



Food Manufacture

Training Department in Food Manufacture

Lesson 1

Gain in-depth knowledge of the training department in food manufacture, identifying key training requirements of employees, training techniques, audit requirements, training matrix and documentation.





Learning Objectives

- Explain the importance of training in a food factory
- List what training is required on induction into a food factory
- Summarise how SOP's are used in training
- Describe how DWI's are used in training





Learning Objectives

- Understand how the training matrix works
- Summarise how training is recorded on a training matrix
- Describe different training techniques





Learning Objectives

- Identify higher level training and other courses appropriate for food factory staff
- State what criteria is recorded on training documents
- Recognise how to store training documents accurately and why





What is Training?

- To gain knowledge and understanding
- To ensure the safety of all staff
- To ensure the safety of the food being produced
- To upskill
- To become competent in their job role





Company Induction

All new food factory staff will attend an induction, before entering into the factory.

The induction will cover:

- Company policies and procedures
- Health and Safety
- Induction training
- Fire evacuation procedures
- Hours of work and break times
- Security



Subjects covered in induction training are:

- Food hygiene, personal hygiene and pest control.
- Allergen awareness
- Entry / exit procedures
- Introduction to HACCP
- Health and Safety
- Manual Handling





Induction – Food Hygiene Course

- Gain knowledge and understanding of food safety.
- Learn how the factory ensures the safety of all food being produced.
- Understand how the factories policies and procedures help to minimise any food safety risks.





Induction – Allergen Training Course

- Understand what an allergen is and the different types
- Recognise how the factory handles and stores allergens
- Understand allergen contamination and the consequences
- Become aware of the signs and symptoms of an allergenic incident





Induction – HACCP course

- Gain knowledge and understanding of the factory HACCP system.
- Identify Critical Control Point's (CCP's)
- Understand CCP controls and documentation.
- Recognise who makes up a HACCP team.
- Staff who will work at a CCP will be adequately trained, especially on the use of control and monitoring activities and the implementation of any corrective action.





Induction – Health and Safety Course

- Understand the importance of Health and Safety in the factory
- Become aware of the laws associated with Health and Safety within the food industry
- Awareness of the accident and near miss reporting procedure
- Understand Personal Protective Equipment (PPE) requirements
- Understand risk assessments in the factory





Induction – Manual Handling Course

- Understand and identify risks associated with manual handling
- Legal requirements of manual handling
- Understand manual handling risk assessments
- Practice of safe manual handling
- Identify hazards and avoid manual handling injuries





All staff should renew their induction training or complete higher level training, to ensure they are kept up to date with any relevant amendments or just to refresh their existing knowledge





**All staff will be
adequately
supervised,
especially if
they are new to
the business**



Revision Activity 1

Name two subjects covered in induction training?