

# Course Syllabus

## Level 3 Award in Food Safety for Supervisors

### Safer Food Supervisor (Level 3)

#### A. Introduction

Candidates should understand the meaning and significance of a range of important definitions used in the food production and food safety industry, and be aware of the knowledge and skills required to become an effective Supervisor of a team engaged in food production. They should be able to:

Define terms used in supervising food production including food hygiene, food poisoning, food-borne illness, hazard analysis, HACCP and Food Safety Management System

Demonstrate an awareness of the knowledge and skills needed to perform the role of Supervisor in a food production or food service environment

Demonstrate an awareness of emerging threats and trends in food safety in the UK

Define the role of a supervisor in a food production or food service workplace

#### B. Food law and responsibilities

Candidates should understand what legislation food business operators must operate within to gain compliance, and how in general terms legislation affects the role of a food business Supervisor. They should be able to:

State the main UK and EU legislation affecting the UK food production and service and where guidance on this may be found

Describe the range of food tasks and processes regulated by food safety legislation

List the legal responsibilities of supervisors compared to food handlers

Describe EHO enforcement powers and the process following the issue of an improvement notice

Describe the supervisor's role and accountabilities during an EHO inspection or investigation

Describe the legal and practical implications of non-compliance with food safety legislation

Define the term Due Diligence within a food production/service context, and what may contribute to developing a strong Due Diligence position at work.

### C. The science of food poisoning

Candidates should have developed a supervisory level understanding of the biology and physiology of bacterial food poisoning; from how bacteria function and pose a threat to humans, to the conditions they need to multiply, thrive and threaten safety. They should be able to:

- Describe organisms causing food poisoning and the roles bacteria play in life and death
- Define the term food poisoning and its use, and misuse, within the food industry
- Describe the Binary Fission process and how this phenomenon affects bacterial hazards
- Be aware of the health implications resulting from a range of food poisoning threats
- State the essential conditions bacteria for bacterial multiplication (4 multiplication factors)
- Describe the Danger Zone temperatures and how these can be avoided in a kitchen
- Give examples of intrinsic and extrinsic factors in food and the food service environment
- Describe the function and effect of bacterial toxins and bacterial spore production
- Describe groups at particular risk from food poisoning

### D. Food poisoning pathogens

Candidates should have gained a supervisory level understanding of the threats posed by a range of food poisoning pathogens, including pathogenic bacteria, food borne illnesses and biological and non-biological toxins. They should have also developed an awareness of the sources of these threats and how they can be controlled. Candidates should be able to:

- Define the UK's most common food poisoning threats and logically group threats
- Demonstrate an understanding of a range of specific pathogenic bacterial food poisoning entities and the relative threats, preferred conditions, symptoms, and control methods
- Demonstrate an understanding of a range of specific food-borne illnesses and an understanding of their relative threats, preferred conditions, symptoms, and practical control methods
- Demonstrate an understanding of specific viral-based food poisoning threats including preferred conditions, symptoms, and practical control methods
- State the sources, level of incidence, onset times and symptoms for common food poisoning bacteria

## E. Hazards, contamination and allergens

Candidates should have gained a supervisory level understanding of a range of physical, chemical and biological hazards within a food production/service environment, considering their likely sources and evaluating a range of controls including the avoidance of cross-contamination. They should also have developed an appreciation of the need for appropriate allergenic ingredient controls. Candidates should be able to:

Describe the relationship between hazard, risk and severity in the context of food production

Provide examples of physical, chemical, micro-biological and allergenic hazards

Evaluate controls in response to physical, chemical and biological hazards in a food production/service environment including naturally occurring toxins

Describe how bacterial cross-contamination occurs in a food service context, and describe the importance of appropriate organisation of processes to avoid contamination

Describe specific procedures to prevent contamination of food at goods-in storage, preparation, cooking, food service/display

State the risks caused by allergenic ingredients and list the 14 named food allergens identified by recent legislation

Describe control measures, labelling and storage that may limit the threats of allergens

## F. Food safety management systems (HACCP)

Candidates should have gained a supervisory level understanding of Food Safety Management Systems (FSMS) and associated HACCP principles sufficient to plan or audit a simple FSMS (HACCP system), and evaluate the supervisory implications of attempting to systemise and document food safety. Candidates should be able to:

Explain the role that Food Safety Management Systems and associated HACCP principles play in maintaining food safety

Describe an approach to the design of an FSMS including identifying hazards, determining critical controls points, establishing critical limits and corrective actions, monitoring and verification of the system.

Evaluate the appropriateness and effectiveness of a existing FSMS based on HACCP principles

Describe typical daily FSMS related tasks including opening and closing checks, temperature checks, daily diary and associated documentation.

Explain the range and scope of documentation required to support a simple documented FSMS based on HACCP principles in a typical food premises

Explain the supervisor's range of responsibilities regarding Food Safety Management Systems and in internal and external inspections.

## G. Spoilage and preservation

Candidates should have gained a supervisory level understanding of a range of approaches to food preservation and be able describe their relative merits and limitations in the control of spoilage and pathogenic bacteria. They should be able to:

State how UK food safety law affects approaches to food preservation

Describe how and why food decay occurs and what foods it is most prevalent in

Describe a range of spoilage controls including high and low temperature control, dehydration, chemical, salt, sugar, and advanced techniques

Describe the relationship between reducing spoilage and business profitability and comment on likely future trends in food preservation

## H. Temperature control

Candidates should have gained a supervisory level understanding of the importance of appropriate temperature control in a food premises, and be able to describe approved approaches and legal temperature values for cooking, reheating, hot-holding, cooling, cold-holding, freezing, thawing, cook-chill and cook-freeze contexts. They should be able to:

Describe the vital importance that appropriate temperature control plays in maintaining food safety and integrity and the temperatures required to control bacterial activity in food

Describe the role that effective temperature monitoring and control plays in the success of a Food Safety Management System based on HACCP principles

Demonstrate competence in the testing, use and cleaning of food probe thermometers

Describe the importance of maintaining the integrity of the cold chain during food production including temperatures that should be maintained at delivery and storage of chilled and frozen ingredients

Explain the problematic position of FSA guidance in relation to chiller (fridge)

## I. Cleaning and waste management

Candidates should have gained a supervisory level understanding of EHO approved approaches to cleaning, disinfection and waste control, together with appreciation of these practices as prerequisite components of a successful FSMS based on HACCP principles. They should be able to:

- Describe legislation affecting cleaning, disinfection and waste management in a food premises
- Demonstrate an understanding of the scientific basis on which cleaning and disinfection chemicals and processes function
- State the need for and benefits of a systematic approach to cleaning including supervisory considerations
- Describe common terminology and best-practice approaches to cleaning, including the importance of a well-designed and documented cleaning schedule and verification process
- Explain the potential dangers of multiple reuse of cleaning cloths in a food premises
- Describe the uses, limitations and potential dangers of a range of common cleaning and disinfection chemicals
- Demonstrate an understanding of the use of COSHH standards in cleaning chemical use
- Understand the importance of good waste management procedures and practices in controlling the threat of pathogenic bacteria and in deterring pests
- Describe suitable methods for the storage and removal of waste including supervisory considerations

## J. Personal hygiene

Candidates should have gained a supervisory level understanding of the crucial role good personal hygiene standards play in maintaining food safety, implementing standards that meet UK legal requirements and how to maintain standards within a staffing team. They should be able to:

- Explain the dangers of unhygienic habits and describe procedures to deal with cuts, spots and skin infections and other personal hygiene related hazards
- Describe the requirements for protective clothing, changing rooms, toilet and hand washing facilities
- Demonstrate approved hand-washing technique and train staff similarly (6 step process)
- Describe the need for appropriate head coverings and removal of jewellery and loose or small items
- Demonstrate an appreciation of visitor and customer hygiene plus practical approaches to limiting risk to food from these groups
- Explain the importance of enforcing appropriate staff illness reporting, vigilance for signs of staff illness and in setting the standard for others to follow in personal hygiene
- Describe the supervisors role and considerations relating to personal hygiene issues in a food premises

## K. Pest control

Candidates should have gained a supervisory level understanding of a range of food pests and the relative threat they pose to food safety. They should also be able to describe appropriate controls. They should be able to:

- Identify legislation that governs the presence (prevention) of pests in a food premises
- Describe the hazards food pests pose to food safety and business viability
- Explain the threats and controls required to deal with a range of common UK food pests including flies, wasps, cockroaches, ants, rats, mice, foxes and birds
- Demonstrate an understanding of the supervisory responsibilities and practicalities relating to pest control

## L. Premises and equipment

Candidates should have gained a supervisory level understanding of the minimum legal requirements and approved practices in the design and maintenance of premises, workflow and equipment. They should be able to:

- Identify legal requirements for food industry premises and equipment design from a food safety and staff safety perspective
- Describe the importance of and practicalities involved in making a food premises fit-for-purpose including adequate lighting and ventilation
- Explain the importance of good workflow and zoning and the role they play in safeguarding food safety through reducing cross-contamination
- Explain the importance of managing the use of equipment properly, training staff in its use, and approaches to maintenance that reduce hazards to food and staff safety
- Demonstrate an understanding of the supervisory responsibilities in relation to EHO premises inspections
- Describe effective recording and labelling procedures for the safe receipt and storage of food including the need to rotate stock

## M. The supervisor's role

Candidates should have gained a supervisory level understanding of the skills and qualities needed to perform the role of supervising a team engaged in food production or food service, together with an awareness of a range of management and leadership styles that may encourage good communication, raise standards and motivate a team. They should be able to:

- Describe the role of a supervisor in a food production or food service context, including responsibilities and ideal personal qualities and attributes
- Demonstrate an appreciation of supervisory level personal and professional development
- Be aware of a range of practical management and leadership styles and approaches
- Explain the importance of maintaining communication and creating a team atmosphere where communication is open, mistakes are reported, and safety improvements volunteered

## N. Training your team

Candidates should have gained an understanding of the supervisory task of training and guiding a team in order to ensure food safety compliance, minimise food safety hazards and protect staff safety. They should be able to:

- Demonstrate an appreciation of training requirements contributing to compliance with UK food safety Law and approved guidelines
- State the importance of appropriate staff induction and ongoing training including supervisory considerations
- Understand the importance of maintaining appropriate training records and the role training records play in developing a strong Due Diligence position
- Describe the minimum competencies needed for the provision of every working shift
- Describe how the need to match training to the individual role and the associated risk to the safety of food when training is insufficient or omitted
- Explain the importance of giving consideration to individual staff learning styles in training sessions

## O. Ethics and environment

Candidates should have gained a supervisory level appreciation of environmental issues affecting decision makers in the food industry, and be able to reflect on individual ethical considerations and evaluate the employer's corporate responsibility position in relation to food sourcing, production and service. They should be able to:

- Demonstrate an appreciation of the environmental responsibilities affecting food industry decision makers
- Define the terms ethics, environment, sustainability and corporate responsibility in the context of the food production/food service industry
- Demonstrate an awareness of emerging environmental trends within the food industry
- Demonstrate an appreciation of the scarcity of food and resources necessary to support long term demands in food production
- Define individual ethical and organisational environmental position and policies

# Accreditation

Level 3 Award in Food Safety for Supervisors  
QUALIFI Accredited Endorsed Level 3 Award  
AFS3SFG2013 (default online examination)  
RSPH Listed Level 3 Qualification 500/5483/1  
(additional fee, invigilated examination only)  
QUALIFI and RSPH are OFQUAL regulated Awarding  
Organisations.

For more information about this syllabus, accreditation, or  
examination options please contact The Responsible Officer for  
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