

# Training course syllabus

## Face-to-face course

<b>Title:</b>	<b>Health and hygiene training course for the shipping industry</b>
<b>Purpose</b>	The EU SHIPSAN ACT training courses are designed to help you to perform your supervisory and training duties and to maintain a high standard of health and hygiene on board ships.
<b>Dates and time</b>	<b>12-14 March 2019</b> <b>The course will start at 13:30 on Tuesday 12 March 2019 and will finish at 14:00 on Thursday 14 March 2019. Total: 21 hours (16 hours face-to-face, 5 hours e-learning)</b>
<b>Location</b>	<b>Celestyal Olympia cruise ship docked at the Piraeus port, Greece</b>
<b>Who should attend?</b>	<ul style="list-style-type: none"> <li>• Managers with duties related to health and hygiene</li> <li>• Ship officers working at a supervisory level</li> <li>• In-house or contracted trainers responsible to deliver health and hygiene training to crew members</li> </ul>
<b>Course objectives</b>	<ul style="list-style-type: none"> <li>• Demonstrate knowledge on the health and hygiene standards on ships, focusing on the European Manual for Hygiene Standards and Communicable Disease Surveillance on Passenger Ships. Click <a href="#">here</a> to download the 2<sup>nd</sup> Version of the European Manual.</li> <li>• Be aware of the principles of hygiene and communicable disease prevention and control on ships as required in the European Union legislation, as well as in the international standards.</li> <li>• Apply methods for supervising corrective actions implemented in response to non-conformities.</li> <li>• Develop inter-department cooperation for implementing ship health and hygiene management plans.</li> <li>• Develop plans for ensuring that risks have been identified, control measures are implemented by trained staff, and monitoring and corrective actions are in place.</li> <li>• Apply health and hygiene training principles for crew member training on the ship.</li> </ul>
<b>Course methodology</b>	<p>Half of the lessons focus on training and skills and half of the lessons focus on lectures of the various topics. Trainees are given plenty of time to practice hands-on skills, as these will be utilized in the exercises.</p> <p>The training approach of the course consists of:</p> <ul style="list-style-type: none"> <li>• Lectures – instruction and theory on the subject matter</li> <li>• Small group exercises – adapting theory</li> <li>• Case studies – use of scenarios to exercise problem solving</li> <li>• Questions and answers – updating skills and knowledge</li> <li>• Workbook – to accompany learning sessions</li> <li>• Resources in the form of support documentation will be sent in an electronic format</li> </ul>

<b>Modules</b>	<ul style="list-style-type: none"> <li>• Food safety</li> <li>• Potable water safety</li> <li>• Outbreak management and control</li> <li>• Recreational water safety</li> <li>• Nursery and play areas</li> <li>• Pest management</li> <li>• Hairdressers and beauty salons</li> <li>• Hazardous substances</li> <li>• Waste management</li> </ul>
<b>Assessment</b>	<p>At the beginning and at the end of the training course, there will be an assessment. It will include multiple choice and short answer questions covering the topics discussed in the course.</p> <p><b><u>Aim of the assessment:</u></b> It is a tool to give a better idea of the learning progress.</p>
<b>Administrative information</b>	<p>The cost for attendance at this course is 500 euros. Coffee breaks and lunch will be provided by the organizers. Accommodation and additional travel and transportation costs are the responsibility of the participant. Accommodation can be arranged on board the ship at your own cost.</p>
<b>Certification</b>	<p>A certificate of successful completion will be issued to participants who successfully pass the final assessment. You must attend the three days, participate in all modules and complete the e-learning to receive your certificate.</p>
<b>Registration</b>	<p>Click on the following link to register on-line for the training course:</p> <p><a href="http://surveys.shipsan.eu/index.php/348187/lang-en">http://surveys.shipsan.eu/index.php/348187/lang-en</a></p>
<b>Registration deadline</b>	<p><b>4 February 2019</b></p>
<b>To get more information</b>	<p>For any further information please contact us via email <a href="mailto:training@shipsan.eu">training@shipsan.eu</a></p>

### Content overview

#### Pre-course material

Trainees will be given access to the on-line learning platform in order to complete two introductory training modules. The first module is about the European Manual for Hygiene Standards and Communicable Disease Surveillance and the second module is about using standardised forms to perform inspections on ships. These are 15 minute self-paced audio modules that should be completed by the participants at any time before coming to the training course.

#### Face-to-face training course

Module	Overview, learning objectives and content
<b>Planning training on ships</b>	<p>This module will introduce the European and the global legal framework for ship operators' obligations about training of their staff. It will further explain the training plan provided in the European Manual and introduce training principles.</p> <p>Learning objectives</p> <ul style="list-style-type: none"> <li>- Demonstrate knowledge on the legal obligations of ship operators about training in health and hygiene.</li> <li>- Verify a training policy for health and hygiene on ships.</li> <li>- List the principles of adult learning in developing educational programmes.</li> </ul>
<b>Food safety</b>	<p>This module will provide an overview on food safety principles for supervisors and HACCP audit techniques. It will cover the European legislation requirements about food traceability and food information to consumers (i.e. potential allergens). Examples of non-conformities based on real inspection findings will be presented. Learning about findings from inspections conducted previously in ports in Europe will help participants to better implement the European Manual standards.</p> <p>Learning objectives</p> <ul style="list-style-type: none"> <li>- Better implement the principles of food hygiene and the HACCP principles.</li> <li>- Develop or improve the instructions and guidance on HACCP principles in the department or areas you supervise/manage on board.</li> <li>- Effectively supervise food handlers on all hygiene and food safety issues.</li> <li>- Carry out food hygiene inspections and audits.</li> <li>- Provide guidance and advice on the management of food hygiene in the passenger ship food operations.</li> <li>- Demonstrate technical knowledge necessary for management of complex food production processes.</li> </ul>

<p><b>Potable water safety</b></p>	<p>Based on the principles of the Water Safety Plan approach, this module is intended for all ship supervisors, as well as those who have specific duties for water safety. Water is distributed throughout the ship and everyone should be aware to some extent of the water safety principles. This module will help participants to apply the requirements from the European Manual in evaluating the Water Safety Plan implemented on board the ship.</p> <p>Learning objectives</p> <ul style="list-style-type: none"> <li>- Ensure potable water is produced safely.</li> <li>- Avoid contamination of bunkered water.</li> <li>- Ensure correct disinfection of potable water.</li> <li>- Reduce the risk of Legionnaires' disease.</li> <li>- Ensure that operational monitoring is in place.</li> <li>- Ensure that corrective actions are taken whenever required.</li> <li>- Verify correct operation of the Water Safety Plan.</li> </ul>
<p><b>Recreational water safety</b></p>	<p>The module will help those who have responsibility for pool and hot tub/spa operations and maintenance, as well as those who are involved in the prevention and control of waterborne diseases to apply the requirements from the European Manual in evaluating control measures for Recreational Water Facilities.</p> <p>Learning objectives</p> <ul style="list-style-type: none"> <li>- Ensure water is halogenated while the pool is open for use.</li> <li>- Ensure that the filters are maintained appropriately.</li> <li>- Audit the monitoring procedures.</li> <li>- Schedule microbiological monitoring.</li> </ul>
<p><b>Outbreak management and control</b></p>	<p>This module will provide an overview of prevention and control measures on board ships for gastroenteritis, Legionnaires' disease, vaccine preventable diseases and influenza. Those who attend the course will be better able to identify the illnesses commonly found on passenger ships and recognise, when case reports exceed expected values, the need to rapidly implement the management strategies that allow control of illness outbreaks. It will further give advice on resources where ship operators can find up to date information about alerts for food safety and infectious diseases globally and in Europe.</p> <p>Learning objectives</p> <ul style="list-style-type: none"> <li>- Describe transmission routes for gastroenteritis, Legionnaires' disease, vaccine preventable diseases and influenza.</li> <li>- Demonstrate knowledge on surveillance demands and pre-boarding passenger and crew screening principles.</li> <li>- Use of the Outbreak Management Plan tool to organise both routine and elevated levels of illness when triggers are reached.</li> <li>- Evaluate the pro-active role of supervisors on implementing the response actions and observation of activities to ensure guidance is followed strictly.</li> <li>- Apply control measures which match the illness and response phase established.</li> <li>- Assess the methods followed in housekeeping closely to prevent illness spread and repeat cabin occurrence.</li> </ul>



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## Training courses for the shipping industry in 2019

<p><b>Housekeeping</b></p>	<p>This module will provide an overview of cleaning and disinfection principles and on how to organize an audit on housekeeping activities on board. It will give emphasis on the European legal framework for biocidal products.</p> <p>Learning objectives</p> <p>By completing this module, trainees will be better able to apply the requirements from the European Manual in evaluating housekeeping activities:</p> <ul style="list-style-type: none"> <li>- Cleaning and disinfection</li> <li>- Body spillage policies</li> <li>- Personal hygiene and uniform policies</li> <li>- Areas at high risk of disease spread</li> <li>- The laundry process</li> </ul>
<p><b>Nursery and play areas</b></p>	<p>This module will help ship officers performing their duties to conduct focused inspections to verify prevention and control of infections is implemented.</p> <p>Learning objectives</p> <p>By completing this module, trainees will be better able to apply the requirements from the European Manual in evaluating nursery and play areas for compliance with infection control processes:</p> <ul style="list-style-type: none"> <li>- Ensure that fixed facilities have supplies and necessary equipment.</li> <li>- Hand contact surfaces in facilities and furnishings are easy to clean.</li> <li>- Surfaces of furnishings and toys are cleaned and disinfected often daily</li> <li>- Surfaces are visibly clean.</li> <li>- Signs are posted and logs on illness and body fluid events maintained.</li> <li>- Infectious illness guidance and exclusion policy provided and explained.</li> <li>- Staff training demonstrated and records of training maintained.</li> </ul>
<p><b>Pest management</b></p>	<p>This module will help ship officers perform their duties to conduct focused inspections to verify prevention and control of pest infestations is implemented.</p> <p>Learning objectives</p> <p>By completing this module, trainees will be better able to apply the requirements from the European Manual in evaluating the Integrated Pest Management (IPM) plan:</p> <ul style="list-style-type: none"> <li>- IPM team, roles and responsibilities and training records.</li> <li>- Pests that should be considered in the IPM plan.</li> <li>- Plan of the ship with the active and passive surveillance locations.</li> <li>- Records for active and passive surveillance inspection results and corrective actions.</li> <li>- List with authorised pesticides available on board.</li> <li>- Staff training demonstrated and records of training maintained.</li> </ul>

<p><b>Hairdresser's and beauty salons</b></p>	<p>This module will help ship officers perform their duties to conduct focused inspections to verify prevention and control of diseases that can be transmitted in hairdresser's and beauty salons.</p> <p>Learning objectives</p> <p>By completing this module, trainees will be better able to identify the risks associated with hairdresser's and beauty salons, and assess how well the responsible crew understand, manage, and control them:</p> <ul style="list-style-type: none"> <li>- Responsible crew are trained on spread of pathogens, cross-contamination, personal health and hygiene, hand washing, and techniques of cleaning and disinfection.</li> <li>- Responsible crew demonstrate knowledge about infectious disease risk and hygienic practices in performing their duties.</li> <li>- Evaluate practices of cleaning, disinfection and sterilisation of equipment like combs, brushes, scissors, clippers and manicuring and pedicure instruments.</li> <li>- Review practices of razor and cosmetic use for each customer.</li> <li>- Assess waste under medical category and sharps storage, handling and disposal.</li> <li>- Analyse any logs or guidance on cleaning/disinfection and compliance with company policy on handling of minor wounds.</li> </ul>
<p><b>Hazardous chemical agents</b></p>	<p>This module will cover the standards on hazardous chemical agents with emphasis to the European legal framework on hazardous chemical agents.</p> <p>Learning objectives</p> <ul style="list-style-type: none"> <li>- Demonstrate knowledge on the standards of the European Manual for hazardous chemical agents.</li> <li>- Organise an audit related to hazardous chemical agents on board passenger ships.</li> </ul>
<p><b>Waste management</b></p>	<p>This module will cover the hygienic aspect of the waste management process on board ships in segregation, handling, storage and disposal.</p> <p>Learning objectives</p> <ul style="list-style-type: none"> <li>- Demonstrate knowledge on the standards of the European Manual for waste management.</li> <li>- Organise an audit related to the hygienic aspect of waste management on board passenger ships.</li> </ul>