

Food Safety Policy

1. Introduction

The University has a duty to assess the risks to the health and safety of its employees and to anyone else who may be affected by their activity and reducing risks to a tolerable level. This duty includes the safe and hygienic provision of food and beverages by any individual, department, company or other body, e.g. student societies, on the campus, whether or not the provision is for profit.

This Policy sets down the framework for all food handling at the University. It applies to all workplaces and food supplied by in-house retail and catering outlets and external companies operating on University premises. It also applies to private functions associated with the University.

2. Policy Statement

Microbiology Diagnostics & Infection Control Unit (**MDICU**) recognises and acknowledges its responsibility for food safety, and will ensure that all food provision, under the auspices of this Policy, is safe and fit for human consumption.

3. Policy Objectives

The objectives of this policy are to:

- ensure that all food supplied to, or delivered within and by the University is produced, stored, handled and transported in accordance with relevant legislative requirements;
- ensure that all catering providers using University premises are registered with and approved by the University;
- ensure that all premises used by catering providers for the preparation of food are registered with the appropriate Local Authority;
- ensure that all food providers have appropriate and adequate management systems and controls in place, commensurate with the type of food provision in operation;
- ensure that all risks associated with food provision are reduced to a tolerable level;
- ensure that all food handlers have the necessary competence to undertake their duties in accordance with the requirements of this policy.

4. Organisational Responsibilities

a- Director of Health, Safety & Environment :

- All food outlets are audited at least annually. More regular inspections of food premises will be carried out where deemed necessary due to risk assessment.
- The significant findings of all audits are reported to the Health, Safety & Environment Committee at least annually.

- 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.

b- Food Providers

All food providers will:

- develop and implement appropriate management systems to ensure that all food is safe, wholesome and fit for human consumption.
- assess all risks associated with food production and introduce control measures to reduce those risks to a tolerable level.
- ensure that all food handlers are trained to a level of competence commensurate with their duties.
- co-operate with the University in all food safety and related matters.
- comply with all relevant University policies and procedures.
- maintain all 'due diligence' records and have these available at each facility for inspection at all times.

c- Food Handlers

A food handler is someone who is involved in the preparation, cooking, serving or transportation of food in any part of the Institution.

All food handlers will:

- co-operate with food providers to ensure that all aspects of the food safety management system are adhered to.
- Report to their line managers any issues which they believe could result in food borne illness or disease.

HEALTH ASSESSMENTS

A) ALL employees who are registered as food handlers will be required to complete a Health Declaration form prior to initial employment (pre-employment screening);

B) An employee defined as a food handler who is suffering from any of the following symptoms:

- sickness/diarrhoea/changes to bowel habits;
- flu like symptoms;
- has knowingly been in contact with anyone suffering from typhoid; paratyphoid or cholera,

must inform their manager prior to returning to work. If necessary an Occupational Health assessment will be arranged to assess the employee concerned. The manager will complete the Food Hygiene declaration form on behalf of the employee if contact is made via telephone to prevent any

unnecessary delays in the process. The form will be sent to HR to arrange the appointment with Occupational Health.

C) For employees who are employed on term time only contracts, they **MUST** comply with the procedure identified above in B giving details of any sickness during the break in their employment such as diarrhoea; bowel disorder; and infectious conditions of the skin, nose, throat, eyes, or ears prior to commencing work.

D) Completed Health Declaration forms, other than at pre-employment stage, will be initially assessed by the individual's manager/supervisor and referred where necessary to Occupational Health via Human Resources.

Conditions necessitating referral to the Occupational Health are as laid down in the guidance notes for managers/supervisors on the Food Hygiene Health Declaration form.

E) In the interests of the health, safety and welfare of all employees, students and visitors, it is the responsibility of all food handlers to report to their supervisor any incidence of ill health which occurs whilst at work or at home. In compliance with the Food Safety (General Food Hygiene) Regulations 1995, a person who is registered as a food handler may, at the discretion of the University's Occupational Health Service, or his/her manager/supervisor:

- a) Be asked to remain on absence due to sickness;
- b) Cease work until such time as they are deemed fit to return to work by their GP and the University's Occupational Health Physician.
- c) An employee will be asked to complete the Institution's Health Declaration indicating that they are fully recovered from his/her illness.

TRAINING

Training will be given to all food handlers to ensure a full understanding of the individual's responsibilities whilst working under this policy.