

SfL153 - H2D4 04

Maintain safe storage of food during warehousing



Overview

What this standard is about

This standard is about maintaining the safe storage of food in a warehouse to ensure food safety in a logistics environment. It covers the knowledge and skills required of workers in the logistics sector in relation to EU regulations. These make it a legal requirement for all businesses that deal with food (including food, drink and animal feeds) to have Food Safety Management Systems embedded into their operating and management systems.

Who this standard is for

This standard is relevant to all warehousing operatives in logistics operations who handle food.

Warehousing operatives could be working in warehousing and storage or freight forwarding, or any part of the supply chain.

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Performance criteria

- You must be able to:*
- P1 follow health and safety procedures related to **PPE** and **personal hygiene** for the safe handling of goods in a food storage environment
 - P2 check that **food** and/or its wrapping/packaging is undamaged, is at the **correct temperature**, and within its **product date** on arrival and dispatch
 - P3 look at and record any **important information** on the labelling according to organisational requirements
 - P4 prepare **food** for storage and put it in the correct storage necessary to maintain its quality and integrity, in line with organisational requirements
 - P5 make sure storage areas are clean, suitable, and maintained at the correct temperature for the type of food stored
 - P6 store **food** correctly to avoid **cross-contamination**
 - P7 follow stock rotation procedures in line with organisational requirements
 - P8 safely dispose of any **food**, food waste, or packaging not meeting safety requirements, in accordance with **food safety management** and environmental requirements
 - P9 keep necessary records up to date and in line with organisational requirements
 - P10 handle food in a way which ensures that food safety is maintained
 - P11 deal promptly with situations where **indicators of potential food safety hazards** occur within the limits of your own responsibility
 - P12 promptly report **indicators of potential food safety hazards** to the appropriate person when outside the limits of your own responsibility

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Knowledge and understanding

You need to know and understand:

- K1 why it is important to make sure food deliveries are undamaged, at the **correct temperature** and within their **product date** and how to do this
- K2 the procedure for recording **important information**
- K3 why it is important to prepare **food** and food products for storage, such as removing and disposing of outer packaging (while retaining any important information on the wrapping and following instructions for use and information on allergens)
- K4 why **food** must be put in the correct storage area and the correct temperatures for the type of foods being stored
- K5 why it is important that storage areas are clean and tidy and what to do if they are not
- K6 why it is important to store **food** at the **correct temperatures** and methods of achieving this
- K7 how to carry out **food safety management procedures**
- K8 the requirements and methods for maintaining **personal hygiene**
- K9 the requirements and methods for carrying out **environmental management procedures**
- K10 why it is important to use methods to avoid cross-contamination
- K11 how to report and record **indicators of potential food safety hazards**
- K12 how to find important sources of information in relation to **food** storage

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Additional Information

Glossary

PPE: personal protected clothing and equipment, branded work-wear

Appropriate person to report to: this could be your supervisor or manager

Cross-contamination: in a logistics environment there are two kinds of cross-contamination you need to guard against; the transfer of harmful bacteria between foods by direct contact (including the juices of raw meat dripping on to cooked meat) or indirect contact (via the hands, clothing, cloths, equipment or other surfaces) and the cross-contamination of foods containing specific allergens (nuts, milk, eggs) with other food (the mixing of foods due to damaged packaging or spillage or via hands, clothing, cloths or other surfaces)

Food: food, drink and animal feed

Product date: including best before, use by, shelf life, and arrival date

Food safety hazards: something which may cause harm to the consumer and can be microbiological (bacteria, moulds, viruses), chemical (pesticides used on fruit and vegetables, chemicals used in cleaning or for pest control), physical (insects, parasites, glass), allergenic (nuts, milk, eggs)

Food safety management procedures: policies, practices, controls and documentation that ensure food is safe for consumers. This may include: Hazard Analysis and Critical Control Points (HACCP)

Indicators of potential food safety hazards: things which could make food unsafe for consumers including damaged packaging, spillage into another food, out of date stock, food not stored where it should be, storage facilities and vehicles which are not operating at the right temperature, food waste to be disposed of, dirt, pests such as rodents or insects

Procedures: a series of clear steps or instructions on how to do things; rules. Some companies document their procedures formally in writing and others simply have procedures that all staff understand and follow but which are not written down

Personal hygiene: health and safety guidelines and organisational requirements for personal standards of cleanliness and appearance at work; particularly essential to prevent cross-contamination during the handling and storage

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