### Hygiene Awareness and Hygiene Induction Training Record

The following is an outline of Hygiene Awareness Instructions. The overall aim is for staff to develop knowledge of the basic principal of food hygiene. The topics covered should be appropriate to the job of the individual, and may include: -

- The importance of food hygiene and 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).

In addition, staff must be told how to do their particular job hygienically. In particular, they should be instructed on any controls or monitoring points.

The depth, breadth and duration of training will be dependent upon the particular job requirements and the degree of risk involved in the activity. It may be split into modules.

The design of the training sessions should be such that they encourage discussion and group involvement.

A copy of the Food Hygiene Induction Training Record is attached for you to use.

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#### **Contact**

For further advice/information please contact:

Oldham Council, Food Safety, Chadderton Town Hall, Middleton Road, Chadderton,  
Oldham OL9 6PP on Telephone: 0161 770 2244 or email: [env.foodsafety@oldham.gov.uk](mailto:env.foodsafety@oldham.gov.uk)

## Example of a Food Hygiene Induction Training Record

**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 are date marked.
9. Do not use foods which have passed their use-by date.
10. Keep chilled foods cold (below 8°C) or cooked food 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: \_\_\_\_\_