

Food Safety Policy

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Executive Owner:	<i>Paul Stephenson, Vice President Human Resources</i>
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Related documents:	<i>Health and Safety Policy</i>

Approval History

Version	Reviewed by	Amendment history	Approved by	Date
1.0	Paul Daniell Health and Safety	First Draft (old format)	Health and Safety Committee Executive Board	May 2011
2.0	Paul Daniell Health and Safety	Second Draft (2014 format)	Health and Safety Committee Executive Board	11 July 2014
3.0	Paul Daniell Health and Safety in consultation with management of HCCS	(Minor Update: roles and responsibilities amended; Addition of allergen statement to policy 2018 format)	Health and Safety Committee	19 October 2018

1	Introduction
1.1	Purpose
1.1.1	<p>The University has a duty to assess the risks posed to the health and safety of its employees and to anyone else who may be affected by its activities. Significant risks identified by this process have to be reduced to a tolerable level. This duty includes the safe and hygienic provision of food and beverages by any individual, department, society, company or others on campus, irrespective of whether the provision is for profit or not.</p> <p>The University of Surrey recognises and acknowledges its responsibility for food safety, and will ensure that the provision of food and beverage under the auspices of this policy are safe and of a high quality.</p>
1.2	Scope
1.2.1	This policy applies to all food handling activities undertaken by, or on behalf of the University of Surrey, including student groups and contractors working in support of the University.
1.3	Definitions
1.3.1	<p>Food:</p> <p>Any substance or product, whether processed, partially processed or unprocessed, intended to be, or reasonably expected to be ingested by humans.</p> <p>This includes drinks and water or any substance incorporated into the food during its preparation or treatment.</p>
1.3.2	<p>Food Business:</p> <p>Any undertaking, whether for profit or not, or whether public or private, carrying out any activities related to any stage of production, processing and distribution of food.</p>
1.3.3	<p>Food Provider:</p> <p>The person responsible for ensuring that the requirements of food safety legislation are met within the food business under their control.</p>
1.3.4	<p>Food Handler:</p> <p>Any person, including staff, contractors, students and outside vendors, supplying and handling food for consumption on the University premises.</p>
1.3.5	<p>Food Operations:</p> <p>Any undertaking involving food and one or more of the following operations: Preparation, processing, manufacture, packaging, storage, transportation and distribution, handling, offering for sale or supplying a consumer</p>
1.3.6	<p>Food Safety Management System:</p> <p>A set of standard operating procedures which will ensure that all food producers:</p> <ul style="list-style-type: none"> • Comply with the requirements of relevant legislation • Identify all of the significant hazards and appropriate controls relating to their food business e.g. temperature control, microbiological, chemical or physical contamination, managing allergen ingredients etc. • Identify points in the food process that are critical to food safety and put in place control and monitoring procedures at these points
1.3.7	<p>Occupational Health, Safety and Environment is defined as “the measures and systems aimed at preventing harm and ill health to those at work, whilst protecting the environment from damage that could result from work practices.”</p>

1.3.8	<p>Training and Briefing</p> <p>Training is equipping staff, students (and others where the University has a duty-of-care) with relevant skills to deal appropriately with a given Health and Safety situation.</p> <p>Briefing is informing such persons of relevant knowledge in relation to Health and Safety.</p> <p>Training and briefing will be made available in a range of formats according to the needs of the trainee and different groups of staff, students and others.</p>
1.3.9	<p>Accessibility</p> <p>The duty to make reasonable adjustments, as far as possible, to ensure that all staff and students (and others where the University has a duty-of-care) with a disability have equal access to everything they need to do a job or studies as those persons without a disability.</p>
2	<p>Policy</p>
2.1	<p>Principles</p>
2.1.1	<p>The objectives of this policy are to ensure that:</p> <ul style="list-style-type: none"> • All food supplied by or delivered to the University is produced, stored, handled and transported in accordance with relevant legislative requirements; • All catering providers using the University premises are registered and approved by the University for their undertaking; • All University premises used by catering providers for the preparation of food are registered with the appropriate Local Authority; • All food providers have appropriate and adequate management systems and controls in place, commensurate with the type of provision to ensure food safety standards are met and maintained; • All risks associated with the provision of food and beverages are reduced to a tolerable level; • All food handlers have the necessary competence to undertake their duties in accordance with the requirements of this policy; • All food products that have been classified as waste are appropriately segregated and disposed using the University approved contractor.
2.1.2	<p>Policy Procedures</p> <p>The following guidance is offered in support of the implementation of the University Food Safety Policy. The guidance is based upon key principles governing the provision of food and / or beverages on the University Campus:</p> <ol style="list-style-type: none"> 1. That Hospitality Catering Services (HCS) should be the first choice provider for catering services for the University. The Director of Catering should be contacted at the early stages of planning for an event or function to discuss the scope of the catering provision and any licensing requirements. 2. That where third party contractors are to be used to provide a catering service in support of an event, steps are taken to ensure that the provider is registered with the local authority and that they have conducted a Hazard Analysis and Critical Control Point (HACCP) assessment (or equivalent) for their undertaking. Reference should be made to the list of registered and approved catering contractors maintained by HCS on behalf of the University. 3. That where societies / faculties choose self-catering for the provision of food / beverages in support of an event or function that they do so on the basis of the following guidelines:

	<ul style="list-style-type: none"> • Only food that is pre-prepared and does not require a cooking process can be used. Such products are essentially low risk provided the storage guidelines stated on the product are followed. • The provision of food items that require cooking are not permitted • The provision of alcohol for sale is prohibited unless under the control of the licensee • The event takes place in a designated area of campus with appropriate facilities for hosting events where food or beverages are provided e.g. piazza, amphitheatre, Students Union, faculty buildings etc • Those involved in the provision of food follow established good practice for the preparation, handling and storage of food products.
2.2	Roles and Responsibilities
2.2.1	<p>Director of Health & Safety</p> <p>The Director of Health & Safety will ensure that:</p> <ul style="list-style-type: none"> • The significant findings of all food safety audits are reported to the health & safety committee at least annually • The food safety policy, statutory requirements and audits are monitored and reviewed regularly
2.2.2	<p>Director of Hospitality Catering Services</p> <p>The Director of Hospitality Catering Services shall be responsible for ensuring that:</p> <ul style="list-style-type: none"> • All University premises are appropriately licensed for the provision of food and beverages • All food outlets are audited for food safety at least annually, more regular inspections of food premises will be carried out commensurate with risk • A report on food safety is provided to the University Health & Safety Committee on an annual basis • All external food providers operating on the University campus are registered with the local authority and have conducted a Hazard Analysis and Critical Control Point (HACCP) assessment (or equivalent) for their undertaking. • Monitor food safety strategies and enforcement agency actions.
2.2.3	<p>Operational Manager</p> <p>The operations manager for the catering service shall be responsible for ensure:</p> <ul style="list-style-type: none"> • Compliance with the food safety policy at operations level • Appropriate food safety management systems are implemented in support of the requirements of the University food safety policy • Food providers are provided with suitable information relating to their duties under the University food safety policy • Adequate information, instruction and training is provided to staff with responsibilities for food preparation and food handling • The food premises is maintained in accordance with food safety legislation
2.2.4	<p>Service Manager / Head Chef</p> <p>The catering service manager and / or head chef are responsible for:</p> <ul style="list-style-type: none"> • Effective implementation and monitoring of food safety and hygiene standards within their area of responsibility on a day to day basis. • Ensuring all catering staff have received appropriate food allergen, food safety and hygiene training commensurate with their job role and responsibilities. • Provide guidance and support to staff on food safety and hygiene matters.

	<ul style="list-style-type: none"> • Ensuring compliance with food safety legislation and supporting the operational manager in acting upon any recommendations made by visiting Environmental Health Officers (EHO). • Maintain auditable records of food safety and hygiene inspections and equipment calibration and monitoring checks for their catering service area. • Ensuring all food is prepared in a safe and hygienic manner to prevent contamination as far as is reasonably practicable. • Ensuring staff follow good personal hygiene practice, particularly in relation to; hand washing, wearing of clean protective clothing, wearing of jewellery and reporting of infections. • Undertake regular visual inspections to ensure cleanliness is maintained in all areas of the catering service and report any pest infestation without delay. • Ensuring that the correct allergenic ingredient information and advice is provided to customers at the point of sale or enquiry.
2.2.5	<p>Catering Service Staff / Food Handlers</p> <p>All catering service staff and food handlers will:</p> <ul style="list-style-type: none"> • Co-operate with the catering service manager to ensure that all aspects of the food safety management system are adhered to • Report to their line manager any issues which they believe could result in food borne illness or disease • Undertake training in basic food safety and have a knowledge of food safety, food allergens and food hygiene procedures • Follow good personal hygiene practice to minimise the risk of food contamination or infection.
3	Governance Requirements
3.1	Implementation / Communication Plan
3.1.1	<p>The policy is communicated to all staff as part of the University Policy website – and through specific, relevant training (for example accredited Certificates in Food Safety).</p> <p>Relevant information is also published on the University Health and Safety intranet site and Health and Safety Handbook, as appropriate.</p>
3.2	Exceptions to this Policy
3.2.1	There are no exceptions
3.3	Review and Change Requests
3.3.1	<p>This Policy is regularly reviewed by the Director of Health and Safety; and assigned reviewer.</p> <ul style="list-style-type: none"> ➤ Minor changes will be reviewed by Management of HCCS, agreed and approved through Health and Safety Committee (HSC); ➤ Major changes will be reviewed by Management of HCCS and approved by Health and Safety Committee - and if required, submitted to Executive Board, for approval. <p>Review will generally be every three years or in line with any relevant changes to Legislation (if sooner). Health and Safety Consultative Committee will be consulted during the review process, as required.</p>
3.5	Legislative context
3.5.1	<p>This Policy complies with the requirements of the Health and Safety at Work Act 1974.</p> <p>The University also has a legal duty to comply with the Food Safety and Hygiene Regulations 2013 and to work within food safety guidelines provided by the Food Standards Agency</p>

	<p>(FSA).</p> <p>The FSA also provide allergen guidance to food businesses to inform them of their duties under the EU Food Information for Consumer Regulations (EUFIK).</p>
3.5.2	<p>Food Standards Agency</p> <p>The Food Standards Agency has produced a guidance pack on how to set up a food safety management system. The pack ‘Safer Food, Better Business’ can be downloaded free of charge from the Food Standards Agency website:</p> <p>‘Food safety – your responsibilities’ guidance is also freely available on the Gov.uk website</p>
3.5.3	<p><i>Health and Safety Policy legal statement</i></p> <p>This policy sets out to comply with the required ‘duty of care’ placed upon the University. Under Health and Safety Law a ‘duty of care’ is generated between organisations and individuals when carrying out activities that could foreseeably cause harm.</p> <p>The primary duty of care is owed through the employer-employee relationship in which the employer owes a duty of care to ensure that work activities that could result in harm to the employee are assessed and controlled. That duty of care is put into practice by the line management responsibilities as set out in the hierarchy of the organisation.</p> <p>This duty of care cannot be delegated away; instead the act of delegation must be accompanied by a realistic and workable system of monitoring or supervision to ensure that the delegated task has been adequately implemented (i.e. the responsibility is not met by giving directions; it is met when those directions have been confirmed as carried out). The result is a cascade of delegated accountability that runs through the organisation via the line management network, accompanied by a system of monitoring, supervision and feedback.</p> <p>The duty of care extends to assurance that services provided by others (be they another department of the University or contractors) are undertaken safely. The level of assurance required should be commensurate with the risk of the activity.</p> <p>In addition, anyone carrying out an activity owes a duty of care to anyone who may be put at risk by the activity, such as students, staff and visitors.</p>
3.6	Stakeholder Statements
3.6.1	<p>Equality: Consideration is given to the protected characteristics of all people groups identified in the Equality Act 2010. The protected characteristics are gender, age, race, disability, sexual orientation, religion/belief, pregnancy and maternity, and marriage/civil partnership.</p> <p>The University recognises the need for specific measures to ensure the health and safety of each of these groups. This policy and all other associated Health and Safety related policies take this into account.</p>
3.6.2	<p>Health & Safety: This Policy forms part of the overarching statement on health and safety for the University.</p>
3.6.3	<p>Executive Board, Health and Safety Committee, Health and Safety Consultative Committee and Management of HCCS</p> <p>Changes to this policy will be reviewed and approved at the appropriate level; in line with policy guidance.</p>