

THE AUTHORS

The first edition of this module was written jointly by three authors. All three were on the staff of the Robert Gordon's Institute of Technology.

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Since 1990 all new material for subsequent editions of this module has been written by Lee Cooper of Seafish.

ACKNOWLEDGEMENTS

With the permission of Torry Research Station, some of the material in this module has been extracted from the Torry Advisory Notes series.

Tables have been copied from the book 'Fish Handling and Processing' produced by Torry Research Station and Published by H.M.S.O.

Illustrations and graphics are by Paul Patterson of Hull.

A digital version of this open learning module is available on the Seafoodacademy.org website.

A Guide for Open Learners

This will help to explain what open learning is all about. It will help you to make the best use of your open learning module.

WHAT'S SO GOOD ABOUT OPEN LEARNING?

Open learning gives you freedom to choose. You study:

- What you like
- Where you like
- When you like
- At a pace to suit you.

You can pick the subjects you want. You don't have to be in a certain classroom at a certain time. You won't be bored because the teaching is too slow, or lost because it's too fast.

You seldom need any qualifications before you are allowed to study.

All this freedom lets you fit your studying into your daily routine.

The best thing about it for most people is that they can study without taking valuable time off work.

Modules are written in a way that allows you to study without help. However, it is expected that you will need assistance from time to time and this can normally be provided.

THINGS YOU SHOULD KNOW ABOUT YOUR MODULE

What is a module?

Each module will be divided into segments. You could think of each segment as a lesson.

Before you begin

Each module will have a short introduction. You will be given a list of things you will need. For some modules, special equipment will be needed. We can supply most of this. This section will also tell you if you need any knowledge or experience before you begin. Check that you have everything you need.

Objectives

Modules are based on objectives which tell you what you will be able to do when you have finished. These are clearly stated. You should check that the module objectives match your own reasons for studying. You will be told when you have achieved each one of the objectives. In this way you can easily keep track of your own progress.

S.A.Q.s

This is short for **self-assessment questions**. These questions are carefully designed to help you. They let you know how you are getting on. They help you to find out any problems that you may be having with the material and help you to put them right.

Don't be tempted to skip these questions. Don't look at the answers before you try them! You will only be cheating yourself.

Where you are expected to write an answer, a space will be left in the text. Remember the module is your learning tool, not a textbook, so go ahead and write on it. **Don't** try to keep an answer in your head until you have checked it. **Always write down your answer first.** Writing the full answer down is very important, it makes you really think about what you are doing. The wide margins are also there for you to make notes in.

You will notice that the numbers given to the S.A.Q.s are out of sequence. We did this on purpose. This is to stop you from accidentally seeing the answer to the second S.A.Q. when you are looking at the response to the first. The responses to the S.A.Q.s are at the back. They are in the correct number order. We have called them responses because they are usually more than just answers. It is a good idea to read the whole response every time. It usually helps to know about common mistakes even though you got the right answer.

S.A.Q.s are shown by a box with a question mark and the number of the question.

? SAQ1



The digital version of this open learning module has all the SAQs in a single pdf document that you can print out, write on and bring along to your exam. See the online instructions or use this QR code.

Important information

Other boxes are used to show different types of information. A box with the  in the top left corner contains important information.

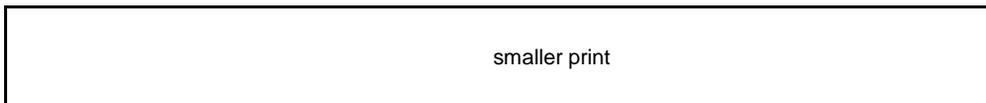
Warnings

A box with the warning sign gives information about possible dangers, health hazards, etc.



Definitions

A box with smaller print is used for definitions and extracts from documents.



Other emphasis

Shading like this is used to pick out important sentences and paragraphs.

Bold type is used to make **important words** or **numbers** stand out.

HELP IF YOU GET STUCK

At the time of obtaining your module you will be told of any support which can be arranged. This might be through one of the following:

- Telephone or email;
- Face to face meeting or skype call
- Contact your Seafish approved training provider for advice

Questionnaire

There's a feedback form at the end of this printed module. You can also provide feedback with an online survey. If you have a smartphone that reads QR codes then please try out our survey.



HINTS ON STUDYING

When?

Try to get into a regular study routine. Set aside times for study but be ready to give and take a bit. Miss one of your planned sessions if you must, but try to make it up later.

Set yourself realistic targets such as 'I will finish segments one and two by this weekend' and **stick to them!**

Grab the chance to study at odd moments. You'll be amazed how much you can learn in fifteen minutes. It's difficult for the average person to really concentrate for more than 20 minutes at a time anyway. A word of warning - don't think you can learn anywhere. You need to be able to concentrate, there are often distractions which prevent this.

Time spent just **reading** a module is not the same as time spent **learning**.

- You must become involved, the best learning happens when you're active, e.g. answering questions and making notes.
- Don't study for too long without a break.

This module will remind you of suitable places to stop for a while, but if you need a break earlier, take one. It's entirely up to you.

Where?

Try to find somewhere where you will not be distracted. Almost anywhere will do. It all depends on how you are placed at home and at work.

Don't forget your local library.

The secret is, **be flexible**. If the kids are having a party, go to Auntie's. If she's not in, go to the library. All you need is somewhere where you can get on with it and not be disturbed.

Carry your module with you when you can. Try to find gaps in your normal routine when you could do some useful studying.

Now that you've decided to have a go, **stick with it!** Don't give up. Most people find studying hard at times, this is quite natural. It is also quite natural to need help with parts that you find especially difficult. However, we're sure you'll find it worthwhile.

Strikeback 2 is food hygiene training DVD produced by Seafish. It is also available from our youtube channel a series of five video programmes. Simply search for seafishtheauthority on youtube and look for Strikeback or use this QR Code.



The Exam!

Most people who study this module do it because they want a qualification in food hygiene. If you follow this path then you will be one of more than 10,000 people who have achieved their food hygiene qualification through this Seafish module. The exam paper has 30 questions, all multiple choice.

Here are a few tips to exam success:

- Decide the target date for your exam – organise it through your provider or Seafish;
- Read the module and make notes;
 - Try and do this twice (or more) and aim to finish your last read just a day or two before the exam;
- Start and finish by viewing the full set of Strikeback hygiene training videos on our youtube channel. Search for seafishtheauthority and Strikeback. There are **five** programmes to watch.

Introduction

Welcome to this study module on **Hygiene and cleaning**. Although the text uses examples based on the seafood industry, knowledge of hygiene principles will be useful as an introduction to anyone whose work involves the handling of other foods.

Pre-entry requirements

No previous qualifications or experience are assumed.

Equipment required

No special equipment is required, although access to youtube is useful. All you will need is a pencil. You will find that space has been left in the text for your answers to the self-assessment questions.

Examination options

After completing the hygiene module and the self-assessment questions, and when you feel you have a good grasp of hygiene and cleaning, the next step is to take the examination which can lead to a qualification in food hygiene. Details of the centres at which examinations are held, the costs, and procedures can be obtained from the person who supplied the module, or:

Seafish Training onshore@Seafish.co.uk Tel 01472 252300.

The exam is in the form of a multiple choice test lasting about 30 minutes. Successful candidates will receive an Elementary Food Hygiene Certificate from the **Royal Environmental Health Institute for Scotland (REHIS)**. Seafish is a joint awarding body with REHIS for this internationally recognised qualification.

You must bring your open learning module along to the examination so that it can be looked at. The person running the examination will want to see that the module has been used and SAQs completed. We are not concerned with whether your SAQ answers are correct, only that you have attempted them.

You should also bring along suitable identification (Photo ID is best)

After the examination it may take up to 28 days for the papers to be marked and certificates issued. If you want to know the result sooner, speak to your exam organiser before the start of the examination.

Objectives

On completion of this module you should be able to:

1. State the connection between bacteria and food poisoning and the possible social and economic effects of food poisoning.
2. List the common types of food poisoning bacteria and state how to avoid those conditions which are ideal for their multiplication .
3. Assess standards of hygiene and maintain the high standard necessary when handling food.
4. Describe suitable premises and facilities for food handling purposes.
5. Describe properties of suitable cleaning materials and plan a cleaning routine.
6. Relate common types of pests to food contamination and state some methods of controlling pests.
7. Observe the basic laws and regulations affecting food handling.
8. Understand the main principles behind HACCP in the seafood industry.
9. Understand how food hygiene applies in the fish frying industry
10. Approach an examination for a qualification in elementary food hygiene with the confidence that you have covered all the elements required for a successful result.