

Safe methods – SM14 Preparing an induction training programme

Subject	Details
Overview of activity:	To introduce the importance of induction training.
Learning objective:	To describe the key topics that must be covered relating to food safety during induction training.
Target audience:	Level 2/3.
Additional resources required:	HO1, HO2, HO3.
Estimated duration of activity:	Level 2 learner – 30 minutes. Level 3 learner – 45 minutes.
Links to other resources:	FSA – ‘Working with Food? What you need to know before you start’ sheet.
Guidance notes:	Level 2 learners – group discussion and lecturer to highlight areas discussed on whiteboard (handout given at the end). Level 3 learners – flipchart/role play presentation of the induction process. Lecturer just facilitating. The type of establishment chosen could be adapted to promote diversity.

Preparing an induction training programme

The scenario

You are working at an Italian restaurant in your local town centre. Your head chef has asked if you can make sure the new member of staff who starts today receives induction training in food safety.

Her main duties will include food preparation and cooking with related cleaning tasks.

Your head chef also points out that she has never worked in catering before and holds no food hygiene qualifications. She is, however, interested in future training opportunities.

The head chef directs you to use the SFBB pack to ensure you cover the key information on personal hygiene and the opening and closing checks.

1. List the key areas you would include in induction training relating to personal hygiene and opening and closing checks (SFBB pack).
2. Describe ways in which you could communicate/demonstrate these key areas.
3. Explain how you would check that the new member of staff has understood the key points made during induction training.
4. Provide examples of further food safety training that could follow induction.

Induction training exercise – suggested answers

The SFBB pack recommends that on an employee's first day, the employer should cover personal hygiene and opening and closing checks with them. The factsheet 'Working with food? What you need to know before you start' included in the pack covers key personal hygiene messages.

It is anticipated the induction training would cover the following:

Personal hygiene

Handwashing

- The importance of handwashing.
- When hands should be washed.
- How hands should be washed. This could involve a demonstration.

Work clothes

- The importance of wearing clean and suitable work clothes.
- Rules on when work clothes should be worn.
- Describe the business's policy on clothes, including aprons, describing what should be worn. Examples could be provided.

The business's policy on the following should also be given:

- Head covering.
- General behaviour when working with food.

Fitness for work

- Business's policy on sickness reporting – what to report, when and to whom.
- Dressings for cuts and sores.

Storing clean work clothes and aprons

- Where clean clothes are stored.
- What to remember when cleaning your uniform at home and carrying it into work.

Any other safe methods considered essential to the employees' work could also be included.

Opening and closing checks

- Cover what tasks must be completed at the start and end of the working day. Give reasons why these are important.
- Any opening and closing checks specific to the business should also be covered.

Testing

The employer may wish to verbally check the employees' learning with a series of questions. Alternatively, a short written test may be devised. Any points not understood by the employee should be covered again.

After the training, the employee must sign their individual staff training record. The manager must note that the training has taken place in the SFBB diary.

After induction training

Adequate supervision of the employee is essential to ensure safe methods are being followed. Corrective coaching should take place, if necessary.

More training

You should work out a training programme to cover the other safe methods and record keeping, in particular the daily diary relevant to the employee's work that are not

covered in the induction. The timing would depend on the nature of the employee's work.