



# Training Courses

TRAINING • ASSISTANCE • SUPPORT

**2013**

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Food Business Assistance LLP is a registered training centre with both the Royal Society for Public Health (RSPH) and the Chartered Institute of Environmental Health (CIEH). FBA is also an approved training centre for Farming Connect.



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approved training  
provider



# Waste Management

Courses designed to improve the management of waste and the control of environmental issues.

## Operational Waste Management and Systems

**Level:** Introductory

**Body:** n/a

**Duration:** 1.0 day

**Examination:** 45 minutes  
multiple choice

### Description:

This programme is designed to introduce businesses to the understanding and importance of waste management. To allow them to develop their own systems in order to meet and exceed legislative requirements and avoid the legal and financial penalties of improper waste management

The programme covers:

- The various type of waste
- How waste is generated
- The financial impact
- The need to record waste
- Identification of waste
- Implementing a waste management system
- Re-cycling systems
- Auditing the system.

### Suitable for:

Owners, Departmental Managers, manufacturing or technical staff of businesses who need to develop or improve their waste management systems.

### Entry Requirements:

There are no specific entry requirements.

## Environmental Waste Management and Systems

**Level:** Introductory

**Body:** n/a

**Duration:** 0.5 day

**Examination:** none

### Description:

The programme is designed to introduce businesses to the understanding, importance and effects of environmental waste management. To allow them to develop their own systems in order to meet and exceed legislative requirements and avoid the legal and financial penalties of improper waste management.

The programme covers:

- What constitutes environmental waste
- How is environmental waste generated
- The financial impact
- The need to record waste
- Re-cycling systems
- Auditing the system

### Suitable for:

Owners, Departmental Managers, manufacturing or technical staff of businesses who need to develop or improve their environmental waste management systems

### Entry Requirements:

There are no specific entry requirements.

## Environmental Awareness Certificate

**Level:** 1

**Body:** CIEH

**Duration:** 1.0 day

**Examination:** multiple choice

### Description:

The course covers the following topics:

- Environmental issues
- Pollution
- Business and the environment
- Energy and water
- Waste management
- Transport
- Environmental law
- Environmental management

### Suitable for:

All staff

### Entry Requirements:

There are no specific entry requirements.



## General Food Safety

Food safety and hygiene courses with no specific industry focus.

### Food Hygiene Certificate

**Level:** Foundation (level 1)

**Body:** RSPH

**Duration:** 1.0 day

**Examination:** 45 minutes  
multiple choice

**Description:**

The course covers the basic requirements that a food handler requires before starting work in a food operation.

**Suitable for:**

Ideal as an induction for new staff or those with no prior experience with food safety. The course may also suit those whose work requires them to enter food premises.

**Entry Requirements:**

There are no specific entry requirements but candidates should ideally be working in a relevant environment.

### Food Safety Certificate

**Level:** Intermediate (level 2)

**Body:** RSPH

**Duration:** 1.0 day

**Examination:** 2.0 hours written exam

**Description:**

The course is designed to ensure that supervisory staff are aware of good hygienic practices. It ensures that they can identify and prevent food safety hazards. The objective is to enable them to supervise staff in a safe hygienic and efficient manner.

**Suitable for:**

Supervisors or Managers of food handlers.

**Entry Requirements:**

There are no specific entry requirements but candidates should ideally be working in a relevant environment.

### Food Safety Certificate

**Level:** Advanced (level 3)

**Body:** RSPH

**Duration:** 5.0 days

**Examination:** 2.0 hours written exam plus 1.5 hours written exam

**Description:**

The course is designed to ensure that supervisory staff are aware of good hygienic practices. It ensures that they can identify and prevent food safety hazards. The objective is to enable them to supervise staff in a safe hygienic and efficient manner.

**Suitable for:**

Managers or Senior staff of a food business.

**Entry Requirements:**

There are no specific entry requirements but candidates should ideally be working in a relevant environment.



## Food Safety in Catering

Food safety and hygiene courses with a specific focus and emphasis on the issues and concerns in catering.

### Food Safety Award in Catering L1

**Level:** 1

**Body:** CIEH

**Duration:** 0.5 day

**Examination:** 15 minutes  
multiple choice

**Description:**

The course is sector specific and has been tailored to meet the needs of staff working in catering. The content covers:

- Food Safety (food hygiene, hazards, responsibilities)
- Personal Hygiene
- Cleaning
- Contamination

**Suitable for:**

Employees with minimal or no prior food safety knowledge, employees handling low-risk or wrapped food or those who work front of house, as well as back of house such as kitchen porters or warehouse staff.

**Entry Requirements:**

There are no specific entry requirements but candidates should ideally be working in a relevant environment.

### Food Safety Award in Catering L2

**Level:** 2

**Body:** CIEH

**Duration:** 1.0 day

**Examination:** multiple choice

**Description:**

The qualifications cover the following topics:

- Legislation
- Food safety hazards
- Temperature control
- Refrigeration, chilling and cold holding
- Cooking, hot holding and reheating
- Food handling
- Principles of safe food storage
- Cleaning
- Food premises and equipment

**Suitable for:**

Anyone working in a catering where food is prepared, cooked and handled.

**Entry Requirements:**

There are no specific entry requirements but candidates should ideally be working in a relevant environment.

### Food Safety Award in Catering L3

**Level:** 3

**Body:** CIEH

**Duration:** 3.0 days

**Examination:** multiple choice

**Description:**

The qualification covers the following topics:

- Legislation
- Supervisory management
- Temperature control (chilling, cooking)
- Cleaning
- Contamination control
- Applying and monitoring good hygiene practices
- Implementing good food safety procedures
- Contributing to the safety training of others

**Suitable for:**

Managers and supervisors in catering businesses.

**Entry Requirements:**

There are no specific entry requirements but candidates should ideally be working in a relevant environment and at the relevant level.



## Food Safety in Catering

Food safety and hygiene courses with a specific focus and emphasis on the issues and concerns in catering.

### Food Safety in Catering

**Level:** 2

**Body:** RSPH

**Duration:** 1.0 day

**Examination:** 45 minutes  
multiple choice

**Description:**

The course covers the basic requirements that a food handler requires before starting work in a food operation.

**Suitable for:**

Ideal as an induction for new staff or those with no prior experience with food safety. The course may also suit those whose work requires them to enter food premises.

**Entry Requirements:**

There are no specific entry requirements but candidates should ideally be working in a relevant environment.

### Food Safety Supervision in Catering

**Level:** 3

**Body:** RSPH

**Duration:** 3.0 days

**Examination:** 2.0 hours  
multiple choice

**Description:**

The course is designed to ensure that supervisory staff are aware of good hygienic practices. It ensures that they can identify and prevent food safety hazards. The objective is to enable them to supervise staff in a safe hygienic and efficient manner.

**Suitable for:**

Supervisors or Managers of food handlers.

**Entry Requirements:**

There are no specific entry requirements but candidates should ideally be working in a relevant environment.

### Food Safety Management in Catering

**Level:** 4

**Body:** RSPH

**Duration:** 5.0 days

**Examination:** 2.5 hours written exam

**Description:**

The course is designed to ensure that supervisory staff are aware of good hygienic practices. It ensures that they can identify and prevent food safety hazards. The objective is to enable them to supervise staff in a safe hygienic and efficient manner.

**Suitable for:**

Managers or Senior staff of a food business.

**Entry Requirements:**

There are no specific entry requirements but candidates should ideally be working in a relevant environment.



## Food Safety in Manufacturing

Food safety and hygiene courses with a specific focus and emphasis on the issues and concerns in food manufacturing.

### Food Safety Award in Manufacturing L1

**Level:** 1

**Body:** CIEH

**Duration:** 0.5 day

**Examination:** 15 minutes  
multiple choice

**Description:**

The course is sector specific and has been tailored to meet the needs of staff working in a manufacturing environment. The content covers:

- Food Safety (food hygiene, hazards, responsibilities)
- Personal Hygiene
- Cleaning
- Contamination

**Suitable for:**

Employees with minimal or no prior food safety knowledge, employees handling low-risk or wrapped food or warehouse staff.

**Entry Requirements:**

There are no specific entry requirements but candidates should ideally be working in a relevant environment.

### Food Safety Award in Manufacturing L2

**Level:** 2

**Body:** CIEH

**Duration:** 1.0 day

**Examination:** multiple choice

**Description:**

The qualifications cover the following topics:

- Legislation
- Food safety hazards
- Temperature control
- Refrigeration, chilling and cold holding
- Cooking, hot holding and reheating
- Food handling
- Principles of safe food storage
- Cleaning
- Food premises and equipment

**Suitable for:**

Anyone working in a food manufacturing operation where food is prepared, cooked and handled.

**Entry Requirements:**

There are no specific entry requirements but candidates should ideally be working in a relevant environment.

### Food Safety Award in Manufacturing L3

**Level:** 3

**Body:** CIEH

**Duration:** 3.0 days

**Examination:** multiple choice

**Description:**

The qualification covers the following topics:

- Legislation
- Supervisory management
- Temperature control (chilling, cooking)
- Cleaning
- Contamination control
- Applying and monitoring good hygiene practices
- Implementing good food safety procedures
- Contributing to the safety training of others

**Suitable for:**

Managers and supervisors in a food manufacturing businesses.

**Entry Requirements:**

There are no specific entry requirements but candidates should ideally be working in a relevant environment and at the relevant level.





## Food Safety in Manufacturing

Food safety and hygiene courses with a specific focus and emphasis on the issues and concerns in food manufacturing.

### Food Safety in Manufacturing

**Level:** 2

**Body:** RSPH

**Duration:** 1.0 day

**Examination:** 45 minutes  
multiple choice

**Description:**

The course covers the basic requirements that a food handler requires before starting work in a food operation.

**Suitable for:**

Ideal as an induction for new staff or those with no prior experience with food safety. The course may also suit those whose work requires them to enter food premises.

**Entry Requirements:**

There are no specific entry requirements but candidates should ideally be working in a relevant environment.

### Food Safety Supervision in Manufacturing

**Level:** 3

**Body:** RSPH

**Duration:** 3.0 days

**Examination:** 2.0 hours  
multiple choice

**Description:**

The course is designed to ensure that supervisory staff are aware of good hygienic practices. It ensures that they can identify and prevent food safety hazards. The objective is to enable them to supervise staff in a safe hygienic and efficient manner.

**Suitable for:**

Supervisors or Managers of food handlers.

**Entry Requirements:**

There are no specific entry requirements but candidates should ideally be working in a relevant environment.

### Food Safety Management in Manufacturing

**Level:** 4

**Body:** RSPH

**Duration:** 5.0 days

**Examination:** 2.5 hours written exam

**Description:**

The course is designed to ensure that supervisory staff are aware of good hygienic practices. It ensures that they can identify and prevent food safety hazards. The objective is to enable them to supervise staff in a safe hygienic and efficient manner.

**Suitable for:**

Managers or Senior staff of a food business.

**Entry Requirements:**

There are no specific entry requirements but candidates should ideally be working in a relevant environment.



## Food Safety in Retail

Food safety and hygiene courses with a specific focus and emphasis on the issues and concerns in food retailing.

### Food Safety Award in Retail L1

**Level:** 1

**Body:** CIEH

**Duration:** 0.5 day

**Examination:** 15 minutes  
multiple choice

**Description:**

The course is sector specific and has been tailored to meet the needs of staff working in a food retailing environment. The content covers:

- Food Safety (food hygiene, hazards, responsibilities)
- Personal Hygiene
- Cleaning
- Contamination

**Suitable for:**

Employees with minimal or no prior food safety knowledge, employees handling low-risk or wrapped food or warehouse staff.

**Entry Requirements:**

There are no specific entry requirements but candidates should ideally be working in a relevant environment.



### Food Safety Award in Retail L2

**Level:** 2

**Body:** CIEH

**Duration:** 1.0 day

**Examination:** multiple choice

**Description:**

The qualifications cover the following topics:

- Legislation
- Food safety hazards
- Temperature control
- Refrigeration, chilling and cold holding
- Cooking, hot holding and reheating
- Food handling
- Principles of safe food storage
- Cleaning
- Food premises and equipment

**Suitable for:**

Anyone working in a food retailing operation where food is prepared, cooked and handled.

**Entry Requirements:**

There are no specific entry requirements but candidates should ideally be working in a relevant environment.

### Food Safety Award in Retail L3

**Level:** 3

**Body:** CIEH

**Duration:** 3.0 days

**Examination:** multiple choice

**Description:**

The qualification covers the following topics:

- Legislation
- Supervisory management
- Temperature control (chilling, cooking)
- Cleaning
- Contamination control
- Applying and monitoring good hygiene practices
- Implementing good food safety procedures
- Contributing to the safety training of others

**Suitable for:**

Managers and supervisors in a food retailing businesses.

**Entry Requirements:**

There are no specific entry requirements but candidates should ideally be working in a relevant environment and at the relevant level.

## Food Safety in Retail

Food safety and hygiene courses with a specific focus and emphasis on the issues and concerns in food retailing.

### Food Safety in Retail

**Level:** 2

**Body:** RSPH

**Duration:** 1.0 day

**Examination:** 45 minutes  
multiple choice

**Description:**

The course covers the basic requirements that a food handler requires before starting work in a food operation.

**Suitable for:**

Ideal as an induction for new staff or those with no prior experience with food safety. The course may also suit those whose work requires them to enter food premises.

**Entry Requirements:**

There are no specific entry requirements but candidates should ideally be working in a relevant environment.

### Food Safety Supervision in retail

**Level:** 3

**Body:** RSPH

**Duration:** 3.0 days

**Examination:** 2.0 hours  
multiple choice

**Description:**

The course is designed to ensure that supervisory staff are aware of good hygienic practices. It ensures that they can identify and prevent food safety hazards. The objective is to enable them to supervise staff in a safe hygienic and efficient manner.

**Suitable for:**

Supervisors or Managers of food handlers.

**Entry Requirements:**

There are no specific entry requirements but candidates should ideally be working in a relevant environment.



# HACCP

Courses to introduce and improve understanding of Hazard Analysis and Critical Control Points.

## Fundamentals of HACCP

**Level:** 1

**Body:** RSPH

**Duration:** 1.0 day

**Examination:** 30 minutes  
multiple choice

**Description:**

The course is designed to provide a knowledge of the concept of HACCP and an understanding of and the ability to apply HACCP principles practically in food and food related businesses in order to ensure effective food safety. They will be able to explain the need for a Hazard Analysis system, state the principles and terminology relating to HACCP, and relate HACCP principles to practical situations.

**Suitable for:**

This qualification is designed for all persons employed in food and food related businesses who need to have an understanding of HACCP. It is particularly useful for those involved in the implementation and maintenance of HACCP and individuals who are, or intend to become, members of HACCP teams

**Entry Requirements:**

There are no specific entry requirements but candidates should ideally be working in a relevant environment.

## Foundation Certificate in HACCP

**Level:** 2

**Body:** RSPH

**Duration:** 1.0 day

**Examination:** 30 minutes  
multiple choice

**Description:**

The course is designed to provide a knowledge of the concept of HACCP and an understanding of and the ability to apply HACCP principles practically in food and food related businesses in order to ensure effective food safety. They will be able to explain the need for a Hazard Analysis system, state the principles and terminology relating to HACCP, and relate HACCP principles to practical situations.

**Suitable for:**

The Foundation Certificate in is appropriate for all persons employed in food and food related businesses who need to have an understanding of HACCP. It is particularly useful for those involved in the implementation and maintenance of HACCP and individuals who are, or intend to become, members of HACCP teams.

**Entry Requirements:**

There are no specific entry requirements but candidates should ideally be working in a relevant environment.

## Introduction to the Practical Application of HACCP

**Level:** Introductory

**Body:** n/a

**Duration:** 1.0 day

**Examination:** none

**Description:**

This course is designed to introduce the principles and practical application of HACCP to any food handling and manufacturing process.

The programme covers:

- Theory and principles of HACCP
- Understanding and identifying food safety risks
- Understanding and identifying critical control points
- Developing and implementing a HACCP plan
- Documentation, control and reporting
- Auditing the system

**Suitable for:**

Managers, owners or technical staff of food and hospitality businesses who need a practical introduction to HACCP.

**Entry Requirements:**

There are no specific entry requirements but candidates should ideally be working in a relevant environment.

# HACCP

Courses to introduce and improve understanding of Hazard Analysis and Critical Control Points.

## Award in HACCP for Food Manufacturing

**Level:** 3

**Body:** RSPH

**Duration:** 3.0 days

**Examination:** 2 hour multiple choice

### Description:

This qualification covers the:

- Importance of HACCP-based food safety management procedures
- The preliminary processes for HACCP-based procedures
- Development of the procedures
- Monitoring of critical control points
- Corrective actions
- The evaluation of the procedures

Holders of this qualification will have the appropriate knowledge and understanding to be an integral part of a HACCP team and to supervise the implementation of a HACCP-based system in the work environment.

### Suitable for:

Supervisors/junior managers working within any area of the food and hospitality industries.

### Entry Requirements:

There are no specific entry requirements but candidates should ideally be working in a relevant environment and at the relevant level.

## Award in HACCP Management for Food Manufacturing

**Level:** 4

**Body:** RSPH

**Duration:** 5.0 days

**Examination:** 1.5 hour written exam plus 1.0 hour written exam

### Description:

This qualification covers the:

- Importance of HACCP-based food safety management procedures
- The management and implementation of HACCP-based procedures
- Development of the procedures
- Management of corrective actions
- The evaluation of the procedures

The aim of this qualification is to develop an understanding of HACCP-based food safety management.

Participants will have the appropriate knowledge and understanding to be an integral part of a HACCP team and to manage the implementation of a HACCP-based system in the work environment.

### Suitable for:

Senior supervisors/managers working within any area of the food and hospitality industries.

### Entry Requirements:

There are no specific entry requirements but candidates should ideally be working in a relevant environment.



## Technical Management

Courses to introduce and improve understanding of the technical management requirements of a food business.

### Introduction to Traceability and Recall Systems

**Level:** Introductory

**Body:** n/a

**Duration:** 1.0 day

**Examination:** none

**Description:**

This programme is designed to introduce food manufacturers to the principles and requirements of traceability and product recall.

The programme covers:

- The legal obligations for traceability and recall systems.
- The level required by EHO
- The level required by the industry
- Setting up a traceability system
- Levels of products recall
- Setting up a product recall system
- Testing the systems
- How these systems link to other activities, BRC audits, HACCP plans

**Suitable for:**

Managers, owners or technical staff of food businesses who need to develop or improve their traceability and recall systems.

**Entry Requirements:**

There are no specific entry requirements but candidates should ideally be working in a relevant environment.

### Introduction to External Auditing Systems

**Level:** Introductory

**Body:** n/a

**Duration:** 0.5 day

**Examination:** none

**Description:**

This programme is designed to introduce food manufacturers to the principles and requirements of auditing external suppliers and operations.

Companion programme to Internal Auditing.

The programme covers:

- The types of external operations that need to be audited
- Preparing for and Conducting a supplier audit
- Determining the frequency of auditing
- Recording and analysing data
- Non conformances
- How these systems link to other activities, BRC audits, HACCP plans

**Suitable for:**

Managers, owners or technical staff of food businesses who need to develop or improve their external technical auditing.

**Entry Requirements:**

There are no specific entry requirements but candidates should ideally be working in a relevant environment.

### Introduction to Internal Auditing Systems

**Level:** Introductory

**Body:** n/a

**Duration:** 0.5 day

**Examination:** none

**Description:**

This programme is designed to introduce food manufacturers to the principles and requirements of internal auditing systems.

Companion programme to External Auditing.

The programme covers:

- The types of internal system that need to be audited
- Determining the frequency of auditing
- Recording and analysing data
- Non conformances
- How these systems link to other activities, BRC audits, HACCP plans

**Suitable for:**

Managers, owners or technical staff of food businesses who need to develop or improve their internal auditing systems.

**Entry Requirements:**

There are no specific entry requirements but candidates should ideally be working in a relevant environment.



## Technical Management

Courses to introduce and improve understanding of the technical management requirements of a food business.

### Technical & Quality Information Systems

**Level:** Introductory

**Body:** n/a

**Duration:** 1.0 day

**Examination:** none

**Description:**

This programme is designed to introduce food manufacturers to the principles and requirements of technical information systems.

The programme covers:

- The importance and relevance of accurate and complete technical records
- The types and content of technical information required
- Meeting and exceeding EHO requirements
- Manufacturing and batch recipes and records
- Internal finished product specifications
- External finished product specifications
- Raw material specifications
- Packaging specifications
- Non conformances
- Traceability
- Product recall
- Auditing the system
- How these systems link to other activities, BRC audits, HACCP plans

**Suitable for:**

Managers, owners or technical staff of food businesses who need to develop or improve their technical information systems.

**Entry Requirements:**

There are no specific entry requirements but candidates should ideally be working in a relevant environment.

### Allergen Control & Free From Claims & Documentation

**Level:** Introductory

**Body:** n/a

**Duration:** 1.0 day

**Examination:** none

**Description:**

This programme is designed to introduce food manufacturers to the principles and requirements of controlling allergens. Many business offer 'free from' products. Whether avoiding a certain ingredient or being nut or dairy free being able to prove the claim is an important factor.

The programme covers:

- The different types of allergen
- Making "free from" claims
- The various routes of contamination and cross contamination
- The controls required
- Raw material specifications
- Packaging specifications
- Non conformances
- Auditing the system
- How these systems link to other activities, Technical information systems, BRC audits, HACCP plans

**Suitable for:**

Managers, owners or technical staff of food businesses who need to develop or improve allergen control. Businesses that intend to make 'free from' claims.

**Entry Requirements:**

There are no specific entry requirements but candidates should ideally be working in a relevant environment.

### Preparation for BRC Accreditation

**Level:** Introductory

**Body:** n/a

**Duration:** 1.0 day

**Examination:** none

**Description:**

This programme is designed to introduce food manufacturers to the requirements of BRC accreditation and audit.

The programme covers:

- Theory and principles of BRC auditing
- Understanding the auditing process
- Understanding the documentation and systems required to be place
- Developing and implementing a plan for a BRC audit
- Documentation, control and reporting
- Auditing your own system

**Suitable for:**

Managers, owners or technical staff of food businesses who wish to prepare for BRC accreditation either as part of a business development programme or to develop sales with major retailers.

**Entry Requirements:**

There are no specific entry requirements but candidates should ideally be working in a relevant environment.



## Health and Safety

Courses to improve the awareness and the level of safety in the workplace.

### Health & Safety in the Workplace

**Level:** 2

**Body:** CIEH

**Duration:** 1.0 day

**Examination:** none

**Description:**

The emphasis of the course is on making the employee:

- safe for him/herself
- safe for others
- capable of identifying potential hazards.

'Health and Safety' takes as its starting point the fact that most accidents are attributable to a lack of knowledge or carelessness and that the key to improvement is increased awareness on everybody's part.

**Suitable for:**

Those who require a better understanding of health and safety for within the workplace.

**Entry Requirements:**

There are no specific entry requirements but candidates should ideally be working in a relevant environment.

### Health & Safety in the Workplace

**Level:** Foundation (level 2)

**Body:** RSPH

**Duration:** 1.0 day

**Examination:** 45 minutes  
multiple choice

**Description:**

The course is designed to provide employees from any sector with a basic understanding of the principles of health and safety in the workplace.

**Suitable for:**

Those who require a better understanding of health and safety for within the workplace.

**Entry Requirements:**

There are no specific entry requirements but candidates should ideally be working in a relevant environment.

### Hazard Awareness Award

**Level:** 1

**Body:** RSPH

**Duration:** 0.5 days

**Examination:** 45 minutes  
multiple choice

**Description:**

The course is designed to raise the ability to identify and understand 'Hazards' in preparation for work experience and beginning employment.

**Suitable for:**

Workers in all general work settings. This qualification is principally aimed at young people to

**Entry Requirements:**

There are no specific entry requirements but candidates should ideally be working in a relevant environment.





## Health and Safety

Courses to improve the awareness and the level of safety in the workplace.

### Principles of COSHH

**Level:** 2

**Body:** CIEH

**Duration:** 0.5 day

**Examination:** 1 hour multiple choice

**Description:**

It introduces candidates to substances, the risks and controls available, and outlines what to expect from a control of substances hazardous to health (COSHH) assessment. The qualification will prepare employees to contribute to the safer use of hazardous substances in their workplace. The course covers the following:

Definition and types of substances hazardous to health in the workplace  
Health effects of hazardous substances and their causes  
COSHH assessments and control options  
Responsibilities imposed by the Control of Substances Hazardous to Health Regulations 2002

**Suitable for:**

Those who use substances hazardous to health at work.

**Entry Requirements:**

There are no specific entry requirements but candidates should ideally be working in a relevant environment.

### Principles of Manual Handling

**Level:** 2

**Body:** CIEH

**Duration:** 0.5 day

**Examination:** 30 minutes multiple choice

**Description:**

It introduces candidates to the hazards and risks involved in manual handling and outlines what to expect from a manual handling assessment. It will enable employees to develop safer manual handling techniques in the workplace. course covers the following topics:

The process of manual handling in the workplace  
Manual handling injuries and the activities which cause them  
Manual handling assessment and control options  
Responsibilities imposed by the Manual Handling Operations Regulations

**Suitable for:**

All staff.

**Entry Requirements:**

There are no specific entry requirements but candidates should ideally be working in a relevant environment.

### Stress Awareness Certificate

**Level:** Foundation

**Body:** CIEH

**Duration:** 0.5 day

**Examination:** none

**Description:**

This course raises awareness of the likely sources of work-related stress. participants will be able to contribute to strategies which combat work-related stress. The qualification covers the following topics:

Definitions of stress  
Stress as an occupational health hazard  
Identification of basic workplace stressors  
Development of basic controls for work-related stressors  
Responsibilities imposed under UK legislation

**Suitable for:**

All staff and also serves as an introduction to the issue for more senior staff.

**Entry Requirements:**

There are no specific entry requirements.





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