

### Overview

This unit reflects current food safety guidance in the UK and integrates the key themes of cleaning and preventing cross-contamination. It provides staff with the knowledge and skills of reviewing hazards and using hazard based procedures such that they are part of a team maintaining food safety. This unit is appropriate to staff who store, hold and serve food. Separate units are available for those who cook and prepare food, and for managers and supervisors who have wider responsibilities for food safety in a catering operation.

When you have completed this unit, you will have proved you can:

- keep yourself clean and hygienic
- keep your working area clean and hygienic
- store food safely
- hold and serve food safely

The typical day-to-day activities you might carry out for this unit include:

- wearing the correct clean and suitable clothing for the job you do
- washing your hands thoroughly at different times during handling and serving food
- avoiding unsafe behaviour such as touching your nose or mouth, chewing gum or smoking when working
- dealing correctly with cuts, boils and grazes and reporting any illnesses you may be suffering from
- wiping and cleaning using clean and suitable cloths and equipment between tasks
- dealing correctly with any damaged or faulty surfaces and equipment and take appropriate action
- disposing of waste quickly, safely and appropriately
- reporting any damage to walls, ceilings, furniture and fittings
- reporting signs of any pests if they are present and take appropriate action
- checking and storing deliveries at the correct temperatures
- keeping raw and ready-to-eat foods separate from each other
- rotating stock correctly
- completing accurate and timely records
- checking foods for hazards prior to serving
- following the correct procedures for foods that may cause allergic reactions
- using methods that prevent cross-contamination between raw food and food that is ready-to-eat
- holding cooked and ready to eat food at the correct temperature and for the correct time

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## Maintain food safety when storing, holding and serving food

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### Performance criteria

*You must be able to:*

#### **Keep yourself clean and hygienic**

- P1 wear clean and suitable **clothes** appropriate to the jobs you are doing
- P2 only wear jewellery and other accessories that do not cause food safety hazards
- P3 change your **clothes** when necessary to prevent bacteria spreading
- P4 wash your hands thoroughly at **appropriate times**
- P5 avoid **unsafe behaviour** that could contaminate the food you are working with
- P6 report any cuts, grazes, illness and infections promptly to the appropriate person
- P7 make sure any cuts and grazes are treated and covered with an appropriate dressing

*You must be able to:*

#### **Keep your working area clean and hygienic**

- P8 make sure **surfaces and equipment** for displaying and serving food are clean and in good condition
- P9 use clean and suitable cloths and equipment for wiping and cleaning between tasks
- P10 remove from use any **surfaces and equipment** that are damaged or have loose parts and report them to the person responsible for food safety
- P11 dispose of waste promptly, hygienically and appropriately
- P12 identify, take appropriate action on and report to the appropriate person any damage to walls, floors, ceilings, furniture and fittings
- P13 identify, take appropriate action on and report to the appropriate person any signs of pests

*You must be able to:*

#### **Store food safely**

- P14 check that food is undamaged, at the correct temperature and within its 'use-by date' when you receive it
- P15 prepare food for storage and put it in the correct **storage area** as quickly as necessary to maintain its safety make sure **storage areas** are clean and maintained at the correct temperature for the type of food
- P16 store food so that cross- contamination is prevented
- P17 follow stock rotation procedures
- P18 safely dispose of food that is beyond its 'use-by date'
- P19 keep necessary records up-to-date

*You must be able to:*

#### **Hold and serve food safely**

- P20 handle food in a way that protects it from **hazards**

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- P21 follow your organisation's procedures for items that may cause allergic reactions
- P22 prevent cross-contamination between raw foods and ready-to-eat foods
- P23 use methods, times and temperatures that maintain food safety
- P24 keep necessary records up-to-date.

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### Knowledge and understanding

*You need to know and understand:*

#### **For the whole unit**

- K1 what might happen if significant food safety hazards are not controlled
- K2 the types of significant food safety hazards that you are likely to come across when handling and storing food
- K3 how these hazards should be controlled by personal hygiene, cleaning, safe storage and the avoidance of cross-contamination
- K4 how some hazards are more important than others in terms of food safety
- K5 whom you should report to if you believe there are significant food safety hazards

*You need to know and understand:*

#### **Keep yourself clean and hygienic**

- K6 why you must wear clean and suitable clothes appropriate to your job
- K7 what type of clothes are appropriate to different jobs in the handling and serving of food
- K8 why jewellery and accessories can cause food safety hazards
- K9 when you must change your clothes to prevent bacteria spreading and why this is important
- K10 why you must wash your hands after going to the toilet; when going into food preparation and cooking areas; after touching raw food and waste and before serving food
- K11 why it is important not to handle food if you have open wounds and what to do if you have an open wound
- K12 why it is important to report illnesses and infections promptly and why stomach illnesses are particularly important
- K13 why it is important to avoid: touching face, nose or mouth; chewing gum; eating; smoking - when you are working with food

*You need to know and understand:*

#### **Keep your working area clean and hygienic**

- K14 why surfaces and equipment must be clean before beginning a new task and how to do so
- K15 why it is important only to use clean and suitable cloths and equipment when cleaning between tasks and how to do so
- K16 why surfaces and equipment that are damaged or have loose parts can be dangerous to food safety
- K17 the types of damaged surfaces and equipment that can cause food safety hazards and what to do about them
- K18 why it is important to clear and dispose of waste promptly and safely and how to do so
- K19 how damage to walls, floors, ceilings, furniture and fittings can cause food safety hazards and the type of damage you should look for
- K20 the types of pests that you may find in catering operations and how to

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identify the signs that they may be there

*You need to know and understand:*

### **Store food safely**

- K21 why it is important to make sure food deliveries are undamaged, at the correct temperature and within their 'use-by date' and how to do this
- K22 why it is important to prepare food for storage – for example by removing and disposing of outer packaging (whilst retaining any important labelling information eg instructions for use, on allergens)
- K23 why food must be put in the correct storage area and what temperatures different foods should be stored at
- K24 why it is important that storage areas are clean and hygienic and what to do if they are not
- K25 how to check food is stored at the correct temperature
- K26 why it is important to separate raw and ready-to-eat food
- K27 what types of food are raw and what types ready-to-eat
- K28 why stock rotation procedures are important and why you must dispose of food beyond its 'use-by date'

*You need to know and understand:*

### **Hold and serve food safely**

- K29 how to check food during holding and serving
- K30 why it is important to know that certain foods can cause allergic reactions and the procedures you should follow in your organisation to deal with these types of food, including what to do when a customer asks if a particular dish is free from a certain food allergen
- K31 how cross contamination can happen between raw food and food that is ready to eat and how to avoid this
- K32 why you should hold food at the correct temperature and for the correct time
- K33 holding temperatures and times you must use for the food you work with.

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### Scope/range

#### 1 Clothes

- 1.1 trousers
- 1.2 tops/jackets
- 1.3 coats
- 1.4 disposable gloves
- 1.5 shoes
- 1.6 headgear
- 1.7 aprons

#### 2 Appropriate times to wash your hands

- 2.1 after going to the toilet or in contact with faeces
- 2.2 when going into food preparation and cooking areas including after any work breaks
- 2.3 after touching raw food and waste
- 2.4 before handling raw food
- 2.5 after disposing of waste
- 2.6 after cleaning
- 2.7 when changing dressings or touching open wounds

#### 3 Unsafe behaviour

- 3.1 failure to wash hands thoroughly when necessary
- 3.2 touching your face, nose or mouth, blowing your nose
- 3.3 chewing gum
- 3.4 eating
- 3.5 smoking
- 3.6 scratching

#### 4 Surfaces and equipment

- 4.1 surfaces and utensils used for displaying and serving food
- 4.2 appropriate cleaning equipment

#### 5 Storage areas

- 5.1 ambient temperature
- 5.2 refrigerator
- 5.3 freezer

#### 6 Hazards

- 6.1 sources of bacteria and other organisms
- 6.2 chemical
- 6.3 physical
- 6.4 allergenic

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#### **Links to other NOS**

This unit is adapted from People 1st Unit 2GEN4/05 'Maintain food safety when storing, holding and serving food'.

The candidate and assessor must only sign below when all Performance Criteria and Knowledge points have been met.

**Unit assessed as being complete**

<b>Candidate's Name:</b>	
<b>Candidate's Signature:</b>	
<b>Date submitted to assessor as complete:</b>	

<b>Assessor's Name:</b>	
<b>Assessor's Signature:</b>	
<b>Date assessed as complete:</b>	

**Internal Verification —**

to be completed in accordance with centre's IV strategy

<b>Evidence for this Unit was sampled on the following date/s:</b>	<b>IV's Signature</b>	<b>IV's Name</b>

This Unit has been subject to an admin check in keeping with the centre's IV strategy.

<b>Date of admin check</b>	<b>IV's Signature</b>	<b>IV's Name</b>

**Unit completion confirmed**

<b>IV's Name:</b>	
<b>IV's Signature:</b>	
<b>Date complete:</b>	