



# Food Safety Policy

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<b>Section / Dept:</b>	Health and Safety Department
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<b>Related policies:</b>	Health and Safety Policy
<b>Policy history:</b>	Last published: May 2011

## Version History

Version	Author	Revisions Made	Date
1	Paul Daniell	First Draft (in this format)	11 July 2014

## Approval History

### Equality Analysis

Version	Reviewed by	Comments	Date
1	Equality & Diversity (Jo McCarthy-Holland)		15 July 2014

### Committee Sign Off

Version	Committee Name	Date of Sign Off
1	Health and Safety Committee	24 <sup>th</sup> July 2014

<b>1</b>	<b>Introduction</b>
	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.
<b>1.1</b>	<b>Purpose</b>
1.1.1	The University of Surrey recognises and acknowledges its responsibility for food safety, and will ensure that the provision of all food and beverage under the auspices of this policy is safe and fit for human consumption.
<b>1.2</b>	<b>Scope</b>
1.2.1	The 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.
<b>1.3</b>	<b>Equality Analysis</b>
1.3.1	<p>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, gender reassignment, 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>
<b>1.4</b>	<b>Definitions</b>
1.4.1	<p><b>Food:</b> Any substance or product, whether processed, partially processed or unprocessed, intended to be, or reasonably expected to be ingested by humans. This includes drinks and water or any substance incorporated into the food during its preparation or treatment.</p>
1.4.2	<p><b>Food Business:</b> 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>
1.4.3	<p><b>Food Provider:</b> The person responsible for ensuring that the requirements of food law are met within the food business under their control.</p>
1.4.4	<p><b>Food Handler:</b> Any person, including staff, contractors, students and outside vendors, supplying and handling food for consumption on the University premises.</p>
1.4.5	<p><b>Food Operations:</b> 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>

1.4.6	<p><b>Food Safety Management System:</b>  A set of standard operating procedures which will ensure that all food <b>producers:</b></p> <ul style="list-style-type: none"> <li>• Comply with the requirements of relevant legislation</li> <li>• Identify all of the significant hazards and appropriate controls relating to their food business e.g. temperature control, microbiological, chemical or physical contamination.</li> <li>• Identify points in the food process that are critical to food safety and put in place control and monitoring procedures at these points</li> </ul>
1.4.7	<p><b>Training and Briefing</b>  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.  Briefing is informing such persons of relevant knowledge in relation to Health and Safety.  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>
1.4.8	<p><b>Accessibility</b>  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>
1.5	<p><b>Legislative context</b></p>
1.5.1	<p>Food Standards Act 1999 established the Food Standards Agency, whose aim is to protect public health. The University seeks to comply with the information and guidance provided by this Agency.</p>
1.6	<p><b>Health &amp; Safety Implications</b></p>
1.6.1	<p>This Policy forms part of the University Health and Safety Policy</p>
2	<p><b>Policy</b></p>
2.1	<p><b>Principles</b></p>
2.1.1	<p>The objectives of this policy are to ensure that:</p> <ul style="list-style-type: none"> <li>• All food supplied by or delivered to the University is produced, stored, handled and transported in accordance with relevant legislative requirements;</li> <li>• All catering providers using the University premises are registered and approved by the University for their undertaking;</li> <li>• All University premises used by catering providers for the preparation of food are registered with the appropriate Local Authority;</li> <li>• 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 maintained;</li> </ul>

	<ul style="list-style-type: none"> <li>• All risks associated with the provision of food and beverages are reduced to a tolerable level;</li> <li>• All food handlers have the necessary competence to undertake their duties in accordance with the requirements of this policy;</li> <li>• All food products that have been classified as waste are appropriately segregated and disposed using the University approved contractor.</li> </ul>
<b>2.2</b>	<b>Procedures</b>
2.2.1	<p>The following guidance is offered in support of the implementation of the University Food Safety Policy. The guidance is based upon three principles governing the provision of food and / or beverages on the University Campus:</p> <ol style="list-style-type: none"> <li>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.</li> <li>2. That where 3<sup>rd</sup> 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.</li> <li>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"> <li>• 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.</li> <li>• The provision of food items that require cooking are not permitted</li> <li>• The provision of alcohol for sale is prohibited unless under the control of the licensee</li> <li>• 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</li> <li>• Those involved in the provision of food follow established good practice for the preparation, handling and storage of food products.</li> </ul> <p>It is perfectly acceptable to bring cake, mince pies, snacks or drinks into the office environment to share with your colleagues, as you would on a special occasion, for example a birthday. Your colleagues will be fully aware of the source of the produce and it is at their decision whether to consume it or not.</p> </li> </ol>
2.2.2	<p>The following guidance provides some simple hints and tips for ensuring a food safe event:</p> <p><b>Food storage:</b></p> <ul style="list-style-type: none"> <li>• Ensure food is not prepared too far in advance of service</li> <li>• Guidelines for the storage of food products should be followed</li> <li>• Ensure that perishable food is kept refrigerated</li> <li>• Food items should not be stored on the floor</li> </ul>

	<p><b>Food hygiene:</b></p> <ul style="list-style-type: none"> <li>• Ensure that you always wear clean clothing and keep yourself clean</li> <li>• You must always wash your hands thoroughly, in particular; before handling food, after using the toilet, after blowing your nose</li> <li>• If you have been suffering from any skin, nose, throat, stomach or bowel trouble including sickness or diarrhoea or an infected wound you must not be involved in food preparation or service <u>for 48 hours after symptoms have stopped</u></li> <li>• All cuts and sores should be covered with a waterproof, high visibility dressing</li> <li>• Avoid unnecessary handling of food</li> <li>• Never smoke, eat or drink in a food room, and never cough or sneeze over food</li> <li>• Keep all equipment and surfaces clean</li> </ul> <p><b>Personal Hygiene:</b></p> <ul style="list-style-type: none"> <li>• Good personal hygiene must be maintained at all times.</li> <li>• Nails must be short with no nail varnish. False or acrylic nails are not acceptable; this does not apply to office staff.</li> <li>• Smoking is not permitted within a 2 metre radius of all buildings and cigarette butts must be disposed of accordingly. Smoking is only permitted during authorised break times.</li> <li>• All staff must use the staff toilets provided only.</li> <li>• All staff must always wash and sanitize their hands regularly and after breaks.</li> </ul>
<b>3</b>	<b>Governance Requirements</b>
<b>3.1</b>	<b>Responsibility</b>
3.1.1	<p><b>Director of Health &amp; Safety</b></p> <p>The Director of Health &amp; Safety will ensure that:</p> <ul style="list-style-type: none"> <li>• The significant findings of all food safety audits are reported to the health &amp; safety committee at least annually</li> <li>• The food safety policy, statutory requirements and audits are monitored and reviewed regularly</li> </ul>
3.1.2	<p><b>Director of Hospitality Catering Services</b></p> <p>The Director of Hospitality Catering Services shall be responsible for ensuring that:</p> <ul style="list-style-type: none"> <li>• All University premises are appropriately licensed for the provision of food and beverages</li> <li>• All food outlets are audited for food safety at least annually, more regular inspections of food premises will be carried out commensurate with risk</li> <li>• A report on food safety is provided to the University Health &amp; Safety Committee on an annual basis</li> <li>• 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.</li> </ul>
3.1.3	<p><b>Managers of Catering Facilities</b></p> <p>Those with responsibility for managing catering facilities will ensure that:</p>

	<ul style="list-style-type: none"> <li>• Appropriate food safety management systems are implemented in support of the requirements of the University food safety policy</li> <li>• Food providers are provided with suitable information relating to their duties under the University food safety policy</li> <li>• Adequate information, instruction and training is provided to staff with responsibilities for food preparation and food handling</li> <li>• The food premises is maintained in accordance with food safety legislation</li> </ul>
3.1.4	<p><b>Food Handlers</b></p> <p>All food handlers will:</p> <ul style="list-style-type: none"> <li>• Co-operate with food provider to ensure that all aspects of the food safety management system are adhered to</li> <li>• Report to their line manager any issues which they believe could result in food borne illness or disease</li> <li>• Undertake training in basic food safety and have a knowledge of food safety and food hygiene procedures</li> </ul>
<b>3.2</b>	<b>Implementation / Communication Plan</b>
3.2.1	The policy is communicated to all staff as part of the University Policies Web page and Health and Safety web pages.
<b>3.3</b>	<b>Exceptions to this Policy</b>
3.3.1	None
<b>3.4</b>	<b>Supporting documentation</b>
3.4.1	<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><a href="http://www.food.gov.uk/foodindustry/regulation/hygleg/hyglegresources/sfbb/">http://www.food.gov.uk/foodindustry/regulation/hygleg/hyglegresources/sfbb/</a></p>

# Equality Analysis Template

## for all University Policies

<b>Organisational Sign Off by Equality and Diversity Team:</b>	<b>NAME OF POLICY:</b> <u>Food Safety Policy</u>
	<input checked="" type="checkbox"/> <b>Low Equality Impact (Minor input to Policy to reflect equality considerations)*</b>
	<input type="checkbox"/> <b>Medium to High Equality Impact (Equality Analysis template completed)</b>
	<input checked="" type="checkbox"/> <b>Sign off received</b>
	<b>Signed off by:</b> <u>Jo McCarthy-Holland</u>
<b>Position:</b> <u>Equality Adviser</u>	
<b>Date:</b> <u>15/7/14</u>	

Note: This Template must be used in conjunction with the associated Equality Analysis Guidance Notes, which can be accessed from the [Equality and Diversity Website](#)