



# **Food Centre Student Handbook**

**June 2021**

# Welcome to the Reaseheath Food Centre

A warm welcome to our Reaseheath Food Centre students. You are a valued member of the food centre; a fantastic set of facilities that will broaden your horizons and set you on the path to your success in the food industry.

The Food Centre is a British Retail Consortium (BRC) accredited site. It will provide you with a valuable learning experience, as you will be learning in an environment that replicates exactly what occurs in the food industry today. We are a registered food production facility and follow the same rules as those in industry.

The rules and procedures that you are asked to follow in this booklet ensure that we maintain the excellent food safety standards that industry have come to expect from us and you as the food industry professionals of the future.

## Health and Safety

Everyone is responsible for health and safety. You must actively ensure that you follow safe working practices and do not endanger yourself and others. You must comply with all safety instructions and any code of practice issued by a member of staff. A staff member must be informed of any accident or a breach of health and safety.

There are several hazards you must know about whilst working in a food area. A hazard is something that is likely to cause harm. Whilst working in the food areas you must be alert and assess these hazards as you go about your normal day-to-day activities, as there is a risk that those hazards could do you or others harm. Health and Safety forms an integral part of your induction programme.

There are at least five hazards within the Processing Halls they are; fire, electricity, dangerous substances, sharp and hot objects, slips, trips and falls.

In the Food Centre, we have qualified First Aiders available. They are identified by a first aid symbol on their staff badges and, as they carry radios, they can be called upon at any time to assist

## Food Centre First Aiders



Jen Newall  
First Aider



Damien Murphy  
First Responder



Mike Bennett  
First Aider



Elliott Bateman  
Emergency First Aider



Penny Masters  
Emergency First Aider



Zoe Hodge  
Emergency First Aider

# Personal Items

All personal items should be stored in lockers. This is to protect our food from micro, chemical, physical and allergenic hazards.

Personal items include, but are not limited to:

- Mobile phones
- Personal laptops including iPads and tablets
- Personal Stationery such as Pens
- Food and drink
- All types of jewellery (visible piercings, rings, necklaces, watches including smart watches etc.)

The Processing Hall Manager can only make exceptions to jewellery if they are for religious or medical reasons.

All students are provided with combination locks in order to keep items safe. Valuable items should be left at home.

# Medical Screening

At the start of the September term, all students and staff will fill in a medical questionnaire before being permitted into the Processing Halls. Throughout the year staff/students are expected to inform us of any changes.

Infectious Diseases (including stomach disorders, diarrhoea, some skin conditions as well as discharge from eyes, nose and ears) must be reported immediately to your Course Manager.

If you feel those symptoms at home and you are due into the Processing Halls, do not come in. You must be free of symptoms for 48 hours before you can return. If this happens please make sure you phone the Food Centre reception on **01270 613234** before classes start.

## Damages

Breakages and damage happen. If you have broken or damaged anything then please advise a member of staff.

## Changing Rooms

In order to protect our food, all staff and students are expected to wear full PPE at all times within the Processing Halls. To keep our food safe, you must get changed in the following order:

- Place all personal items in lockers provided
- Remove shoes and coats
- Put on a blue hairnet **before** crossing over the bench
- Then cross over bench, you have now entered the clean side!
- Put on remaining PPE including, protective white coat or chef whites, safety shoes, and (if >24 hours growth) a beard snood
- Sanitise hands using the alcohol gel dispenser found on the wall by the exit of the changing rooms.

If you need to leave the processing halls for any reason (with the exception of a fire alarm), remove all PPE and sanitise hands.

Once a lesson has finished you must not sit in the foyer area. The seated area is for visitors to the commercial centre only.

## Make-Up, Nails and Perfumed Products

In order to comply with the strict standards laid out by the BRC, the use of make-up and perfumed products is tightly controlled. Bacteria is carried in make-up and can contaminate food, as can strong smells. Painted nails, gels, Shellac, false nails and false eyelashes are forbidden at all times.

You are permitted to wear Make Up but you may be asked to remove it if it is considered excessive whilst in the processing areas.

# Hand Washing and General Hygiene

Effective hand washing must be carried out in the following circumstances:

- After using the toilet
- Before entering food processing areas
- After smoking (including electronic cigarettes)
- After handling waste (including picking food off the floor)
- After touching any part of the body particularly nose and mouth
- After touching allergens and/or hazards such as chemicals
- After lunch/break
- Between product change-over
- When leaving the processing areas
- After handling tools in the production area.

From time to time, the QA Manager will swab your hands to ensure they are being kept clean. Do not be concerned by this, this is normal practice within the food industry. Spitting is forbidden at any time.

## Best Practice Guidance

Reaseheath College take great pride in ensuring any food that is made during your lessons are of a high standard and quality and can be to be sold to the public where needed. Therefore, we have some best practice guidelines to follow:

- Your working area should be kept clean and tidy at all times
- Any food you produce should be fully covered and labelled (you will be shown how to do this)
- Traceability record sheets should be completed correctly (you will be shown how to do this)
- You must report to your lecturer or the QA Manager immediately should you start to feel unwell
- Clean PPE should be worn at all times within the processing halls

# HACCP (Hazard Analysis and Critical Control Points)

To comply with the law, Reaseheath Food Centre produce all food in accordance to HACCP principles. You will learn about HACCP during your course. HACCP is about preventing hazards in food. Critical Control Points is the point where a control is put into place to eliminate food safety hazards.

There are five kinds of hazard that these systems aim to prevent; physical, chemical, microbiological, allergenic and fraud. These rules apply to staff as well as students.

## Labelling and Traceability

All products arriving into the processing halls are labelled with a batch number. In order to ensure we can trace products, you must ensure that you write down the batch numbers for all ingredients on all products you make.

When a product is finished, hand your record sheet to your Course Manager/Instructor who will check it for you.

All products should be labelled so that we know what it is and that it is safe to consume.

## Pest Control

In order to ensure any food product is not contaminated by pests, all members of staff and students must be vigilant for signs of pest activity.

Any signs of pest activity should be reported to a member of Food Centre staff immediately. Signs to be reported include:

- Physically seeing pests
- Evidence of droppings
- Scratch marks
- Spider webs.

If you ever spot a rodent, rabbit or bird inside the building you must immediately let a member of Food Department staff know.

# Allergens



An allergic reaction is an abnormal response to certain substances that occurs in specific people who come in to contact with them. These substances are known as allergens.

All allergens must be declared and labelled as appropriate and you must advise staff and indicate this on the medical questionnaire if you are allergic to any of the following (this is not an exhaustive list):

- celery
- cereals containing gluten (wheat, barley, rye and oats)
- crustaceans (such as lobster and crab)
- eggs
- fish
- lupin
- milk
- molluscs (such as mussels and oysters)
- mustard
- tree nuts (such as almonds, hazelnuts, walnuts, Brazil nuts, cashews, pecans, pistachios and macadamia nuts)
- peanuts
- sesame seeds
- soybeans
- sulphur dioxide and sulphites (preservatives used in certain food and drink) at levels above 10mg per kg.

Allergens are taken very seriously in the processing halls. We have a colour coded system, so all allergens are easily identified on ingredients and shall be stored correctly. Improper use or storage of allergens can cause severe food safety risks.



	<b>REASEHEATH FOOD CENTRE</b>	<b>Allergen Colour Coding – Bakery</b>	
		Reference Number	GEN-QMS-FRM-034b
Issue Date	30/08/17	Approved By (QA Manager)	

**The ingredients and products used within the Bakery can contain the following**

Non-Allergens
Gluten
Egg
Dairy
Soya
Peanuts and Nuts
Mustard
Other Allergens

**All products must be stored fully enclosed to reduce the risk of cross contamination.**

I agree I have read and understood the Reaseheath Food Centre Handbook. I also understand what the Reaseheath Food Centre expects of me. I understand that if I fail to conduct myself in the appropriate manner, I will discuss this with the College Managers and it may be appropriate that I will be asked to leave the course.

Signed: .....

Student Name: .....

Course Manager: .....

Course Title: .....

Date: .....