Unit Title:	**Maintain food safety while working with food in a retail environment**
OCR unit number:	58
Sector unit number:	B.20
Level:	1
Credit value:	5
Guided learning hours:	11
Unit reference number:	F/503/5673

Unit purpose and aim

This unit assesses the occupational competence of individuals who work in a retail environment, and whose work involves any of these activities:

- handling wrapped food
- handling unwrapped food not subject to temperature control requirements (for example, fresh produce or bakery items)
- going into an area where food is prepared even if the candidate does not handle the food (for example, if they clean the food preparation area).

This unit covers the individual's responsibilities for contributing to food safety in these circumstances.

Learning Outcomes	Assessment Criteria
The Learner will:	**The Learner can:**
1 Know how own personal hygiene and behaviour contribute to food safety in a retail environment	1.1 outline how clean hair, skin, nails and clothing contribute to food safety 1.2 state how jewellery and other **accessories** can put food safety at risk 1.3 state why **unsafe behaviour** must be avoided when working with or near food 1.4 state why any open wounds, skin infections and infectious illnesses must be reported 1.5 state the importance of ensuring that any open wounds and skin infections are treated and covered with a suitable dressing
2 Know how to deal with indicators of potential food safety hazards in a retail environment	2.1 outline the types of **indicators of potential food safety hazards** to remain alert for in own workplace 2.2 outline how to recognise **indicators of potential food safety hazards** in own workplace

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Learning Outcomes	Assessment Criteria
	2.3 state which **indicators of potential food safety hazards** are within own authority to deal with, and which indicators must be reported 2.4 outline the organisational procedures for dealing with **indicators of potential food safety hazards** that are within own authority
3 Be able to keep self and clothes clean while working with food in a retail environment	3.1 keep own hair, skin, nails and clothing in a suitable condition for working with food 3.2 remove any jewellery and other **accessories** that could cause food safety hazards 3.3 ensure that any **protective clothing** the organisation provides for own use is: • worn in line with organisational requirements • changed when the organisation says it should be 3.4 wash own hands: • at the **right times** to keep them in a suitable condition for working with food • using effective methods 3.5 **demonstrate safe behaviour** that helps prevent contamination to the food being worked with 3.6 identify the person to whom to report any open wounds, skin infections and infectious illnesses
4 Be able to deal with indicators of potential food safety hazards in a retail environment	4.1 identify obvious indicators of potential food safety hazards in the workplace 4.2 deal with potential food safety hazards by: • removing them when authorised to do so • reporting them to the **right person** when dealing with them is not within own authority

Assessment

This unit requires workplace assessment of occupational competence. It is internally assessed by centre staff and externally assessed by an OCR External Verifier.

The unit is competence-based. This means that it is linked to the candidate's ability to competently perform a range of tasks associated with their work.

If the assessor is unable to make judgements about the specialist skills and knowledge covered by this unit, expert witness testimony must be sought from a person with suitable current experience, to confirm the candidate's competence.

The terms highlighted in bold in the assessment criteria are explained in a glossary appended to this unit.

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The unit needs to be assessed in line with the relevant Sector Skills Council's (SSC's) Assessment Strategy or Principles. Skillsmart Retail's Assessment Principles for Retail Qualifications can be found on their website (www.skillsmartretail.com).

Assessment conducted by an external/peripatetic assessor must adhere to section 4.2.1 of Skillsmart Retail's '*Retail Qualifications Assessment Principles'*. As such, OCR requires the line manager or the owner/manager to sign and date the bottom of each unit Evidence Record Sheet (ERS) to both confirm their involvement and the candidate's competence. This should be on or prior to the signature and date provided by the assessor.

Evidence requirements

OCR does not stipulate the mode of delivery for the teaching of the content of this unit. Centres are free to deliver this unit using any mode of delivery that meets the needs of their candidates. Centres should consider the candidates' complete learning experience when designing programmes of learning.

Guidance on assessment and evidence requirements

You should refer to the '*Admin Guide: Vocational Qualifications* (A850)' for *Notes on Preventing Computer-Assisted Malpractice*.

National Occupational Standards (NOS) mapping/signposting

This unit is based on the NOS reference SSR.B104

NOS can be viewed on the relevant Sector Skills Council's website or the Occupational standards directory at www.ukstandards.co.uk.

Functional skills signposting

This section indicates where candidates may have an opportunity to develop their functional skills.

Functional Skills Standards					
English		**Mathematics**		**ICT**	
Speaking and Listening	✔	Representing		Use ICT systems	✔
Reading	✔	Analysing		Find and select information	✔
Writing	✔	Interpreting		Develop, present and communicate information	✔

Additional information

For further information regarding administration for this qualification, please refer to the OCR document '*Admin Guide: Vocational Qualifications' (A850)* on the OCR website www.ocr.org.uk .

Glossary for unit B.20	
Accessories	Additional items apart from clothing and jewellery, for example, false nails.
Indicators of potential food safety hazards	Things which could make food unsatisfactory for consumers, for example: • damaged packaging • spillage into another food • out of date stock • food not stored where it should be (for example, if customers have moved food) • chiller cabinets or freezers that are not operating at the specified temperature • ovens or hot hold cabinets that are not operating at the specified temperature • use of the same utensils to handle different foods • food waste which needs disposing of • dirt • evidence of pests such as rodents or insects.
Protective clothing	Clothing the organisation provides for the candidate, which could include: • trousers • tops such as jackets or tabards • coats • disposable gloves • headgear such as caps or hairnets • aprons.
Right person to report to	This could be the candidate's supervisor or manager.
Right times to wash hands	Right times to wash hands would include: • after going to the toilet • before going into food production areas including after any work breaks • after leaving food production areas • after disposing of waste • after cleaning • before and after changing dressing or touching an open wound.
Safe behaviour	The opposite of **unsafe behaviour**. Safe behaviour includes: • not touching own face, nose or mouth • not smoking • not chewing gum • not eating • not scratching • not coughing or sneezing.

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Glossary for unit B.20	
Unsafe behaviour	Behaviour which can make food unsafe for customers, including: • touching own face, nose or mouth • smoking • chewing gum • eating • scratching • coughing or sneezing.