

Unit 306: Monitoring and supervision of food safety

Worksheet 1: Due diligence (Tutor)

1. Identify seven examples where due diligence may be used against a possible breach of food safety legislation:

- Staff training records
- Staff sickness records
- Temperature records for delivery, storage, cooking, holding and reheating
- Food sampling policies and procedures
- Details of suppliers
- Pest control policies and audits
- Cleaning schedules and monitoring
- Visitor and contractor records
- Identification of CCPs
- Customer complaints and investigation results
- Calibration of instruments (e.g. food temperature probes)
- Waste management policy and records of collection (e.g. waste oils)

2. Identify four supervisory roles in the management of food safety

- Oversee staff training
- Manage the temperature control records
- Put measures in place to avoid contamination of food and cross-contamination
- Set standards for personal hygiene and protective clothing
- Monitor standards of premises and equipment and waste disposal
- Manage stock levels, stock rotation and correct storage
- Manage cleaning and disinfection of premises and equipment to control pests

3. Describe the advantages of setting up a HACCP system

- To comply with legislation
- Risks are reduced – less risk of civil action
- System is internationally recognised
- Demonstrates due diligence
- A proactive system where action can be taken ahead can be taken before problems occur
- Generates a food safety culture where all staff are involved
- Less food will be wasted
- Assists with local authority inspections
- Ensures correct records and documentation are kept

4. How can a HACCP system be checked to ensure it is effective?

- Regularly reviewed
- Internal and external audits
- Regular observation and spot checks by supervisors
- Swabbing procedures and recording/acting on findings
- Request advisory visits from Environmental Health personnel
- Meetings, briefings, information sessions and feedback from food handlers
- Supervisor/team hand over records paper/electronic based