



# Level 3 Award in Food Safety Supervision for Retail Syllabus

## A Introduction

Candidates should understand the terminology in respect to supervising food safety procedures and be able to:

- i Define the terms food hygiene, food poisoning, food-borne disease, food-borne illness, contamination, hazard analysis, food safety management procedures and HACCP.
- ii Define the role of a supervisor in controlling food safety, identifying food safety hazards and understanding the methods by which the controls are communicated to others in the workplace.
- iii State the economical impact of both good and bad food safety practice on businesses, employees and customers.
- iv Describe the trends in reported outbreaks of food-borne illness over recent years and the foods most commonly involved.
- v List the groups of people who are most at risk from food-borne illness and the foods most commonly involved in outbreaks of food-borne illness.

## B Legislation

Candidates should be aware of UK and European food safety legislation to ensure compliance in a food retail outlet and be able to:

- i State the current food safety legislation which relates to food retail and be aware of where guidance on the law may be sought.
- ii Explain the concept of due diligence.
- iii State the role and powers of enforcement officers in respect to food safety.
- iv Explain the consequences of non-compliance with food safety legislation.
- v State the responsibilities that employers and employees have with regard to keeping food safe.
- vi State the role of the supervisor in the investigation of an outbreak of food-borne illness.

## C Applying and monitoring good hygiene practice

Candidates should understand the concept of contamination and the risks it poses to food safety and be able to:

- i Define the terms, and give examples of, physical, chemical (including metals), microbial and allergen contaminants and explain the concept of cross-contamination.
- ii Describe the procedures used to prevent food from being contaminated on receipt, during storage, and on display.
- iii State the procedures needed for the removal of contaminated food and any corrective actions which must be taken.
- iv State common sources of bacteria, requirements for its multiplication and the controls required to prevent outbreaks of food poisoning and food-borne disease.
- v State the effects that spoilage micro-organisms, can have on food and those who ingest it.
- vi State common sources of spoilage microbes and controls needed to prevent spoilage.
- vii Give some examples common food-borne viruses, explain the risks they cause to food safety and how these might be reduced.
- viii State the risks caused by allergens in foods and the controls measures and labelling needed in food handling to prevent harm.

## D Temperature control

Candidates should understand the role temperature plays in the control of food safety and be able to:

- i State the temperatures required to control microbial and enzyme activity in food.
- ii Describe the temperature controls required for food deliveries, food storage, food display and in transfer and movement of food.
- iii Describe safe methods of checking, verifying and recording food and air temperatures.

## E Waste disposal, cleaning and disinfection

Candidates should understand the importance of supervising high standards of cleanliness in a retail business and be able to:

- i Describe suitable methods for the storage and removal of food waste and packing refuse and state how the process can be adequately supervised.
- ii State the need for, benefits of and requirements for systematic cleaning and how it can be implemented and supervised.
- iii Describe the methods of monitoring to ensure adequate cleaning and disinfection throughout the retail premise.
- iv Explain the products employed in cleaning, disinfecting, sanitising and sterilising and the methods of cleaning food equipment, food and hand contact surfaces and other surfaces.

## F Pest control

Candidates should understand the importance of good pest control practice and be able to:

- i List common food pests and describe the risks they pose to food safety.
- ii Describe the different methods of control that can be used and the role of supervisory management in controlling food pests.

## G Personal hygiene of staff

Candidates should understand the need for high standards of personal hygiene and are able to:

- i Explain the importance of personal hygiene and the responsibilities of food handlers and how that standards can be monitored.
- ii Describe the supervisor's role in monitoring and preventing contamination from food handlers who are carriers of infection and include those hazards associated with unclean hands and nails, wounds and skin infections, jewellery, unsatisfactory protective clothing, smoking and eating.
- iii State that suspected cases of persons suffering from food-borne illnesses should be excluded from food handling duties and actions to take if illness has occurred at work and procedures for return to work.

## H Contribution to staff training

Candidates should understand the importance of being able to contribute to staff training and be able to:

- i State the importance of staff induction and on-going training and the contribution that a supervisor can make towards it.
- ii Explain the importance of keeping staff training records.
- iii Describe the supervisor's and manager's role in the effective communication, implementation and training in the food safety procedures for employers and all employees.

## I Implementation of food safety procedures

Candidates should understand the principles of the HACCP system and how a supervisor can contribute to the implementation of a food safety management system in a retail business and be able to:

- i Describe the key good hygiene and retail practices which would be essential to ensure the HACCP system is effective.
- ii Describe the preliminary procedures in developing a HACCP plan including the HACCP team, product description and scope, flow diagram and its confirmation.
- iii Conduct hazard analysis and consider control measures.
- iv Determine critical control points (CCPs).
- v Establish critical limits for each CCP.
- vi Establish a system to monitor control of the critical control points.
- vii Establish the corrective action to be taken when monitoring indicates that a particular critical control point is not under control.
- viii Establish procedures for verification to confirm that the HACCP system is working effectively.
- ix Establish and evaluate controls and documentation concerning all procedures and records appropriate to these principles and their application.

## J Food safety auditing

Candidates should have an awareness of auditing procedures and be able to:

- i Explain how tracing the origin of raw materials, how they precede through the retail outlet to the end user and why it is important to food safety.
- ii Explain the supervisor's contribution towards both internal and external inspections and food safety audits.



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