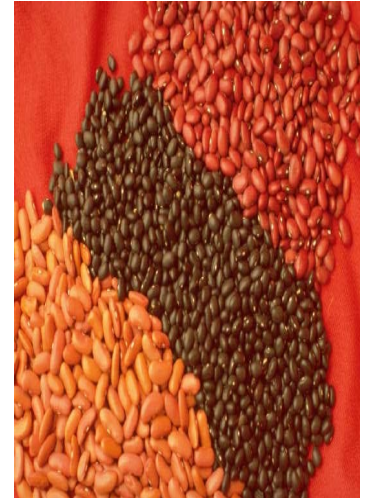


**AF Associates**  
Food Safety Consultancy & Training



# HACCP & FOOD SAFETY CONSULTANCY, AUDITING & TRAINING



*Services & Training tailored to meet your needs*

**International Food Safety Management Specialists**  
[www.foodsafety-training.co.uk](http://www.foodsafety-training.co.uk)

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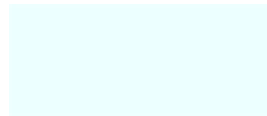
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## 1.0 Company Profile

Established in 1995, AF Associates is a leading provider of HACCP & Food Safety Consultancy, Auditing and Training to all sectors of the Food Industry. Our Advisory Team, led by Ruth Bell, a specialist HACCP practitioner, auditor, trainer and examiner has a wealth of experience in all fields of the food industry, both in the UK and internationally.

The company specializes in providing a comprehensive range of services to assist clients offset the ever increasing costs of training and staff development activities and provide assistance in the development of robust food safety management systems in line with legislative and customer requirements.

## 1.1 Principal Services

AF Associates offers a full range of Food Safety, Nutrition and Health & Safety Services including:

- HACCP/Food Safety Management Development
- BRC/IFS/ISO 22000 Standard Advice
- Auditing Services
- Food Legislation
- Nutrition Advice
- Health & Safety
- Bespoke & Certificated Training
- Distance Learning & E-Learning

## 1.2 Client Portfolio

Based in Yorkshire, AF Associates has worked with a wide range of clients both nationally and internationally, from SME's through to Multinational PLC's and at all stages of the food chain. Our clients are typically food manufacturers, caterers, restaurants, bars, cafes, retailers, local government and the care sector.

### 1.3 Ruth Bell MSc FIFST Profile

#### Ruth Bell MSc FIFST

Ruth is a Food Safety and HACCP Management Consultant, Auditor and Trainer, based in the United Kingdom. Having gained experience from working in the food industry in product development, technical and quality management roles, her particular areas of specialism are Food Safety Management Systems based around HACCP/ISO 22000 and private quality assurance schemes. Ruth has worked on a number of projects helping organizations throughout the food chain to design, develop, implement and verify manageable food safety systems tailored to their needs. Ruth is well known for her practical quality and HACCP knowledge as an auditor, consultant and trainer. She has advised numerous companies in setting up of both Quality and HACCP systems and supports them by advising on procedures and best practices and requirements of both legislation and industry standards such as BRC, IFS, Allergen and Farm Standards. Ruth has worked on several UNIDO capacity building projects in food safety in East Africa, India, Sri Lanka and the Far East.

Ruth delivers ISO22000 Lead Auditor, Auditor, Food Safety, HACCP, Allergen Awareness, Health & Safety and Nutrition training to the food manufacturing, food service industry and care sector. She has worked as a part time lecturer on the MSc HACCP programme at Salford University and RIPH examiner. Ruth holds an MSc, BSc (Hons), PG Dip, PGCE and Lead Auditor qualifications, is a Fellow of the Institute of Food Science and Technology and a member of the IFST Technical and Legislative Committee.

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## 2.0 Food Safety Management & HACCP Consultancy

**European Regulation 852/2004** as implemented by **The Food Hygiene (England/Scotland/Northern Ireland) Regulation 2006** requires **all food businesses** to introduce **HACCP based Food Safety Management Systems**. Our aim is to help you produce and run the **Food Safety Management system** you need. We can offer help at all stages of your **FSMS/HACCP development**.

- ✿ Development of bespoke Food safety Management Systems based on HACCP Principles.
- ✿ Your **Managers** and **HACCP Team Members** may need HACCP training and briefing sessions prior to commencing a HACCP study.
- ✿ You may want just a little guidance to steer you in the right direction whilst planning your **HACCP study**, but doing the bulk of the work yourself.
- ✿ You may require us to be directly involved, by mentoring your HACCP team, working alongside you and helping you to produce your **HACCP plan and documentation**.
- ✿ You may want us to assess your completed HACCP plans prior to implementation.
- ✿ You may require help with **HACCP implementation** and awareness training for personnel involved in **HACCP monitoring** activities.
- ✿ You may require us to be involved in the **continual improvement & review** of your HACCP plan.
- ✿ You may require help with ongoing **verification & auditing** your HACCP plan or those of your suppliers.
- ✿ **Accredited HACCP training** at all levels

To discuss your requirements and for a confidential no obligation quotation please contact us.

## 2.1 Development & Implementation of Safer Food Better Business (SFBB) for Small Businesses

**European Regulation 852/2004** as implemented by **The Food Hygiene (England) Regulation 2006** requires **all food businesses** to introduce **HACCP based Food Safety Management Systems**.

### **What is Safer Food Better Business?**

'Safer food, better business' or SFBB, is an innovative, jargon free, practical approach to food safety management, developed by the Food Standards Agency and aimed at helping small catering and Retail businesses comply with the new Regulation. Within the Regulation there is flexibility, for example, record keeping should be *appropriate to the size and nature of the business*.

SFBB consists of a series of **safe method fact sheets**, based on the FSA's Food Hygiene 4Cs campaign, and an extra section to help the Business manager deal with basic supervision and management issues. A simple **daily diary forms** the record-keeping requirement.

The caterer/retailer works through the safe method fact-sheets and selects those that are applicable to them and then adopts them or adapts them to their own business as necessary. This will form a system unique to the business.

By following these safe methods the business is following pre-approved/validated advice. However if the business wishes to use their own methods, they must develop their own safe method and prove that it is safe.

The key objective of SFBB is to ensure that businesses can provide safe food to consumers using an approach that will enable legal compliance with the new Regulation, but will be practical for micro and small catering & retail businesses.

### **There is no need to be bogged down with paperwork!**

The Food Standards Agency recognised that many small businesses will require further guidance to explain how they may comply.

We are specially trained and active in "Safer Food Better Business".

### **For Catering & Retail Businesses we can:**

Act as your Mentor and help you implement SFBB to fit your business needs, at all times keeping paperwork to a minimum and ensure you receive appropriate training.

### **For Local Authorities we can:**

Work on your behalf to deliver the goods, within your district, to relevant food premises. Implement workshop and coaching sessions to train your own enforcement staff to effectively deliver the SFBB initiative.

To discuss your requirements and for a confidential no obligation quotation please contact us.

## **2.2 Development & Implementation of HACCP for Feed, Feed Ingredients and Feed Additives Manufacturers**

### **2005 - Feed Hygiene Regulation (183/2005)**

1. Feed-food operators must be registered/approved by competent authorities
2. HACCP systems are required for all except primary producers (farmers) - who must work to best practice guidelines
3. Personnel must be trained in hygiene issues (and HACCP)
4. There must be a formal complaints procedure
5. Traceability must be in place
6. Documentation and other records must be retained and available for inspection

**2006** Feed businesses must register with local authorities

**2006-8** Feed businesses must develop and implement HACCP systems within their operation

**2008** Feed businesses must declare that the conditions laid down by the Regulations are being met (which will include a demonstrably effective HACCP systems)

If you are an implicated business (feed, feed ingredients and feed additives) and you have not yet registered with your local authority you should do so immediately.

### **AF Associates can help you to:**

1. Establish a HACCP team within your business.
2. Ensure that your HACCP Team receives appropriate training.
3. Undertake HACCP studies now in order to ensure that the appropriate systems are in place by 1st Jan 2008.
4. Satisfy all other requirements of the Regulations

To discuss your requirements and for a confidential no obligation quotation please contact us.

### 3.0 AF Associates Services

#### 3.1 Development & Implementation of BRC Global Standard/IFS Standards

The objective of the BRC Global Standard is to specify safety, quality and operational criteria required to be in place within a manufacturing organisation to supply food products to UK retailers.

The BRC standard requires:

- ✿ The **adoption and implementation of Hazard Analysis Critical Control Point (HACCP)**
- ✿ A **documented and effective Quality Management System**
- ✿ The **control of factory environment standards, products, processes and personnel**

There is also a **BRC/IOP Technical Standard** for Companies Manufacturing and Supplying Food Packaging Materials for Retailer Branded Food Products which was developed to provide a common standard for companies supplying packaging for food products.

The German equivalent of the BRC have developed their own standard called the **International Food Standard (IFS Standard)**. This has also been adopted by the French retailers and is expected to be adopted by other countries.

We work with both large and small food manufacturers and can help with:

- ✿ **Developing** a quality system which meets the BRC/IFS Standards
- ✿ **Reviewing/maintaining** your existing system
- ✿ **Updating** your BRC system to the new version
- ✿ Help **prepare** for your **next audit**, or **rectify problems** from your last audit
- ✿ Undertake **internal audits** on your behalf as per schedule
- ✿ Independent **Validation & Verification** of your **HACCP** system
- ✿ Undertake **HACCP, Auditor & On-Job Training**



To discuss your requirements and for a confidential no obligation quotation please contact us.

### **3.2 Development & Implementation of ISO 22000:2005, Food Safety Management Systems – Requirements for any Organization in the Food Chain.**

This standard provides a framework of internationally harmonized requirements for the global approach that is needed in the development of food safety management systems. A major benefit of ISO 22000 is that it makes it easier for organizations worldwide to implement the Codex HACCP system for food hygiene in a harmonized way, which does not vary with the country or food product concerned.

#### **The Standard specifies requirements to enable an organization**

1. To plan, implement, operate, maintain and update a food safety management system aimed at providing products that, according to their intended use, are safe for the consumer.
2. To demonstrate compliance with applicable statutory and regulatory food safety requirements.
3. To evaluate and assess customer requirements and demonstrate conformity with those mutually agreed customer requirements that relate to food safety in order to enhance customer satisfaction
4. To effectively communicate food safety issues to their suppliers, customers and relevant interested parties in the food chain
5. To ensure that the organization conforms to its stated food safety policy
6. To demonstrate such conformity to relevant interested parties.
7. To seek certification or registration of its food safety management system by an external organization, or make a self-assessment or self-declaration of conformity to this International Standard

#### **We work with both large and small food manufacturers and can help with:**

1. Developing a food safety management system which meets the ISO 22000 Standard
2. Reviewing/maintaining your existing system
3. Help prepare for your next audit, or rectify problems from your last audit
4. Undertake internal audits on your behalf as per schedule
5. Independent Validation & Verification of your HACCP system
6. Undertake ISO 22000 Awareness, Auditor/Lead Auditor & On-Job Training

To discuss your requirements and for a confidential no obligation quotation please contact us.

### **3.3 Auditing Services**

#### **Internal Audits**

We are able to carry out programmed internal audits of Quality Management Systems, GMP and HACCP as required by the BRC/IFS and ISO 22000 Standards.

#### **HACCP Audits**

Independent, Validation, Verification & Review of a company's Hazard Analysis and Critical Control Point (HACCP) system. Our specialists will audit the system and establish if:

- the HACCP system has been based on internationally agreed principles as described by FAO/WHO Codex Alimentarius Commission and exemplified in Campden BRI Guideline No.42, "HACCP: A Practical Guide" 4<sup>th</sup> Ed (2009) or ISO 22000
- procedures, practices and records associated with the critical control points are in place.

#### **Supplier Audits**

Supplier audits on behalf of manufacturers/caterers/retailers can be carried out with audit formats tailored to meet the organizations specific requirements.

**All auditing services are confidential and independent and carried out by a qualified Lead Assessor and technical specialists**

### **3.4 Food Law**

- Interpretation and advice
- Advice and recommendation of best practice, and compliance with legal standards.

### **3.5 Nutrition**

- Menu planning
- Nutritional breakdown and Analysis
- Nutrition Training

### **3.6 Health & Safety**

- Health & Safety Audits
- Risk Assessments
- Health & Safety Policies and Documentation,
- Health & Safety Training

To discuss your requirements and for a confidential no obligation quote please contact us.

#### 4.0 Training Courses offered by AF Associates

Food Safety/HACCP	Nutrition Training	Health & Safety	Personnel & Management
Food Hygiene Awareness  Level 1 Award in Food Safety (C, R, M)  *Level 2 Award in Food Safety (C, R, M)  *Fundamentals of HACCP (M)  *Level 3 Award in Supervising Food Safety (C, R, M)  Level 3 Award in Implementing Food Safety Management Procedures (C, R)  *Level 3 Award in HACCP for Food Manufacturing (M)  *Level 4 Award In Managing Food Safety (C, M)  *Level 4 Award in HACCP Management for Food Manufacturing (M)  How to Audit HACCP  Food Safety Auditing  *ISO 22000 Awareness	*Level 2 Award in Healthier Food and Special Diets  *Level 3 Award in Nutrition for Healthier Food and Special Diets  *Diploma in Nutrition	*Level 2 Award in Health & Safety in the Workplace  *Stress Awareness  *Level 2 Award in the Principles of COSHH  *Principles of Manual Handling  *Supervising Health & Safety  *Level 3 Award in Risk Assessment Principles and Practice (General)  *Advanced Diploma in Health & Safety  First Aid Appointed Person  First Aid at Work  Fire Warden	Professional Trainer Certificate  *Presentation Skills  *Coaching Skills  *Appraisal Skills  *Leadership Skills  *Team Development Skills  *Time Management Skills  *Project Management Skills  *Change Management Skills  IRCA Registered Lead Auditor Training (FSMS, QMS, EMS)  Internal Auditing Skills

All Courses may be held **in-house** at your site or at an agreed **training venue** and tailored to meet your needs. **Bespoke Courses** are also available. Prices on Application.

\* Distance and E-Learning Options are available.

**C, R, M = Course available in options for Caterers, Retailers and Manufacturers.**

Alternatively please view our **Open Course** dates at [www.foodsafety-training.co.uk](http://www.foodsafety-training.co.uk).

#### 4.1 Recommended Food Safety Training for All Levels of Staff

*European Regulation 852/2004* requires that all food handlers must receive appropriate supervision, instruction and/or training in food hygiene. Whether you are looking for food safety qualifications for retail, catering or manufacturing and whether you need training for food handlers, supervisors or managers, AF Associates offers a suite of qualifications designed to meet all your training needs.

Who Needs Training	Qualification Solution
New employees with minimal or no prior food safety knowledge, employees handling low-risk or wrapped food or those who work front of house	Level 1 Award in Food Safety
Food Handlers working in catering, manufacturing or retail needing basic food hygiene knowledge	Level 2 Award in Food Safety
For anyone working at supervisory level in any catering, manufacturing or retail business	Level 3 Award in Supervising Food Safety
Managers in catering and manufacturing businesses needing an advanced, practical qualification	Level 4 Award in Managing Food Safety
Supervisors and managers in catering and retail businesses needing to supervise the implementation of HACCP based systems	Level 3 Award in Supervising Food Safety Management Procedures
Senior members of a HACCP team needing to supervise the implementation of HACCP based systems in food manufacturing businesses	Level 3 Award in HACCP for Food Manufacturing
Managers, senior hygiene personnel and auditors in the food and drink manufacturing industry who establish, implement and manage HACCP systems	Level 4 Award in HACCP Management for Food Manufacturing

It is recommended that refresher training is undertaken every three years.

## **5.0 Food Safety Training**

### **5.1 Food Hygiene Awareness**

**For:** *Anyone* in contact with food service or production performing 'low risk' tasks. An ideal induction/refresher.

**Aim:** To provide a basic understanding of the importance of good hygiene practice and individual responsibilities.

**Time:** Two hours including a 15 question multi choice test.

**Certification:** AF Associates Certificate of Attendance

### **5.2 Level 1 Award in Food Safety**

**For:** Suitable for a variety of candidates, including new employees with minimal or no prior food safety knowledge, employees handling low-risk or wrapped food or those who work front of house, such as *waiting or check out staff, as well as back of house such as kitchen porters or warehouse staff.*

**Aim:** To show candidates how to work in a hygienic manner and ensure they are familiar with key aspects of current legislation, good practice and current food safety issues. The training programme covers the following topics:

- Food Safety (food hygiene, hazards, responsibilities)
- Personal Hygiene
- Cleaning
- Contamination

**Time:** Three hours including a 15 question multi choice exam.

**Certification:** CIEH Level 1 Award in Food Safety

### **5.3 Level 2 Award in Food Safety (formerly Basic/Foundation)**

**For:** *European Regulation 852/2004* requires that all food handlers must receive appropriate supervision, instruction and/or training in food hygiene. Government approved industry guides indicate that staff handling open high risk foods should receive training to Level 2 (formerly known as Basic or Foundation Food Hygiene).

**Aim:** The Course covers a defined syllabus aimed at giving first tier workers an appreciation of the fundamentals of good food safety practice. The course is delivered to meet the needs of different industry sectors, in catering, retailing and manufacturing. The qualifications cover the following topics:

- Legislation
- Food safety hazards
- Temperature control
- Refrigeration, chilling and cold holding
- Cooking, hot holding and reheating
- Food handling
- Principles of safe food storage
- Cleaning
- Food premises and equipment

**Time:** 1 day including a 30 question multi choice exam. Distance learning option available

**Certification:** CIEH/RSPH Level 2 Award in Food Safety

#### 5.4 Fundamentals of HACCP

**For:** All food operatives/production staff involved in the day-to-day running of the business.

**Aim:** To introduce the key principles and benefits of a HACCP system and explain the operatives' role in the day-to-day running of the HACCP system.

**Time:** 1 day including a 30 question multi choice exam.

**Certification:** RSPH Fundamentals of HACCP

#### 5.5 Level 3 Award in Supervising Food Safety (formerly Intermediate)

**For:** The Course is aimed at supervisors, team leaders and anyone needing a broad understanding of food safety as part of their work.

The course is ideal for personnel with responsibility for the following jobs and functions:-

- Quality assurance;
- One to one or on the job instruction/training;
- Customer complaint investigation;
- Raw materials buying;
- Owners and managers of small to medium sized organisations.

The course is delivered to meet the needs of different industry sectors, in catering, retailing and manufacturing.

**Aim:** Expands on basic knowledge and gives a good understanding of food hygiene and safety issues and the prevention of food safety problems. The qualification covers the following topics:

- Legislation
- Supervisory management
- Temperature control (chilling, cooking)
- Cleaning
- Contamination control
- Applying and monitoring good hygiene practices
- Implementing good food safety procedures
- Contributing to the safety training of others

Successful completion of the course and examination will enable candidates to:-

- play an active part in monitoring food hygiene standards in the workplace;
- be involved with in-house training activities;
- be equipped to effectively supervise food handlers on food hygiene issues;
- be able to carry out hygiene audits
- be able to assist in HACCP programmes;
- help in the formulation and writing of hygiene policies/procedures etc.

**Time:** 3 days including 2 hour 20 question multi choice exam. Distance learning option available.

**Certification:** CIEH Level 3 Award in Supervising Food Safety

## 5.6 Level 3 Award in Supervising Food Safety Management Procedures

**For:** This Course examines HACCP and tools such as SFBB and will be invaluable for managers and proprietors of the 400,000 small food businesses across the UK.

**Aim:** From 1st January 2006, EU legislation requires that all food businesses must have a documented food safety management system based on HACCP principles. HACCP has often been seen as being difficult to establish in catering businesses because of the sheer number and variety of processes involved in preparing and serving food. But practical, accessible and user-friendly management tools have been created, notably the *Safer Food Better Business* (SFBB) pack adopted by the FSA, to help caterers comply with the new regulations. The qualification covers the following topics:

- The 12 steps in the HACCP process
- Controls required to ensure food safety
- Use of a management tool such as the FSA's *Safer Food Better Business* pack

**Time:** One Day. Candidates are assessed by completing a written assignment based around a case study.

**Certification:** CIEH Level 3 Award in Supervising Food Safety Management Procedures

### **5.7 Level 3 Award in HACCP for Food Manufacturing**

**For:** A level 3 qualification for anyone involved in the implementation of modern food safety management systems and in particular: *HACCP Team Members, Supervisors and Managers* in all aspects of the food industry.

**Aim:** To concentrate on the aspects needed to employ modern methods of hygiene management, and give an understanding and necessary skills to set up and run a HACCP system, and be aware of legal requirements.

**Time:** 2 days including exam consisting of 20 multi choice questions & case study.

**Certification:** RSPH Level 3 Award in HACCP for Food Manufacturing

### **5.8 Level 4 Award in Managing Food Safety (formerly Advanced)**

**For:** This Course is aimed at managers with food safety responsibility, hygiene auditors and those wishing to train others in food safety. The course is ideal for personnel with responsibility for the following jobs and functions:-

- Quality assurance;
- Production managers;
- Owners or managers of food businesses;
- Supervisors with intermediate food hygiene knowledge;
- Hygiene auditors;
- Trainers wishing to deliver formal food hygiene qualifications.

**Aim:** To give a comprehensive understanding of food safety and the management of food safety within the business. The qualifications cover the following topics:

- Bacteriology
- Food-borne illnesses
- Physical contamination of food
- Food storage, temperature control and preservation
- Design and construction of food premises and equipment
- Cleaning and disinfection
- Pest control
- Personal hygiene
- Training strategies
- Legislation
- Management control techniques

Successful completion of the course and examination will enable candidates to:-

- Guide and advise on the management of food hygiene in a food business;
- Contribute to the management of hygiene in a wide variety of food businesses;
- Determine further training requirements;
- Identify areas for legal compliance;

- Determine good practice;
- Understand the relevance of HACCP in improving food safety;
- Promote and encourage good standards of food safety;
- Liaise with enforcement officers;
- Deliver food hygiene training (with appropriate training skills).

**Time:** Five days plus 2.5 Hour Exam and 2 Written Assignments

**Certification:** CIEH Level 4 Award in Managing Food Safety

### **5.9 Level 4 Award in HACCP Management for Food Manufacturing**

**For:** *HACCP Team Leaders, Technical Managers* and Enforcers in all aspects of food industry.

**Aim:** To look at the management of HACCP systems and ensure their long-term effectiveness & success.

**Time:** 5 days plus 2 exams.

**Certification:** RSPH Level 4 Award in HACCP Management for Food Manufacturing

### **5.10 How to Audit HACCP**

**For:** To provide Internal, Supplier and Third Party Auditors, Consultants and Enforcers with the necessary skills and awareness to accurately test the effectiveness of an existing HACCP system.

**Aim:** To equip candidates with a knowledge and understanding of the key elements of auditing a HACCP system, and the practicalities of carrying out HACCP audits.

**Time:** One Day

**Certification:** AF Associates Certificate of Attendance

### **5.11 Food Safety Auditing**

**For:** To provide Internal, Supplier and Third Party Auditors, Consultants and Enforcers with the necessary skills and awareness to Carry out Food Safety Audits

**Aim:** To equip candidates with a knowledge and understanding of how to carry out food safety audits at their own and other premises.

**Time:** One day

**Certification:** AF Associates Certificate of Attendance

## 5.12 ISO 22000:2005 Awareness

Knowledge of the requirements of the ISO 22000:2005 Standard Series is essential to the effectiveness and continual improvement of a Food Safety Management System and its associated processes. This comprehensive course provides hands on training to ensure that all personnel thoroughly understand the requirements of the Standard and acquire the expertise needed to implement it effectively.

Who Should Attend?

- Food Professionals with experience in implementation of quality management systems in manufacturing, service and public sector organisations
- Top and Middle Managers
- HACCP/Food Safety Team Members
- Enforcement and Regulatory Body Personnel
- Consultants

The Benefits of Attending

- Gain the knowledge and skills to understand and effectively apply the requirements of the ISO 22000:2005 Standard Series.
- Understand the benefits to the business of implementing ISO 22000:2005
- Understand the issues associated with Certification and Registration

Course Content

- Background to ISO 22000:2005
- ISO 22000:2005 Structure and General Principles
- The Requirements of ISO 22000:2005
- The Relationship of ISO 22000:2005 With Other Management Systems
- Developing and Implementing a Food Safety Management System
- Certification/Registration Issues

**Time:** Two Days

**Certification:** AF Associates Certificate of Attendance

## **6.0 Nutrition Training**

### **6.1 Level 2 Award in Healthier Food and Special Diets**

**For:** *Caterers, fitness trainers, community workers, food and health-related occupations and any individuals with a role in the promotion of health.*

**Aim:** A level 2 qualification covering the basic principles of nutrition and focuses on the role of nutrition in health by covering the role of a healthy diet in relation to health, the nutrient content of different foods and diets, how food processing affects the nutritional quality of food and how a nutrient deficiency or excess can contribute to ill health.

**Time:** 1 day including a 20 question multi-choice exam.

**Certification:** RSPH Level 2 Award in Healthier Food and Special Diets

### **6.2 Level 3 Award in Nutrition for Healthier Food and Special Diets**

**For:** *Anyone concerned with the practical application of nutrition to healthy eating, including individuals, caterers, fitness trainers, community workers and food and health related occupations.*

**Aim:** To promote a good understanding of all issues relating to nutrition and health and healthy eating and the importance of a balanced diet. An ideal link to the advanced course.

**Time:** 3 days plus 40 question Multi Choice Exam.

**Certification:** RSPH Level 3 Award in Nutrition for Healthier Food and Special Diets

### **6.3 Advanced Diploma in Nutrition**

**For:** *Managers in the hospitality and leisure industry and Health Professionals, including community workers, nurses, residential care managers and caterers. Product development managers in the food industry.*

**Aim:** To provide an in-depth knowledge of the practical application of diet and healthy eating and its implications within the community.

**Time:** 5 days plus 2 hour exam paper and 2 assignments

**Certification:** RSPH Advanced Diploma in Nutrition

## **7.0 Health & Safety Training**

### **7.1 Level 2 Award in Health & Safety in the Workplace**

**For:** The Course is designed to provide essential knowledge and understanding of health and safety for employees working in any industry sector.

**Aim:** To understand the fundamentals of occupational health & safety within the workplace, including legal requirements and personal responsibilities. The qualification covers the following topics:

- Legislation
- Health
- Safety
- Welfare
- The workplace and workplace equipment
- Risk assessment
- Manual handling
- Hazardous substances
- Ergonomics and workstation design
- Transport and vehicles
- Noise and vibration

**Time:** 1 day including a 30 question multi choice exam. Distance Learning Option available.

**Certification:** CIEH Level 2 Award in Health & Safety in the Workplace

### **7.2 Stress Awareness**

**For:** General workers, but may also introduce the issue of work-related stress for more senior staff.

**Aim:** A stand-alone qualification which complements the Level 2 Award in Health & Safety in the Workplace. The course is aimed at raising awareness of likely sources of work-related stress, the range of symptoms and effects it can cause. Successful completion will prepare candidates to look carefully at their own work activities and contribute towards the development of strategies to combat work related stress.

Topics covered in the training include:-

- Definition of stress;
- Stress as an occupational hazard;
- Identification of basic workplace stressors;
- Development of basic controls for work related stressors;
- Responsibilities imposed under UK legislation.

**Time:** 4 hours. Candidates are assessed by means of a review of the students' own work practices and is completed under tutor supervision following the training.

**Certification:** CIEH Stress Awareness

### **7.3 Level 2 Award in the Principles of COSHH**

**For:** Those who use substances hazardous to health in the workplace.

**Aim:** A stand-alone qualification, complementing the Level 2 Award in Health & Safety in the Workplace. Introducing the hazards associated with certain substances, the risks and controls available and what to expect from a COSHH assessment. Successful completion will prepare candidates to look carefully at their own work activities and contribute towards the safer use of hazardous substances.

Topics covered in the training include:-

- Definition and types of substances hazardous to health in the workplace;
- Health effects of hazardous substances and their causes;
- COSHH assessments and control options;
- Responsibilities imposed by the Control of Substances Hazardous to Health Regulations.

**Time:** 4 hours including a 20 question multi choice exam.

**Certification:** CIEH Level 2 Award in the Principles of COSHH

### **7.4 Principles of Manual Handling**

**For:** This Course is aimed at those who carry out manual handling activities at work.

**Aim:** To prepare candidates to look carefully at their own work activities and contribute towards the development of safer methods and tasks.

Topics covered in the training include:-

- The process of manual handling in the workplace;
- Manual handling injuries and the activities which cause them;
- Manual handling assessment and control options;
- Responsibilities covered by the Manual Handling Operations Regulations

**Time:** 4 Hours including a 20 question multi choice exam.

**Certification:** CIEH Principles of Manual Handling

## **7.5 Supervising Health & Safety**

**For:** Middle management, who have a legal and moral responsibility to manage health & safety issues within the workplace.

**Aim:** To ensure all policies and procedures are in place to protect not only workers, but also visitors to the premises and promote a health & safety culture in the workplace.

**Time:** 3 days including 2 hour 60 question multi choice exam.

**Certification:** CIEH Supervising Health & Safety Certificate

## **7.6 Advanced Diploma in Health & Safety in the Workplace**

**For:** Supervisors and Managers who are required to have a working knowledge of Health & Safety to ensure compliance with Health & Safety Legislation.

**Aim:** on completion of the qualification, candidates should feel able to design, implement and monitor a health and safety programme within a small to medium sized organization having moderate risks

**Time:** 5 days plus 1 x 2 hour exam paper on given dates throughout the year

**Certification:** RSPH Advanced Diploma in Health & Safety in the Workplace

## **7.7 First Aid Appointed Person**

**For:** Anyone who needs to gain a basic knowledge of Emergency First Aid Principles

**Aim:** The course covers basic techniques of First Aid. It is designed to meet the minimum standards required by the current Health and Safety (First Aid) Regulations 1981.

**Time:** One day

**Certification:** HSE One day Appointed Person Certificate

## **7.8 First Aid at Work**

**For:** People working in all businesses at all levels

**Aim:** To give candidates a good knowledge of First Aid in the workplace and to give employers a certificated First Aider to comply with the regulations and the approved code of practice.

**Time:** 4 days

**Certification:** HSE First Aid at Work Certificate – This Qualification is valid for 3 years

### **7.9 Fire Warden Training**

**For:** This course is for employees such as Fire Wardens and Fire Marshals identified as having a supervisory role in the event of fire, and will help employers fulfill their obligations under existing Fire Safety Legislation and the new Regulatory Reform (Fire Safety) Order 2006.

**Aim:** To give candidates a knowledge and understanding of the following:

- Who is responsible for Fire Safety?
- An overview of current legislation.
- Principles of combustion and spread of fire.
- Identification and selection of extinguishers.
- How to identify fire hazards.
- Types and meanings of fire safety signs.
- Action in the event of fire. Raising and responding to the Fire Alarm.
- Evacuation drill management and human behaviour in a fire.
- Choosing and using fire fighting equipment, including practical use.
- The role and responsibilities of the Fire Warden.
- Liaising with the Fire Brigade.

**Time:** One day

**Certification:** AF Associates Certificate of Attendance



## **8.0 Level 3 Award in Risk Assessment Principles and Practice (General)**

**For:** Managers, Supervisors and all those who have a responsibility to conduct risk assessments.

**Aim:** To introduce legal responsibilities and an understanding of how to prepare & implement risk assessments, which should assist in the prevention of injuries, fatalities, property damage incidents and other losses. Topics Include:

- Legislation
- Principles of risk assessment
- Prioritising risk
- Controls
- Documentation
- Monitoring controls
- Risk assessment in practice

**Time:** 1 day plus work based assignment researching & preparing a report. Distance Learning Option available

**Certification:** CIEH Level 3 Award in Risk Assessment Principles and Practice Certificate

## **9.0 Personnel Training**

### **9.1 Professional Trainer Certificate**

**For:** *Anyone who needs to understand the basics of training practice, or who wants to refine their training techniques.* The qualification is an essential requirement for those wishing to register to deliver Level 2 training along with the necessary technical qualification.

**Aim:** To provide an opportunity to understand and practice a professional approach to training design and delivery. The course involves a significant amount of hands-on activity with additional work outside the sessions to develop the content and materials for assessment.

**Time:** 3 days including on course training assessment

**Certification:** CIEH Professional Trainer Certificate

### **9.2 Presentation Skills**

**For:** *Those involved in creating and delivering Presentations to others in order to impart specific messages*

**Aim:** To equip the individual with the tools and knowledge to develop competence and confidence in order to reach full potential as credible presenter.

**Time:** 1 day. Distance learning option available

**Certification:** AF Associates Certificate of Attendance

### **9.3 Coaching Skills**

**For:** *Those involved in the development of others to increase performance in the workplace.*

**Aim:** To equip staff with the tools and knowledge to develop staff to their full potential.

**Time:** 1 day.

**Certification:** AF Associates Certificate of Attendance

#### **9.4 Appraisal Skills**

**For:** *Those who have a responsibility to improve the performance of others as part of their job role.*

**Aim:** To equip staff with an understanding of the importance of performance targets and gain the knowledge, skills and confidence to implement a performance management structure and an understanding of how to conduct appraisal reviews

**Time:** 1 day.

**Certification:** AF Associates Certificate of Attendance

#### **9.5 Leadership Skills**

**For:** *Those who have a responsibility to lead others as part of their job role.*

**Aim:** To equip staff with an understanding of how to motivate others to perform, implement change, encourage others to participate and follow and defining clearly information and instructions

**Time:** 1 day.

**Certification:** AF Associates Certificate of Attendance

#### **9.6 Team Development Skills**

**For:** *Those who manage or who are responsible for a team or group of individuals, including frontline, middle and senior managers and supervisors.*

**Aim:** To equip staff with an understanding of how to hold meetings, give feedback, communicate effectively, coach individuals and develop teams.

**Time:** 1 day.

**Certification:** AF Associates Certificate of Attendance

### **9.7 Time Management Skills**

**For:** *Those who are interested in making better use of their time.*

**Aim:** To equip individuals with the tools, knowledge and ability to manage their time more effectively and productively and as a result be less stressed.

**Time:** 1 day.

**Certification:** AF Associates Certificate of Attendance

### **9.8 Project Management Skills**

**For:** *Those who wish to gain the knowledge, skills and confidence to be able to work effectively as a Project manager or as a member of a project team. The course is ideal for those who are experienced in working within a project, new to a Project Manager role or involvement with a project or interested in planning and organising a specific piece of work in a structured way.*

**Aim:** To understand the project lifecycle, be aware of suggested documentation procedures and methods of gaining involvement and monitoring the project

**Time:** 1 day.

**Certification:** AF Associates Certificate of Attendance

### **9.9 Change Management Skills**

**For:** *Those who have a responsibility to lead others through a change process as part of their job role.*

**Aim:** To understand how to implement change in the organization, analyse potential benefits and barriers to change and be aware of the process of change in an organization.

**Time:** 1 day.

**Certification:** AF Associates Certificate of Attendance

### **9.10 IRCA Registered Lead Auditor Training**

These courses are run through Nigel Bauer & Associates

### **9.11 Internal Auditing Skills**

**For:** Internal Auditors wishing to refresh their skills, potential internal auditors, quality managers, compliance managers and other time management with responsibilities for compliance issues



**Aim:** To equip candidates with an understanding of basic auditing techniques for compliance, system, process and risk management audits and have the training necessary to comply with ISO 9000 and industry standard requirements for internal auditing.

**Time:** One Day

**Certification:** AF Associates Certificate of Attendance



## 10.0 Distance & E-Learning - an alternative option to classroom training

Distance & E-learning Specialists



We are delighted to be able to offer a range of certificated distance and e-learning products, developed by our Associates - **Yore Learning**.

**Distance & E-learning** are terms used to describe methods of learning where the learner decides where and when to learn. These products have been designed to complement our existing training and consultancy services.

If it is difficult to attend formal classes the Distance/E-Learning Option is an ideal solution. Distance & E-learning is a type of learning which enables the learner to complete a course by a combination of workbook, interactive CD or online anywhere and at anytime without attending formal classes.

Dependent on the course, a range of different formats are available. Course can be supplied in PDF Format, as a workbook, an interactive CD or online to suit your requirements.



Online Courses are delivered either by interactive learning or by a series of online lectures, with 'live' tutor support.

This type of learning provides an alternative to formal training sessions and can exceptionally flexible.

### How does it work?

The learner is issued with the course material in the chosen format, which contains all the learning material necessary to successfully complete the course. The learner works through the course at their own pace and speed, thus reducing the stress and worry that some personnel experience when in formal class training environments.

If necessary, tutor support for the duration of the course is available via e-mail, fax, telephone or correspondence should the learner have any queries, or require any help.

### The benefits speak for themselves:

- Extremely cost effective
- No travelling costs
- Little or no 'down time'
- Students learn at their own pace

- Learner friendly
- Accessibility for all
- Flexibility around work schedules
- Courses can be started at any time
- Training available to all to recognised industry standards

**Time:**

Distance Learning & e-learning courses start at any time and you learn at your own pace, by completing the modules. Online 'Live' lecture courses start at scheduled intervals.

**Courses Available By Distance Learning**

<b>Food Safety/HACCP</b>	<b>Nutrition Training</b>	<b>Health &amp; Safety</b>	<b>Personnel &amp; Management</b>
Level 1 Award in Food Safety (C, R, M)	Level 2 Award in Healthier Food and Special Diets	Level 2 Award in Health & Safety in the Workplace	Presentation Skills
Level 2 Award in Food Safety (C, R, M)		Stress Awareness	Coaching Skills
Fundamentals of HACCP	Level 3 Award in Nutrition for Healthier Food and Special Diets	Level 2 Award in the Principles of COSHH	Appraisal Skills
Level 3 Award in Supervising Food Safety (C, R, M)		Principles of Manual Handling	Leadership Skills
Level 3 Award in HACCP for Food Manufacturing (M)	Diploma in Nutrition	Supervising Health & Safety	Team Development Skills
Level 4 Award In Managing Food Safety (C, M)		Level 3 Award in Risk Assessment Principles and Practice (General)	Time Management Skills
Level 4 Award in HACCP Management for Food Manufacturing (M)		Advanced Diploma in Health & Safety	Project Management Skills
ISO 22000 Awareness			Change Management Skills

**C, R, M = Course available in options for Caterers, Retailers and Manufacturers.  
Visit Yore Learning at [www.yorelearning.co.uk](http://www.yorelearning.co.uk)**



## ENQUIRY FORM

Please fill out this form and either post or fax it back on 0800 4715170

<b>Company Name:</b>
<b>Company Address:</b>
<b>Postcode:</b>
<b>Contact Name:</b>
<b>Telephone:</b>
<b>Fax:</b>
<b>Mobile:</b>
<b>Email:</b>
<b>Nature of enquiry:</b>



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AF Associates  
Food Safety Consultancy & Training

