 Hospitality and Events

Food Safety Policy

**1.** **Introduction**

Hospitality and Events has a duty to assess the health and safety of its employees and to anyone who may be affected by their activities and reducing risks to tolerable levels. This includes the safe and hygienic provision of food and beverages to any individual, department, halls of residence, company or other body e.g. student societies, whether or not the provision is for profit.

This policy sets down the framework for all food handling within Hospitality and Events. It applies to all workplaces and food supplied by, the hotel, in-house retail and catering outlets, catered halls and approved external companies delivering on campus. It also applies to private functions associated with the University delivered by Hospitality and Events.

This policy does not apply to food brought onto University premises by individuals for their own consumption; this includes food which is bought and prepared for consumption by residents of self-catered residential accommodation or catering operations carried out by departments who do not use Hospitality and Events or Hospitality and Events approved external suppliers.

**2.** **Policy** **Statement**

Hospitality and Events recognise and acknowledge their responsibility for food safety, and will ensure that all food provision covered by this policy is safe and fit for human consumption.

**3.** **Policy** **Objectives**

The objectives of this policy are as follows:

* To ensure that all food supplied to, delivered internally or externally by Hospitality and Events is produced, stored, handled and transported in accordance with the Food Safety Management System and any other relevant legislation.
* To ensure that all external catering providers are on the University nominated suppliers list
* To ensure all catering premises are registered with the local authority.
* To ensure that all food providers have adequate food safety management systems and controls in place, relevant to the type of food provision within the operation
* To ensure that all risks associated with food provision are reduced to a tolerable level.
* To ensure that all food handlers have the necessary competence to undertake their duties in accordance with the requirements of this policy.

**4.** **Application**

This policy applies to all food handling activities undertaken by or on behalf of Hospitality and Events including external contractors.

**5.** **Organisational** **Responsibilities**

**The** **Head** **of** **Hospitality** **and** **Events**

Will ultimately be responsible for ensuring the implementation of this policy at all levels within the organisation. The Head of Hospitality and Events will also ensure the provision of adequate resources to meet the requirements of this policy. The Head of Hospitality and Events will update the content of the FSMS when appropriate and review it on an annual basis. The Head of Hospitality and Events will also ensure there is adequate allocation of funding to each site to ensure they can operate within the scope of the food safety management system.

* All food outlets and catered halls are regularly audited. Monthly internal checks are carried out.
* The significant findings of all audits are reported to the Estates and Facilities Health and Safety Committee which has food safety as a standing item on its agenda.
* Any adverse enforcement agency inspection reports or any significant incidents which involve a risk to health are also reported at Estates and Facilities Health and Safety meetings
* Food providers are provided with suitable advice on all aspects of food safety and food hygiene
* The food safety policy, statutory requirements and audits are monitored and reviewed regularly.

**Compliance Manger**

Will be responsible for ensuring a food safety management system which complies with the 7 principles of HACCP is operated within all the areas of Hospitality and Events responsibility.

* Will regularly audit all food outlets to ensure the FSMS and legislative requirements are being correctly applied.
* Will report any adverse findings to The Head of Hospitality and Events and prepare reports on any risks to the Estates Health and Safety Committee.
* Will liaise with Environmental Health and ensure any recommendations or requirements are acted upon.
* Will ensure that they maintain an up to date knowledge of legislative and technological changes and ensure that any changes are implemented as appropriate.
* Will audit external suppliers and approved catering organisations or other business as required.

**Managers/Chefs**

Will be responsible for the implementation of the Food Safety Management System (FSMS) and for all matters relating to food safety in all business areas. This includes ensuring the maintenance of structures to a safe standard, staff training and awareness and ensuring high standards of cleanliness in all of the business areas under their responsibility.

*Will* *ensure* *that:*

* The FSMS is implemented and operated within the business areas;
* Monitor and maintain all records within areas of responsibilities;
* The FSMS and workplace standards are monitored through regular audits to assess the standards of the operation;
* All staff receive suitable food hygiene training commensurate to their work activity;
* All recommendations from visiting Enforcement Officers and the Compliance Manager are acted upon;
* Any pest infestation found is reported immediately to the appropriate person;
* Systems and records in relation to food safety, included within this FSMS, are fully implemented, maintained and up to date;
* Food handling duties are conducted with due regard for the training they have received;
* In consultation with management, that they initiate any corrective actions in accordance with this FSMS where it is found a breach has arisen;
* In consultation with Management, they keep up-to-date with food safety legislation and technological developments and ensure that they are implemented where applicable;
* The Hazard Analysis and Critical Control Point (HACCP) system inclusive of all the Safe Methods is implemented and followed by staff;
* All records of compliance are thoroughly completed and readily available for inspection by enforcement officers, third party auditors and Management;
* All waste is monitored and recorded in accordance with current procedures.

**Food** **Handlers**

* Food handlers are responsible for carrying out their food handling duties with due regard for the training that they have received*:*
* They shall attend appropriate training sessions within work time that are organised by the company;
* Ensure that the FSMS procedures are strictly followed at all times;
* Report, if they or any close members of their family, are suffering from any food poisoning symptoms e.g. Diarrhoea, vomiting, stomach pains, any septic cuts or any other infectious conditions;
* Bring to the attention of management any situation which may compromise food safety as soon as they become aware of it e.g:
  + Discovery of unfit or out of date food
  + Any contamination risk
  + Any pest sighting
  + Any maintenance issue
* Complete and sign off of all relevant food safety documentation or electronic records as delegated, e.g: - Cleaning rotas, kitchen diary records etc
* Ensure all areas of work are clean and safe to work in;
* All waste is monitored and recorded in accordance with current procedures.
* Cooperate with managers to ensure that all aspects of the food safety management system are adhered to.
* Report to line managers any issues which they believe could result in a food borne illness or disease
* Cooperate with the University and Hospitality and Events in all food safety and food safety related matters.
* Comply with all University and Hospitality and Events policies and procedures.

**6.** **Glossary** **of** **Terms**

**Food**

Any substance or product, whether processed or unprocessed, intended to be or reasonably expected to be consumed by humans. This to include drinks and water or any substance incorporated into the food during its preparation or treatment.

**Food** **Business**

Is any undertaking, whether or not for profit, whether public or private, carrying out any activities related to any stage of production, processing and or distribution of food.

**Manager /Chef**

Is the person responsible for ensuring that the requirements of food law are met within the areas under their control.

**Food** **Handler**

Is any person, including staff, contractors, and outside vendors, supplying and handling food for consumption on University premises.

**Food** **Operations**

Any area involved in one or more of the following operations

Preparation Storage

Processing Transportation and distribution

Manufacture Handling, offering for sale or supplying a consumer Packaging

**Food** **Safety** **Management** **System**

To achieve the following in relation to food safety and hygiene with regard to the four C’s of food safety:

• That food handlers are fully aware of the importance of controlling the risks of **cross** **contamination** with regards to their own personal hygiene, good hygiene practices, the safe storage and preparation of food and managing chemical, physical and microbiological contaminants. They are also aware of the correct reporting procedures of pest activity, maintenance issues, complaints and customers with food allergies.

• That all members of staff know of the importance of **cleaning** **and** **disinfection** routines and the methods, precautions, frequencies and use of Personal Protective Equipment is carried out with reference to the documented cleaning schedules.

• That each member of staff is aware of the correct **chilling** procedures for chilled and frozen food storage, displaying chilled food, and the safe methods for defrosting and cooling. Staff will also be trained in the correct use of blast chillers if these are used on the premises.

• That all food handlers follow the documented safe **cooking** procedures and are aware of the safe time and temperature combinations for cooking, reheating and hot holding. Staff are also trained in the correct use of cooking equipment, hot holding equipment and microwaves. The handling, storage and preparation of high risk foods are given priority to ensure the safety of such foods.

Hospitality and Events also aim to achieve the following in relation to the management and review of the Food Safety Management System:

• That the 7 principles and the correct procedures of Hazard Analysis and Critical Control Point (HACCP) are carried out. That the procedures are monitored and reviewed and that comprehensive records are kept to demonstrate at all premises that due diligence is being observed in relation to food hygiene.

• That any changes to the systems, menus, equipment or staff are reflected in the documentation and records of the Food Safety Management System.



Alison Shedlock, Head of Hospitality and Events

5th March 2019