

Unit 62: Meet Food Safety Requirements when Providing Food and Drink for Individuals

Level:	2
Unit type:	Optional (Group B2)
Credit value:	2
Guided learning hours:	15

Unit introduction

This unit is aimed at those working in a wide range of settings. It provides the learner with the knowledge and skills required to meet food safety requirements when preparing, serving, clearing away and storing food.

Learners will identify potential food safety hazards when preparing, serving, clearing away and storing food and drink. Learners will gain an understanding, of the importance of implementing appropriate measures, including the use of Personal Protective Equipment (PPE).

Personal hygiene is considered, for example the correct technique for hand washing, while adhering to legal requirements and organisational policies and procedures to control and prevent the spread of infection.

This unit will provide learners with opportunities to demonstrate their skills in the preparation, serving and storing of food. Learners will also identify the different information sources on food safety and how to access these.

Learning outcomes and assessment criteria

To pass this unit, learners need to demonstrate that they can meet all the learning outcomes for the unit. The assessment criteria determine the standard required to achieve the unit.

Learning outcomes	Assessment criteria
1 Understand the importance of food safety measures when providing food and drink for individuals	1.1 Identify potential food-safety hazards when preparing, serving, clearing away and storing food and drink 1.2 Explain the importance of implementing food safety measures when providing food and drink for individuals 1.3 Explain why personal protective clothing should be used when handling food and drink 1.4 Explain why surfaces, utensils and equipment must be clean before beginning a new task 1.5 Explain the importance of clearing and disposing of food waste promptly and safely 1.6 Explain the importance of storing different types of food and drink safely
2 Be able to maintain hygiene when handling food and drink	2.1 Explain when hands must be washed to maintain food hygiene 2.2 Demonstrate effective hand washing for handling food and drink 2.3 Use personal protective clothing to maintain hygiene when handling food and drink 2.4 Ensure that all surfaces, utensils and equipment are clean before beginning a new task
3 Be able to meet safety requirements when preparing and serving food and drink for individuals	3.1 Describe practices to control hazards when preparing and serving food and drink 3.2 Prepare food and drink in ways that minimise risks to own safety and that of others 3.3 Serve food and drink in ways that minimise risks to own safety and that of others

Learning outcomes		Assessment criteria
4	Be able to meet safety requirements when clearing away food and drink	4.1 Clear away food and drink in ways that minimise risks to own safety and that of others 4.2 Dispose of food waste promptly and safely 4.3 Clean utensils and equipment effectively after use 4.4 Store utensils and equipment safely
5	Be able to store food and drink safely	5.1 Describe practices to control food- safety hazards when storing different types of food and drink 5.2 Store different types of food and drink safely
6	Know how to access additional advice or support about food safety	6.1 Identify sources of information about food safety 6.2 Describe how to access advice and support about own role in maintaining food safety when providing food and drink for individuals

Unit content

What needs to be learned

Learning outcome 1: Understand the importance of food safety measures when providing food and drink for individuals

Food safety hazards when preparing, serving, clearing away and storing food and drink

- Biological contamination due to poor personal hygiene, poor storage, including:
 - bacteria
 - moulds
 - viruses.
- Physical hazards due to careless preparation, e.g.:
 - foreign bodies.
- Chemical contamination due to use of inappropriate materials on cooking surfaces, e.g.:
 - disinfectants, bleach.
- Pests due to leaving food stuffs exposed, e.g.:
 - flies
 - weevils
 - cockroaches.

Importance of food safety measures

- Preventing food poisoning.
- Compliance with legislation, e.g. Food Safety Act 1990 (updated 2009), General Food Regulations 2004.
- Health and Safety Executive (HSE) risk assessment steps.
- Policies and procedures of the setting.

Personal Protective Equipment (PPE)

- Use of appropriate clothing for different tasks.
- Worn in food preparation and serving areas:
 - disposable gloves
 - overalls
 - aprons
 - hats
 - hairnets.

Reasons for use

- Protecting from hair, dust.

Importance of clean surfaces, utensils, equipment

- Prevent transference of bacteria from hands/clothes.

What needs to be learned

- Prevent cross-contamination, direct, indirect.
- Adherence to national legislation.
- Adherence to setting policies and procedures.
- Removing matter on which bacteria grows.

Importance of clearing and disposing of food waste promptly and safely

- Preventing pest hazards, e.g. from flies, animals in the setting.
- Preventing the spread of infection from bacteria, moulds.
- Reducing multiplication of pathogens.
- Reducing risks of food decay, e.g. smells, unfit to eat.
- Adherence to national legislation and regulations.
- Adherence to setting policies and procedures.
- Not leaving food waste near food or preparation areas.
- Replacing bin lids correctly.
- Importance of correct siting of food waste bins.
- Regular emptying and cleaning of food waste bin.
- Hand washing after handling waste foods.
- Keeping external refuse areas clean.

Importance of safe storage of food and drink

- Reducing risk of contamination.
- Prevention and control of infection.
- Types of food, e.g.:
 - dry foods
 - chilled foods
 - raw foods
 - frozen foods
 - high-risk foods.

Learning outcome 2: Be able to maintain hygiene when handling food and drink

When hands must be washed to maintain food hygiene

- Before food handling.
- Between handling different types of food.
- After handling, e.g. dirty pots, cutlery.
- Disposing of food.
- After touching hair or face.

What needs to be learned

- Blowing nose.
- After using the toilet.

Effective hand-washing technique

- Following correct procedure for hand washing, six steps technique.
- Effective drying, e.g. hot-air dryer.
- Disposable towels.
- Cleaning nails.
- Removing rings.

Use of Personal Protective Equipment (PPE)

- Use of:
 - disposable gloves
 - aprons
 - covering hair completely, e.g. hats, hairnets
 - appropriate to the task.

Hygiene for surfaces, utensils and equipment

- Following cleaning procedures when cleaning and disinfecting surfaces, e.g.:
 - preparation surfaces
 - chopping boards
 - sinks
 - handles on drawers and refrigerators
 - floors.
- Cleaning and disinfecting utensils, e.g. spoons, knives.
- Cleaning and disinfecting equipment, e.g.:
 - can openers
 - whisks
 - food processors
 - blenders.
- Importance of hygienic cleaning equipment, e.g., cloths, buckets, brushes.

Individual

- Someone requiring care or support.
- Others may include:
 - the individual
 - family and friends of the individual
 - colleagues.

Learning outcome 3: Be able to meet safety requirements when preparing and serving food and drink for individuals

What needs to be learned

Controlling hazards in food preparation

- Using separate boards and utensils for different types of food, e.g. raw meats and vegetables.
- Using colour-coded chopping boards.
- Making sure that food is thoroughly cooked according to guidelines, e.g. not reheating more than once.
- Following microwave instructions.
- Ensuring frozen meats and poultry are thawed before cooking.
- Cooking or reheating immediately before serving.
- Washing ready-to-eat produce.
- Serving foods, e.g. keeping hot or chilled foods at correct temperature, not topping up sauces.
- Excluding staff with food poisoning symptoms.

Minimising risks when serving food and drink

- Others, e.g.:
 - adults who eat the food
 - staff preparing foods.
- Following good food-handling and serving practices.
- Maintaining personal hygiene.
- Keeping any cuts or lesions completely covered.
- Wearing protective clothing.
- Minimising food handling, e.g. using long-handled servers.
- Importance of cleaning as you work.
- Replacing covers over food in preparation areas and serving areas.
- Keeping preparation and serving areas clean and tidy.

Learning outcome 4: Be able to meet safety requirements when clearing away food and drink

Safety requirements

- Following recommended time limits for food at room temperature.
- Not leaving food and drink to accumulate in food areas.
- Following agreed policies and procedures of the setting.
- Following current legislation and regulations, e.g. Food Safety Act 1990 (updated 2009), General Food Regulations 2004.

Safe disposal of food

What needs to be learned

- Not leaving food waste near foods or preparation areas.
- Replacing bin lids correctly.
- Keeping bins away from food areas.
- Hand washing after handling waste foods.
- Regular emptying and cleaning food waste bins.
- Keeping external refuse areas clean.

Effective storage and cleaning of equipment and utensils after use

- Using separate sinks for cleaning and food preparation.
- Thorough cleaning and disinfecting.
- Disposing of cleaning cloths or disinfecting.
- Disinfecting cleaning materials.
- Storing utensils appropriately.

Learning outcome 5: Be able to store food and drink safely

Practices to control food-safety hazards

- Using appropriate covered containers.
- Keeping raw foods separate from high-risk foods, ready-to-eat foods.
- Storing perishable foods in dry conditions.
- Using clear labelling; checking use-by dates.
- Regulating temperature, e.g. adequate refrigeration.
- Cooling hot food sufficiently before freezing.
- Checking dates and packaging on delivery.

Safe storage of food and drink

- Storing immediately after delivery.
- Stock rotation.
- Appropriate containers, e.g. pest proof.
- Not storing foods in opened cans.
- Cleaning spills in storage areas immediately.
- Regular cleaning of food storage areas.

Learning outcome 6: Know how to access additional advice or support about food safety

Sources of information

- Food Standards Agency.
- Policies and procedures in own setting.
- Internet sources, e.g. Food Standards Agency, Skills for Care.

What needs to be learned

- Food packaging.
- Managers.
- Organisational documents.

Accessing information

- Own job description.
- Line manager.
- Tutor/assessor.
- Internet searches.
- Accessing setting policies and procedures.

Essential information for tutors and assessors

Essential resources

There are no special resources needed for this unit.

Assessment

This unit is internally assessed. To pass the unit, the evidence that learners present for assessment must demonstrate that they have met the required standard specified in the learning outcomes and assessment criteria.

This unit must be assessed in accordance with the assessment strategy (principles) in *Annexe A* of the associated qualification specification.

Learning outcomes 2, 3, 4 and 5 must be assessed in a real work environment.

The unit is assessed by a portfolio of evidence. Further information on the requirements for portfolios is included in *Section 4 Assessment requirements*.

Wherever possible, centres should adopt a holistic and integrated approach to assessing the skills units in the qualification. This gives the assessment process greater rigour, minimises repetition and saves time. The focus should be on assessment activities generated through naturally occurring evidence in the workplace rather than on specific tasks. Taken as a whole, the evidence must show that learners meet all learning outcomes and assessment criteria over a period of time. It should be clear in the assessment records where each learning outcome and assessment criterion has been covered and achieved.

Suggested resources

This section lists resource materials that can be used to support the delivery of the qualification.

Books

Meggitt C – Food Hygiene and Safety – A Handbook for Care Practitioners

(Heinemann, 2003) ISBN 9780435455316

Morris C and Collier F – Level 2 Health and Social Care Diploma

(Hodder Education, 2014) ISBN 9871471806605

Sprenger R – The Essentials of Food Safety – A Guide for Carers

(Highfield Products, 2017) ISBN 9781910964927

Websites

www.gov.uk/food-safety-your-responsibilities

Government document on general food safety

www.food.gov.uk

Food Standards Agency

www.nhs.uk/your-health/infection-prevention-and-control/hand-hygiene/6-steps-for-hand-hygiene/

The six-step hand-washing technique

www.skillsforcare.org.uk

Skills for Care Standard for Food Hygiene