



The Royal Institute of Public Health

RIPH Level 4 Award in Managing Food Safety in Catering

Qualification Specification 2006

Accreditation Number: (awaited)

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INTRODUCTION

The RIPH Level 4 Award in Managing Food Safety in Catering qualification is designed principally for senior staff and those who are managers of food handlers in a food business within the catering and hospitality industry. The outcomes of the qualification have been designed to ensure that managers are aware of their role in the establishment of food safety procedures at all stages of food preparation and service, together with the importance of their role in the management of food handlers in food safety matters. The qualification may be taken as a stand-alone certificate or as part of a wider course of training. The outcomes of this qualification are common with those of the other similar Vocationally Related Qualifications (VRQs) accredited into the National Qualifications Framework.

The qualification is placed at Level 4 in the National Qualifications Framework.

QUALIFICATION AIM

The aim of the RIPH Level 4 Award in Managing Food Safety in Catering is to provide an in-depth knowledge and understanding of food safety principles and practices relevant to managers working in the catering and hospitality sectors.

OVERVIEW

Holders of this qualification will have a knowledge of the legal requirements of food safety legislation and how to obtain suitable advice and guidance. They will understand their responsibilities in managing the operational requirements of the food business and how to establish appropriate food safety management procedures. They will understand their role in monitoring the implementation of food safety management procedures within the organization and how these procedures are maintained.

OUTCOMES SUMMARY

- (1) The candidate will know and understand the legal requirements regarding compliance with food safety legislation and sources of relevant information and guidance by being able to explain:
 - The importance of food safety procedures.
 - Up-to-date legislation and law enforcement.
 - The advice and guidance available on good industry practice.

- (2) The candidate will know and understand their responsibilities in managing the operational requirements of the food business by being able to explain:
 - The importance of appropriate food premises and equipment design.
 - The need for effective waste control.
 - The importance of appropriate cleaning and disinfection regimes.

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- The monitoring of supplier quality controls.
- The need for effective pest controls.
- The principles of safe food storage and the importance of stock control.
- How to establish personal health and hygiene standards and procedures.
- The food safety hazards associated with the operational methods of the organisation.

(3) The candidate will know and understand how to establish appropriate food safety management procedures by being able to explain:

- The principles of the design of effective food safety management procedures.
- The nature of food safety hazards (microbiological, chemical, physical and allergenic).
- The effective communication of food safety management procedures.
- The sources of information available and the importance of establishing staff training regimes. and keeping training records.
- The allocation of responsibilities within a food organisation.

(4) The candidate will know and understand their role in monitoring the implementation of food safety management procedures in the organisation by being able to explain:

- The purpose of control measures.
- The establishment of appropriate monitoring techniques and recording procedures.
- The establishment of appropriate corrective action plans.

(5) The candidate will know and understand their role in maintaining the organisation's food safety management procedures by being able to explain:

- The importance of the evaluation of the organisation's food safety management procedures.
- How to maintain a food safety culture and communicate change within the organisation.

GUIDED LEARNING HOURS

36 - 40 guided learning hours are normally appropriate for a suitable course of study in preparation for this examination, depending upon the training needs of the student.

QUALIFICATION STRUCTURE

The RIPH Level 4 Award in Managing Food Safety in Catering is a single unit qualification. All outcomes are assessed.

RELEVANCE TO INDUSTRY

The RIPH Level 4 Award in Managing Food Safety in Catering is based on the Level 4 National Occupational Standards developed by People 1st, the sector skills council for the catering and hospitality industry. The outcomes of the qualification correlate with the qualification template which was developed by the sector skills council and national awarding bodies.

REGISTRATION OF TRAINING / EXAMINATION CENTRES

Training Centres wishing to offer courses leading to the RIPH Level 4 Award in Managing Food Safety in Catering should first apply for registration to the RIPH. Prospective trainers will normally have a minimum of a degree or HND in a food related subject, together with relevant experience. All trainers must have a training qualification and/or experience of training. Full details of registration criteria, procedures and application forms are available from the RIPH Qualifications Department.

PRE-COURSE ENTRY REQUIREMENTS

There are no formal pre-course entry requirements for this qualification, although it is strongly recommended that candidates should have first obtained a suitable level 3 qualification such as the RIPH Level 3 Award in Supervising Food Safety in Catering.

ENTRY TO EXAMINATION

Candidates must have undertaken a course of instruction approved by the RIPH and covering the syllabus detailed below prior to taking the examination.

Application for entry to the examination must be made through an RIPH registered training centre. Applications should be made to the Qualifications Department, The Royal Institute of Public Health, 28 Portland Place, London, W1B 1DE.

Examination Centres may wish to make special arrangements for candidates for whom the standard examination format might present difficulties. Contact the RIPH Qualifications Department for further information.

FORM OF ASSESSMENT

There is a single examination paper for this award with a total duration of two and a half hours. The examination paper comprises of two sections, part A and part B. Part A will consist of a written case study with associated compulsory questions. In part B the candidate must select five questions to answer out of the eight questions provided. There are a possible 50 marks for part A and 50 marks for part B of the examination. Candidates must gain a minimum of 60% to pass the examination, 70% to attain a credit and 80% to attain an honours grading.

EXAMINATION RESULTS AND CERTIFICATES

Examination centres will be supplied with a results list stating whether candidates have passed or failed the examination. Certificates for successful candidates are normally sent to examination centres for distribution to candidates.

SAMPLE QUESTIONS

Sample questions and answers are available upon request from the RIPH Qualifications Department.

USEFUL SOURCES OF INFORMATION AND RESOURCES

The Food Standards Agency (www.food.gov.uk) is an independent Government department set up by an Act of Parliament in 2000 to protect the public's health and consumer interests in relation to food. It publishes useful information such as leaflets about food safety matters and food safety management packs such as "Safer Food, Better Business" for small catering businesses in England. Environmental Health departments of local Authorities may also be able to offer a supply of leaflets regarding food hygiene and safety. The RIPH is able to suggest suitable training materials that can be used for teaching purposes in preparation for this qualification.

PROGRESSION OPPORTUNITIES

Successful candidates may progress to more advanced food safety qualifications set above level 4 in the National Qualifications Framework.

KEY SKILLS

The outcomes of the RIPH Level 4 Award in Managing Food Safety in Catering provide opportunities for developing and assessing certain Key Skills. The examination does not directly assess Key Skills, but the knowledge required, if put into practice during a course, would require the application of Key Skills which might be independently assessed at the same time in line with published guidance. The signposting throughout the outcomes below direct teachers/trainers to areas that provide opportunities for independent assessment of Key Skills.

OUTCOME DETAIL

1: Ensure compliance with legislation and industry guidance.

The candidate will be able to:

1.1 The importance of food safety

- 1.1.1 Explain the importance of food safety management procedures in the provision of safe food.
- 1.1.2 Explain why high standards of food hygiene and safety benefit both consumers and food businesses.
- 1.1.3 Explain how poor food hygiene and food safety practices affect both consumers and food businesses.

1.2 Up-to-date legislation and law enforcement

- 1.2.1 Describe and explain the main provisions of principal relevant UK Acts of Parliament and food safety Regulations; EU Directives and Regulations.
- 1.2.2 Explain the legal requirements of the food business operator to ensure the production and service of safe food.
- 1.2.3 Describe how legal requirements are enforced in the UK.
- 1.2.4 Explain the role of the Environmental Health Officer (Practitioner) and other Authorised Officers.
- 1.2.5 Describe the purpose and scope of Enforcement Codes of Practice.
- 1.2.6 Discuss the implications of non-compliance with legal requirements and the penalties for contraventions of food safety legislation.
- 1.2.7 Define the term 'due diligence' and explain why it is a defence in the event of prosecution.
- 1.2.8 Explain how to create and maintain satisfactory control systems which contribute to a due diligence defence.
- 1.2.9 Understand the responsibility of the manager, supervisor and food handler in co-operating with enforcement officers
- 1.2.10 Explain the role of the Consultant in Communicable Disease Control

1.3 Advice and guidance on good industry practice

- 1.3.1 Explain the status and purpose of the National (Industry) Guides to Good Hygiene Practice.
- 1.3.2 Identify other sources of further information, advice and guidelines on good industry practices.
- 1.3.3 Explain how to identify the expert guidance and support which may be required to draw up food safety management procedures

Key skills: Outcome 1 may provide opportunities for demonstrating activities testing key skills in communication and working with others

2: Manage the operational requirements of a safe food business.

The candidate will be able to:

2.1 Food premises and equipment design

- 2.1.1 Explain the ways in which the site, design, choice of surface materials and layout of food premises (including mobile and temporary premises) play an important role in food safety and can help a food business to comply with food safety legislation
- 2.1.2 Explain how a linear workflow premises design helps to prevent cross-contamination.
- 2.1.3 Describe the appropriate lighting, water supply, ventilation and drainage required by a food business.
- 2.1.4 Describe the hand washing and drying facilities which must be available for food handlers.
- 2.1.5 Discuss the hygienic principles for the design and use of food equipment.
- 2.1.6 Describe the role of the manager in the method of selection of appropriate new food equipment for the food business.
- 2.1.7 Describe the role of the manager in the establishment of maintenance programmes for premises and equipment.

2.2 Waste control

- 2.2.1 Explain why refuse, waste food and unsound/unfit food should be stored and disposed of properly.
- 2.2.2 Describe and explain methods of ensuring the correct storage and disposal of refuse, waste food and unsound/unfit food

2.3 Cleaning and disinfection regimes

- 2.3.1 Explain how effective cleaning and disinfection of premises and equipment helps to maintain food safety.
- 2.3.2 Describe the principles of the cleaning process and how to apply appropriate cleaning and disinfection techniques.
- 2.3.3 Describe the functions of cleaning chemicals, disinfectants and sanitisers, including when and how they should be used.
- 2.3.4 Describe methods for cleaning and disinfecting utensils, equipment and food preparation surfaces.
- 2.3.5 Describe how to use and store cleaning materials and equipment correctly.
- 2.3.6 Describe how to design and implement cleaning schedules.
- 2.3.7 Discuss how to manage common difficulties in cleaning premises and equipment

2.4 Supplier quality controls

- 2.4.1 Describe the methods which can be used in the selection of appropriate suppliers to the food business
- 2.4.2 Describe methods which can be used to monitor that suppliers maintain the safety of their food deliveries.
- 2.4.3 Describe the possible actions of the manager in the event of a complaint against a supplier.

2.5 Pest controls

- 2.5.1 Describe the principal food safety hazards associated with pests and why these hazards must be prevented or controlled.
- 2.5.2 Describe how to detect evidence of pest infestation.
- 2.5.3 List and explain the main types of environmental pest controls.
- 2.5.4 Explain the actions that food handlers, supervisors and managers must take if evidence of pests is found in the workplace.
- 2.5.5 Describe how to implement a pest control policy and the importance of keeping suitable records.
- 2.5.6 Explain methods which can be used to help to select a suitable pest control contractor.

2.6 Food storage and stock control

- 2.6.1 Describe and explain possible hazards resulting from poor food storage
- 2.6.2 Describe and explain the principles of temperature control for the safe storage of foods
- 2.6.3 State the rules for the storage of foods under chilled and frozen conditions.
- 2.6.4 Explain the rules for the storage of shelf-stable foodstuffs and provide examples of types of food stored by these methods.
- 2.6.5 Describe the methods used to store foods which have undergone preservation procedures.
- 2.6.6 State the rules for the statutory date marking of foods and explain the terms 'use by' and 'best before'.
- 2.6.7 Describe the principles of stock rotation and how to manage a stock rotation system.
- 2.6.8 Describe and explain the effects of spoilage organisms on food.
- 2.6.9 Explain the rules for the labelling of packaged foods and open foods.
- 2.6.10 Describe the types of food packaging designed to reduce the risk of contamination.

2.7 Personal health and hygiene

- 2.7.1 Identify and explain the principal food safety hazards associated with the food handler.
- 2.7.2 Describe and explain the standards of personal hygiene that must be observed within the food industry.
- 2.7.3 List the types of protective clothing that can be provided to food handlers and explain how they prevent contamination of food.
- 2.7.4 Describe how to wash and care for hands correctly.
- 2.7.5 List the important times when the hands must be washed.
- 2.7.6 Describe unhygienic habits and behaviour that must be avoided in the food handling area and explain how they may cause contamination to food.
- 2.7.7 Describe how to manage the implementation and maintenance of a personal health and hygiene policy
- 2.7.8 Explain the actions of the supervisor or manager when some medical conditions relevant to food safety have been reported by the food handler.
- 2.7.9 Describe how to implement and maintain a policy for the reporting of medical conditions to management.

2.8 Operational methods of the organisation

- 2.8.1 Understand the importance of reviewing the operational procedures within the organization in the event of changes such as a change in the menu or the introduction of new equipment.
- 2.8.2 Describe and explain the principal sources, vehicles and routes of contamination and cross-contamination,
- 2.8.3 Understand the term “high-risk food” and the dangers associated with contamination of such foods.
- 2.8.4 Describe and explain the correct procedures for thawing, chilling, preparation, cooking and reheating of food.
- 2.8.5 Describe and explain the correct procedures for hot-holding, ambient display and chilled display of food, including open high-risk foods.
- 2.8.6 Understand the need to identify the staffing requirements of the food business in relation to production and service of safe food.
- 2.8.7 Explain the role of management in the production and service of safe food.

Key skills: Outcome 2 may provide opportunities for demonstrating activities testing key skills in communication, problem solving and working with others

3: Establish Food Safety Management Procedures

The candidate will be able to:

3.1 The design of food safety management procedures.

- 3.1.1 Explain how food safety procedures help to prevent food-borne illness and other harmful effects on health.
- 3.1.2 Describe how to implement and maintain food safety procedures within the food business.
- 3.1.3 Provide examples of the expert guidance and support which might be required in order to establish appropriate food safety management procedures.
- 3.1.4 Explain the origin, purpose and scope of HACCP-based food safety management systems (such as “Safer Food, Better Business” or “CookSafe” or “Safe Catering”) and how they can be used within the food business.
- 3.1.5 List and explain the basic terminology of HACCP.
- 3.1.6 Explain the term “pre-requisite programmes” and explain why these must be in place to support a HACCP system.
- 3.1.7 Discuss the ideal composition of a food safety management team, the roles of its members and their training requirements.
- 3.1.8 Describe and explain the seven principles of HACCP.
- 3.1.9 Describe how to prepare a process flow diagram.
- 3.1.10 Explain how to conduct a Hazard Analysis.
- 3.1.11 Explain how to identify the Critical Control Points using the Codex decision tree.
- 3.1.12 Explain how to establish the target values, tolerances and critical limits at each Critical Control Point.
- 3.1.13 Understand why it is necessary to validate, verify, document and review the food safety procedures operating in a food business.
- 3.1.14 Describe the circumstances which might result in an immediate review of the food safety management procedures.

3.2 Food safety hazards

- 3.2.1 Define the main food hazards (microbiological, physical, chemical and allergenic) and their sources.
- 3.2.2 Describe and explain the consequences of food hazards if they are not controlled.
- 3.2.3 Define the terms 'food poisoning' and 'food-borne disease' and describe the principal differences between them.
- 3.2.4 Define the conditions affecting the growth, survival and death of micro-organisms.
- 3.2.5 Distinguish between infectious and toxic causes of food-borne illness.
- 3.2.6 Describe the characteristics, conditions for growth, sources, incubation periods, symptoms and control measures for the principal micro-organisms that cause food poisoning.
- 3.2.7 Describe the characteristics, conditions for growth, sources, incubation periods, symptoms and control measures for the principal micro-organisms that cause food borne diseases.
- 3.2.8 Identify the temperature range of the "danger zone" and list the temperatures at which most pathogenic micro-organisms will grow rapidly, cease to multiply and die.
- 3.2.9 Describe the recommended methods and conditions for the thawing, freezing and chilling of foods.
- 3.2.10 Explain why it is important to cook/process to effective time/temperature parameters and describe how this is done.
- 3.2.11 Describe the recommended methods and conditions for the re-heating of foods and hot holding of foods.
- 3.2.12 Explain the legal and recommended temperatures and conditions for the storage, transport, display and sale of chilled and frozen foods
- 3.2.13 The meaning of the terms 'bacterial spore' and 'toxin', the conditions for their formation and the consequences for food safety.
- 3.2.14 Describe and explain the characteristics of food-borne illness caused by viruses and protozoa).
- 3.2.15 List and explain the main types of naturally poisonous foods and the hazards associated with them.
- 3.2.16 Describe the common forms of physical contamination in food and possible sources.
- 3.2.17 Describe how to implement the policies and procedures necessary to control the physical contamination of food.
- 3.2.18 Describe the common forms of chemical contamination in food and possible sources.
- 3.2.19 Describe how to implement the policies and procedures necessary to control the chemical contamination of food.
- 3.2.20 Describe the main symptoms of an allergic reaction and provide examples of the most common food allergens.
- 3.2.21 Describe how to implement and maintain a food safety policy regarding the use of potential food allergens within the food business.

3.3 Effective communication of food safety management procedures.

- 3.3.1 Explain the methods which can be used to effectively communicate the individual's responsibility within the food safety management procedures.
- 3.3.2 Understand the importance of providing feedback to staff on food safety matters.
- 3.3.3 Understand the importance of listening to feedback from staff on food safety matters.
- 3.3.4 Describe how changes in food safety management procedures can be communicated to staff within the food business.
- 3.3.5 Understand the importance of reporting procedures from the supervisor to the manager of the food business and the examples of matters which may need to be reported.

3.4 Sources of information, staff training and training records.

- 3.4.1 Describe the sources of information which are available to the manager on food safety matters.
- 3.4.2 Explain the importance of identifying the skills and knowledge needed by staff to implement food safety management procedures.
- 3.4.3 Explain the importance of providing food safety training which is suitable for the individual's role, learning needs and experience.
- 3.4.4 Describe the methods of food safety training which can be used.
- 3.4.5 Explain the value of mentoring and refresher training in maintaining food safety training standards.
- 3.4.6 Describe how to implement and maintain a recording procedure for staff training.

3.5 Allocation of responsibilities within a food organisation

- 3.5.1 Explain the role, responsibilities and accountabilities of the food handler with regard to food safety, including the monitoring of control measures.
- 3.5.2 Explain the roles, responsibilities and accountabilities of supervisors and managers with regard to food safety, including the supervision of food safety measures.
- 3.5.3 Discuss methods of implementing effective supervision procedures to ensure maintenance of standards of food safety.

Key skills: Outcome 3 may provide opportunities for demonstrating activities testing key skills in communication and working with others

4: Monitor the implementation of food safety management procedures in the organisation.

The candidate will be able to:

4.1 Control Measures

- 4.1.1 Describe the purpose of control measures.
- 4.1.2 Provide examples of control measures used during the production and service of safe food.

4.2 Monitoring techniques and recording

- 4.2.1 Explain the importance of appropriate monitoring procedures and describe how these are developed.
- 4.2.2 Explain why it is important to establish accurate recording and documentation procedures, including their role in “due diligence”.
- 4.2.3 Give examples of the activities used to monitor control measures.
- 4.2.4 Give examples of the types of records produced following monitoring activities.
- 4.2.5 Describe the manager’s role in defining the staff responsibilities for the monitoring and supervision of control measures.

4.3 Corrective actions

- 4.3.1 Give examples of the types of failures which can occur at critical control points.
- 4.3.2 Explain why corrective action plans should be established in order to prevent identified failures of the control measures from causing food safety problems.
- 4.3.3 Describe the manager’s role in defining staff responsibilities for the implementation and supervision of corrective action plans.

Key skills: Outcome 4 may provide opportunities for demonstrating activities testing key skills in problem solving and application of numbers.

5. Maintain the organisation’s food safety management procedures

The candidate will be able to:

5.1 Evaluation of food safety management procedures.

- 5.1.1 Define and give examples of methods to determine the successful operation of the food safety management procedures.
- 5.1.2 Explain how to audit, review and make improvements to food safety management procedures.
- 5.1.3 Understand the importance of a frequent planned review of food safety procedures.
- 5.1.4 Describe the events which may result in an urgent review of food safety procedures.
- 5.1.5 Explain the need for a policy to investigate and respond to customer complaints about food safety issues.
- 5.1.6 Explain the need for a review of food safety procedures in response to customer complaints.

5.2 Maintaining a food safety culture and communication of change.

- 5.2.1 Explain the importance of fostering a food safety culture within the food business by means such as effective communication of food safety procedures, provision of training and encouraging feedback from staff on food safety matters.
- 5.2.2 Explain the methods which can be used to communicate changes in food safety procedures to the staff in the food business such as team briefings, individual feedback and written instructions.

Key skills: Outcome 5 may provide opportunities for demonstrating activities testing key skills in communication, problem solving and working with others.