## Secondary Food Health & Safety (SFHS) distance learning pack.

The following tasks will need to be completed to provide the necessary evidence that you are both aware of the requirements of the national scheme and that you understand your responsibility as a member of staff working in a food preparation area.

You will add to this document a number of evidence items but if you run into difficulty you can email [admin@ed-tec-consult.co.uk](mailto:admin@ed-tec-consult.co.uk) at any time and await further guidance.

**Task 1** – run the PowerPoint file “D&TA Food PowerPoint.pptx and reflect on each of the slides

1a. Thinking about slide 10 – are your taps compliant? Answer here yes or no

*(It does not make any difference which answer you give – this is about establishing your awareness of what is needed and a verification that you have looked at the material)*

1b. Insert a picture of your taps in the space below – this is to validate your answer to 1a.

1c. Thinking about slide 14, either insert an electronic copy of an element in your scheme of work (SoW) that relates to H&S, or, if it is printed material, insert a scan or picture of the relevant material. (Support staff should include an element of their job role or description which relates to H&S as they will not have a SoW).

1d. Thinking about slide 15, either insert an electronic copy of the first page of a Risk Assessment (RA) that relates directly to your food work or, if it is printed material, insert a scan or a picture of a relevant RA in the space below.

1e. Slide 17 looks at Portable appliance Tests (PAT) Insert a picture below (or other documentary evidence) to show that this is undertaken in your workplace.

1f. Slides 22 & 23 relate to cleaning in food rooms. Insert below a scan, picture or electronic extract of a cleaning routine / rota that is used in your work area.

1g. Slides 27 and 28 look at hazards and control measures. Insert below a picture of your current storage arrangements for sharp knives and state how student access is controlled.

1h. Slide 30 is looking at portable appliances. State below the main danger associated with item A

Staying with slide 30, discuss two factors which render product B as unsuitable for use in a school environment when compared to product C,

1i. Think about slides 35 and 36 then in the space below, state how your fridge temperatures are currently monitored and what changes (if any) you would want to see.

1j. Looking at slide 44, set out in a series of bullet points the steps and checks that you would undertake during this process.

**Task 2** – locate and print out the “**Food Health and Safety Standards.doc**” document then insert it in your evidence portfolio

Now read through the document and complete the following two or three words of the extracts taken from it.

*This may seem a rather pointless process but it is the only way that I can ensure the document has actually been read as opposed to printed and immediately put away never to see daylight again. Also, please note that there is more than one version of task 2 and other staff may have different sentences to complete.*

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| --- | --- | --- | --- |
| Sometimes they are not the … |  | All staff are expected to supply evidence that they …. |  |
| Are pupils encouraged to check … |  | Are pupils encouraged to check … |  |
| Clean tea towels should … |  | What procedures do you employ to … |  |
| Do you encourage the pupils to |  | However, it is a topic that must be … |  |
| Are they told to store … |  | Are they told to store … |  |
| Do you refer to them at … |  | Do you refer to them at … |  |
| Are you aware of the designated … |  | Are you aware of the designated … |  |
| Supervision of practicals requires you … |  | Many schools have only six … |  |

**Task 3** – Print out the remaining documents in the pack and insert them into your portfolio. Hopefully you will find some sufficiently useful to use in your teaching – which of course you are free to do.

**Task 4** - Save this document with all of your evidence and add your name to the file name. **DO NOT PRINT IT OUT AT THIS STAGE!** Now, attach it to an email and send it to [admin@ed-tec-consult.co.uk](mailto:admin@ed-tec-consult.co.uk). The material will be reviewed, signed off and dated then returned to you by email again.

At this point, review the document – it may well have comments or corrections added. (If not, then well done). Now is the time to print your ‘signed off’ evidence and the accompanying certificates. Retain all printed documents in your H&S portfolio. The D&TA may on occasion request materials as part of the quality assurance process.

Jeff Knox