

Food Safety Series (No.6)

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# Purchase, Delivery and Storage of Food

A Guide for Departments  
and Faculties

## WEB VERSION



UNIVERSITY OF  
CAMBRIDGE

### Introduction

The following guidance has been produced taking reference from the Food Safety Act 1990 and Food Hygiene (England) Regulations 2006.

### General

Receipts or records of where and when food was purchased must be kept; how it was stored / handled upon receipt and when it was served/disposed of. This information will be useful as evidence in the event of alleged illness due to the food.

Where practicable, ingredients should be purchased from a Preferred Supplier nominated by the Central Purchasing Office ([www.admin.cam.ac.uk/offices/purchasing/](http://www.admin.cam.ac.uk/offices/purchasing/)).

Arrange delivery times so as to ensure that someone is available to receive and check the delivery.

All food and drink must be stored appropriately, and never in a laboratory or workshop etc. Food and drink must always be stored off the floor to protect them from pests. This also applies to anything that may come into contact with the food e.g. serviettes, cutlery, plates, crockery. Food and drink should never be stored near cleaning chemicals or equipment.

All food and drink must be thrown away after the “use by date”. Sandwich platters and buffets are not always provided with “use by” information; where this is the case, the food must be eaten on the day of receipt.

### Low risk foods

Food such as biscuits, tea/coffee, sugar, nuts, confectionary, crisps, bread, cakes (not cream) etc may be purchased from reputable

retail outlets and supermarkets.

When purchasing or receiving a delivery of low risk foodstuffs, all items should be checked to ensure all packaging is intact and that the products are within their “use by” dates.

Low risk foods should be stored in sealed containers or packets in an appropriate, dry place where they cannot become contaminated in any way.

### High risk foods

It is recommended that food such as chilled sandwiches, hot foods etc. are purchased from a caterer listed with the *University Catering Service* on [www.unicen.cam.ac.uk](http://www.unicen.cam.ac.uk).

Deliveries of sandwiches and buffets should be ordered to arrive just before they are to be served.

Upon receipt chilled foods e.g. sandwich platters should be refrigerated until required (below 8°C, ideally below 5°C). Where this is not possible, they must be eaten within 4 hours of receipt. Domestic refrigerators may not effectively maintain temperatures below 8°C, particularly if the door is opened frequently. Once removed from refrigeration chilled foods must be eaten within 4 hours. After this time, they should be considered unsafe for human consumption and must be thrown away (this includes surplus food left out for students and staff).

Hot food e.g. pizza and hot buffet items must be kept hot above 63°C or eaten within 2 hours of receipt or removal from heat. After this time, they must be thrown away (this includes surplus food left out for students and staff).

Departments using caterers other than those listed with the University must take on responsibility for performing appropriate checks to ensure the caterer is a reputable supplier.

A reputable supplier (as a minimum):-

- Is registered with the Local Authority.
- Uses staff trained in food hygiene.
- Has public liability insurance (min £5 million).
- Has a documented food safety management system.
- Transports food in temperature controlled vehicles or packaging.

Departments are discouraged from self-catering due to the risks involved. Where they choose to do so, they must ensure the food is purchased from a major leading supermarket, or in the case of pizza etc. a reputable fast food outlet. Receipts must be kept and strict controls implemented during storage, preparation and service to ensure that the safety of the food is monitored.

Chilled food e.g. sandwiches, milk, cheese etc. purchased from a supermarket must be refrigerated as soon as possible after purchase (no longer than 90 minutes). Where it cannot be refrigerated it must be used within 4 hours or thrown away.

Refrigerator temperatures should be checked at least daily to ensure equipment is operating effectively and records kept for at least 3 months.

Hot foods must never be put into a refrigerator. Foods must be allowed to cool (for no longer than 90 minutes at room

temperature) before storage to ensure the refrigerator temperature does not fluctuate.

Any raw meat/poultry/fish must be wrapped or stored in sealed containers at the bottom of the refrigerator so that they cannot drip onto other foods.

### **Other leaflets in the Food Safety Guidance**

#### **Notes Series**

- 1 Food Safety – An introduction to legislation for University premises
- 2 Catering Options - A guide for departments and faculties
- 3 Staff Kitchens and Tearooms – General hygiene requirements
- 4 Food Hygiene Training Requirements
- 5 Guidance on Departmental Barbecue Safety
- 7 Preparation and Service of Food
- 8 Personal Hygiene Requirements for Individuals Preparing or Serving Food
- 9 Cleaning and Pest Control in Food Preparation Areas
- 10 Food Safety Guidance for Departmental Christmas Parties
- 11 Food Safety for Charity Events – A guide for departments and faculties

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