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**Unit 203      Food safety in catering**  
**Worksheet 1:**

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1. Provide 4 reasons for the importance of hygiene in hospitality operations:

2. Define the term food poisoning. How does food poisoning occur?

3. What is food hygiene? List the 2 most important aspects of food hygiene and provide 2 examples for each aspect to ensure food hygiene:

4. What is HACCP? Why was HACCP developed?

5. What are the 7 principles of HACCP?

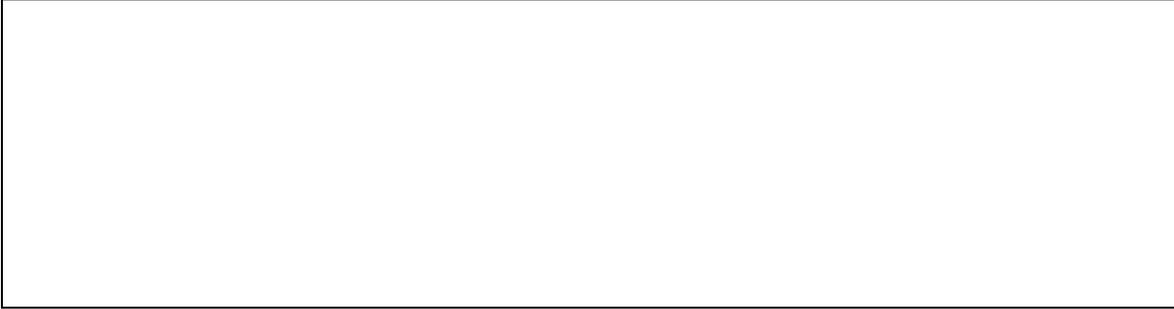
The 7 principles of HACCP:

1. Principle 1:
2. Principle 2:
3. Principle 3:
4. Principle 4:
5. Principle 5:
6. Principle 6:
7. Principle 7:

6. What are the practices and procedures which must be followed under HACCP?

7. What are the key elements which must be included in a food safety policy? Provide 8 examples:

8. Provide 3 examples for key requirements for compliance of a food safety system:

A large, empty rectangular box with a thin black border, intended for the user to provide three examples of key requirements for compliance of a food safety system.

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**Unit 203 Food safety in catering**  
**Worksheet 1:**

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1. Provide 4 reasons for the importance of hygiene in hospitality operations:

1. Prevents the outbreak/spread of food-borne diseases
2. Helps maintain a clean, physical appearance of the establishment
3. It is a legal requirement
4. Produces more streamlined processes and less waste

2. Define the term food poisoning. How does food poisoning occur?

Contamination and progression into food spoilage can happen at a range of steps in the food journey from harvesting to preparation or insufficient cooking.  
**Food poisoning** refers to the consumption of contaminated food by an individual, that results in health problems. Common indicators are diarrhoea and vomiting.  
Contamination agents are bacteria and viruses or toxins.  
It is important to note that fresh preparation and immediate consumption of food rarely results in food poisoning.

3. What is food hygiene? List the 2 most important aspects of food hygiene and provide 2 examples for each aspect to ensure food hygiene:

Food hygiene refers to the care and attention that you must take when handling food products.

The 2 most important aspects of food hygiene are:

- Prevention of cross-contamination
  1. Colour-coded chopping boards
  2. Washing your hands between tasks
  3. Wearing gloves and replacing them
- Temperature control
  1. Store foods at the correct temperature
  2. Minimise the time spent within the danger zone
  3. Use HACCP to monitor processes

4. What is HACCP? Why was HACCP developed?

**Hazard Analysis of Critical Control Points (HACCP)** is a system that originated in the USA to prevent food poisoning of astronauts whilst in space.

5. What are the 7 principles of HACCP?

The 7 principles of HACCP:

1. Principle 1: Hazard Analysis
2. Principle 2: Critical Control Points
3. Principle 3: Critical Limits
4. Principle 4: Monitoring and Sampling
5. Principle 5: Corrective Action
6. Principle 6: Record Keeping
7. Principle 7: Verification

6. What are the practices and procedures which must be followed under HACCP?

By recording each step contamination and temperature risks are minimised. Include all control limits and corrective action as well as audit and verification documentation. Any incidents can then be traced back to the source and future incidents can be prevented. HACCP is crucial in bulk catering as large batch production could lead to poisoning of a big pool of clients.

To minimise the risk of food contamination, you need to consider all the steps involved in food preparation and sales. This is referred to as the catering cycle! At each step of the food handling cycle, it is important to identify and remove potential causes of contamination. You also need to monitor and record temperatures of commodities, prepared foods and storage and display areas. Other records that must be kept are training, pest control, cleaning schedule and stock rotation records!

7. What are the key elements which must be included in a food safety policy? Provide 8 examples:

Providing guidance and training and appropriate documentation are a key part of a successful food safety plan. Keeping records is essential to assess compliance. The following key areas must be addressed in guidance and training; all relevant records must be kept:

1. Training – sessions and content plus any assessment results records
2. Organisational policies and procedures – accessible manuals including food safety legislation policies
3. Sickness – register and record including doctor's certificates
4. Accidents – register stating incident and any resulting risk assessment changes
5. Cleaning schedules – daily, weekly, monthly or quarterly schedules
6. Pest control records
7. Visitor policy and register – sign in and sign out
8. Complaints – reason for complaints and response
9. Equipment – temperature logs, malfunctions and impact on food safety e.g. broken fridge

10. Stock rotation records – log of purchases and usage minimum and maximum levels of stock

8. Provide 3 examples for key requirements for compliance of a food safety system:

1. Policies and procedures must highlight how the enterprise ensures personal hygiene practices – measures could include spot checks, provision of clean uniforms or uniform policies, reporting to supervisor at beginning of shift etc.
2. Measures that are undertaken to ensure compliance with policies and procedures – measures could include targets for specific areas e.g. OH&S incidents to be under a specific number per annum
3. Compliance with food safety legislation can be assured through thorough record keeping and spot checks by managers against processes. Key processes such as hand washing or protective clothing must be measured