

Food Safety Series

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University Food Safety Policy

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1. Policy Statement

- 1.1 The University of Cambridge is committed to achieving the highest standards of food safety and quality by well-trained staff, operating in clean hygienic premises. This Policy applies to all catering activity on University premises or under the control of the University, whether run by the University (including Departments and Institutions) or by external Catering Providers. All external Catering Providers are also required to comply with this Policy.
- 1.2 This Policy shall ensure that catering practice meets the University's legal obligations with respect to discrimination, financial regulations and health and safety, including food safety.
- 1.3 All food production, handling, storage and transportation must meet the requirements of the Food Safety Act 1990 and the Food Hygiene (England) Regulations 2006.
- 1.4 Except in the case of the provision of solely Low Risk food/drink, it is recommended that Departments use *University Catering* or one of the Preferred Suppliers listed with Procurement Services. Only Catering Providers who have been awarded a contract with the University following a formal tendering procedure can be used to operate embedded third party outlets.
- 1.5 Departments are strongly advised to use a Preferred Catering Provider. Should a Department choose to use a non-preferred supplier for hospitality or delivered platters they must write to the Head of Operations, Facilities Management stating that they are taking responsibility for performing appropriate checks to ensure that the catering provider is a reputable supplier and that they comply with this policy (this does not apply to embedded third party outlets as they must be operated by a Catering Provider who has been awarded a contract with the University following a formal tendering procedure). Departments requiring catering from a specialist supplier e.g. strict kosher, or when using caterers in other parts of the country or abroad should contact the Head of Operations for guidance.
- 1.6 Only preferred Catering Providers may publicise or promote themselves by reference to their status.
- 1.7 In general (with the exception of Low Risk food/drink) departments are discouraged from self-catering due to the risks involved. However, for very small numbers (usually less than 15 people) this might be unavoidable - in which case food must be purchased only from a major leading supermarket or fast food outlet and receipts kept for traceability. Strict controls (including those described in University Food Safety Guidance Notes see Appendix II) must be implemented during storage, preparation and service to ensure the safety of the food. Where practicable, ingredients should be purchased from a Preferred Supplier.
- 1.8 This Policy does not apply to food brought onto University premises for personal consumption, including consumption of food purchased and prepared by residents and their guests in self-catering accommodation.

2. Breach of Policy

- 2.1 In the event of an external Catering Provider failing to comply with any of the major elements* of this Policy, the University reserves the right to instruct the Catering Provider to cease activity and vacate the University's premises. Under these circumstances, the University will not be liable for any compensation to the Catering Provider or other parties affected by this action.

* See "Food Safety and External Catering Providers" section for main responsibilities.

3. Responsibilities and Roles

3.1 The University Council has corporate responsibility for ensuring that appropriate resources will be available to ensure compliance with this Policy.

3.2 As with other matters of safety, Heads of Departments are responsible for ensuring implementation of this Policy within their domain.

3.3 Departmental Catering Co-ordinator(s)

The nominated Departmental Catering Co-ordinator(s) (DCC) will be a point of contact to which information relating to food safety will be forwarded. The DCC will then disseminate the information throughout the Department as necessary to ensure that any provision of food complies with food safety legislation and this Policy. The DCC need not carry out all the tasks listed below in person and there may be several individuals within the Department dealing with different aspects.

Where a Department does not nominate a Departmental Catering Co-ordinator it will be assumed that the Head of Department undertakes the role.

3.4 Departmental

Main tasks (these may differ for each Department):

- co-operate with the University in complying with statutory duties
- facilitate visits by Enforcement Officers, such as EHO, TSO, HSE, Fire Service, etc
- ensure that all food handlers, either during the pre-employment health screening process or when a current member of staff transfers to become a food handler, complete the Food Handler's Agreement Form (Appendix II, to be retained by the department) and the Supplementary Health Questionnaire for Food Handlers (Appendix III, to be sent to Occupational Health with the completed Pre-employment Health Questionnaire).
- ensure that Food Handlers are trained to a level commensurate with their responsibilities
- ensure that records are kept to prove compliance with due diligence
- conduct regular food safety inspections within the Department and where appropriate (e.g. large operations such as the University Centre and Madingley Hall) undertake food safety audits
- ensure that products and services are purchased from a preferred catering supplier
- make sure that any equipment associated with storing, heating, cooking or serving food is of appropriate design and is maintained to adequate hygiene and safety standards

3.5 Food Handler

Main responsibilities:

- carry out their work in accordance with all relevant legislation and University Food Safety Guidance Notes, and comply with the approved training programme (see Food Safety Training below)
- notify their Supervisor/Manager if they are suffering from sickness, diarrhoea or any illness that may be transmitted by food. *

* Note: This is a legal requirement and should, ideally, form part of the food handler's contract (see Appendices II and III for examples of Occupational Health forms).

- notify their manager if someone living with them has diarrhoea or vomiting that has lasted more than 24 hrs..

3.6 Central University Support

The Head of Operations, Facilities Management, located in the University Centre and the Head of Business Services (Estate Management) provide central University support for Departments in complying with this Policy.

3.6.1 **Head of Operations (Facilities Management)**

Main responsibilities:

- Coordinate auditing of catering operations against the University standard
- update policies and guidance in line with best practice and new legislation
- liaise with Enforcement Agencies
- Assist Departments with the registering of premises with the Local Authority

The Head of Operations will also:

Provide information on available food hygiene training courses

3.6.2 **Head of Business Services (Estate Management)**

Has overall responsibility for **catering** in the University including:

- advising on food safety
- managing contracts of embedded caterers
- advising on procedural solutions for Departments in areas highlighted by audits
- assisting in purchasing products and services
- assisting with design of catering areas and appropriate operating systems with a view to minimising food safety risks

4. Food Safety and External Catering Providers

It is the responsibility of an external Catering Provider to ensure that:

- 4.1 all food brought onto University premises complies with the requirements of the Food Safety Act 1990, Food Hygiene (England) Regulations 2006 and subordinate legislation.
- 4.2 a hazard analysis (e.g. HACCP or Safer Food Better Business) has been performed and documented to minimise any possible risk of food contamination.
- 4.3 all premises used by the caterer for the preparation of food are registered for food preparation with the appropriate Local Authority.
- 4.4 all vehicles used in the transportation of food are adequate in design, construction and purpose in order to maintain food at appropriate temperatures and to prevent the risk of any contamination of food.
- 4.5 adequate provision is made for storage of all food at all times in accordance with the Food Hygiene (England) Regulations 2006.
- 4.6 all Food Handlers are medically fit for the purpose of handling food.
- 4.7 all Food Handlers are supervised and instructed and/or trained in food hygiene matters commensurate with their work activities, as required by the Food Hygiene (England) Regulations 2006. Training records should be available to the University authorities.
- 4.8 all cases of illness involving food supplied to the University are reported to the Head of Operations immediately.
- 4.9 the necessary equipment, including uniforms and personal protective equipment, are available to enable good hygiene practice to be followed at all times.
- 4.10 all premises and equipment used for the preparation, serving or storage of food are in an appropriate sanitary state. University premises used by the Catering Provider should be restored to the condition in which they are found.
- 4.11 waste is removed on departure from site or arrangements are made for secure storage and clearance of waste by the next working day. Waste materials may not be disposed of into any University drains without permission of the Director of Estate Management.

5. Food Safety Training

- 5.1 Each Catering Provider is required to draw up a food safety training plan to comply with this Policy.

5.2 It is a requirement of the Policy that all Food Handlers, including casual staff and temporary staff, comply with the following training programme:

- Induction training in food hygiene must be received before commencing work for the first time.
- A Level 2 (basic) food hygiene course must be undertaken and completed within three months of starting work.
- Supervisors and Managers of food handlers shall undertake and complete an intermediate (Level 3) food hygiene course within three months of commencing employment.
- Basic level food hygiene training must be updated at intervals of no more than 3 years by completing a certificated refresher course. It is recommended that Intermediate level food hygiene training be updated every 7 years and Advanced level every 10 years (or sooner if there is a major change in food safety legislation).

5.3 The level of training required to be undertaken by a Food Handler will vary depending on the type of food, level of contact and associated risk. E.g. those preparing tea/coffee and biscuits for visitors may only need to read a guidance leaflet whereas those preparing cooked meals would require full Level 2 food hygiene training as a minimum. Where there is doubt advice should be sought from Head of Operations.

6. Definitions

6.1 Catering Provider

Any individual, group, company or other body supplying catering services or any other service (e.g. vending machines, platters of sandwiches etc.) which may include the provision of food and/or drink (including alcohol).

6.2 Departmental Catering Co-ordinator(s)

The individual(s) within a Department nominated as a point of contact for information relating to the provision of food within their Department.

Examples of individuals to whom this may apply are:

- A catering Supervisor in a Department with full dining facilities
- A Facilities Manager
- An administrator who directly purchases drinks, buffets, sandwiches, etc
- An administrator who lets a contract for vending services or for a Catering Provider to operate on their premises
- A secretary whose tasks include organising working lunches

6.3 Food Handler

Any person involved in the preparation or service of food and drink. The level of training required to be undertaken by a Food Handler will vary depending on the type of food, level of contact and associated risk.

6.4 HACCP (Hazard Analysis and Critical Control Points)

Food Safety Regulations require all catering operations to carry out hazard analysis and identify critical controls. HACCP systems have been adopted by *University Catering* to meet this legislative requirement, and form the basis of food safety at the University of Cambridge.

6.5 Head of Business Services

An officer in Estate Management with overall responsibility for all catering in the University.

6.6 High Risk Food

Ready-to-eat Foods that support the multiplication of pathogenic bacteria and are intended for consumption without further treatment which would destroy such organisms. Generally, this includes cold foods that would usually be refrigerated and all hot food.

6.7 Industry Guides and Food Safety Guidance Notes

The Food Standards Agency (FSA) produces a series of documents called Industry Guides, under the Food Safety Act, giving details of how to ensure compliance with legislation.

The University produces its own series of Food Safety Guidance Notes that give detailed advice on the interpretation and implementation of this Policy (see Appendix I).

6.8 Low Risk Food

Foods that are usually wrapped and stored at room temperature e.g. confectionery, tea bags, biscuits.

6.9 Preferred Suppliers

Those suppliers of goods and services nominated by the University Central Purchasing Office (<http://www.admin.cam.ac.uk/offices/purchasing/>) that have been subject to a formal tendering process. Where practicable, ingredients should be purchased from a Preferred Supplier.

6.10 Private Function

An event on University premises, organised by a member of the University or by an external body, which is not arranged, publicised or held in the name of the Department/University.

6.11 **Reputable Supplier**

A supplier/caterer which is registered with the Local Authority as a food provider, has an appropriate HACCP-based food safety management system in place, uses staff trained in food hygiene and has an appropriate level of Public Liability Insurance cover.

6.12 **University Catering**

A full University catering service (e.g. vending machines, buffets, hot and cold meals, beverages and snacks) provided by the University Centre and its satellite sites.

6.13 **Head of Operations**

An officer in Facilities Management with responsibility for the management of food safety issues.

Food Safety Guidance Notes

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
6. Purchase, Delivery and Storage of Food
7. Preparation and Service of Food
8. Personal Hygiene Requirements for People 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
12. Food Complaints – A guide for departments and University operated food outlets

Further Information

<http://www.food.gov.uk/>

http://www.admin.cam.ac.uk/univ/health/anaphylaxis_april_2009.pdf

Food Handler's Agreement

To be discussed and completed during induction, then kept by the employing department.

Surname	_____	Title	_____
First names	_____	Date of Birth	_____
Job title	_____	Department	_____

1. I agree to report to the Manager/Supervisor before commencing work if I am suffering from any of the following conditions:
 - Diarrhoea and/or vomiting, especially if lasting more than 24 hours
 - Scaling, weeping or discharging lesion(s)/skin conditions on the face, neck, hands, arms or scalp
 - Finger nail infections or boils on exposed skin
 - Open cuts or spots
 - Any form of food poisoning e.g. confirmed or suspected salmonella
 - Discharge from eyes, ears, mouth or gums.
2. I understand that upon my return to work following ill health, or a holiday, with any of these conditions I should inform the Manager/Supervisor.
3. I agree to report to the Manager/Supervisor before commencing work if any member of my household or close contact is unwell with diarrhoea and/or vomiting lasting more than 24 hours.
4. If symptoms persist and I suspect that I have food poisoning I should attend my GP to confirm it.
5. I also understand that I must as a food handler:
 - Practise good personal hygiene
 - Maintain good hygiene standards in the work place.

Employee Signature	_____		
Print name	_____	Date	_____
Manager's Signature	_____		
Print name	_____	Date	_____

Supplementary Questionnaire for Food Handlers

Surname _____ Title _____
 First names _____ Date of Birth _____
 Job title _____ Department _____

Please answer by ticking YES or NO. Ticking YES does not preclude you from working as a food handler, but an occupational health assessment may be required.

1. Have suffered from diarrhoea or vomiting over the last 7 days? Yes No
2. Do you now, or have you ever suffered from:
 - a) Eczema, dermatitis or any other skin condition affecting hands, arms or face? Yes No
 - b) Boils, styes or septic fingers? Yes No
 - c) Discharge or infection of the eyes, ears, gums or mouth? Yes No
3. Do you suffer from recurring diarrhoea, vomiting or a bowel disorder? Yes No
4.
 - a) Have you ever had, or are you known to be a carrier of typhoid or paratyphoid (a type of Salmonella)? Yes No
 - b) In the last 21 days have you been in contact with anyone, at home or abroad, who may have been suffering from typhoid/paratyphoid? Yes No
5. Do you suffer, or have you ever suffered from any allergic condition with food stuffs e.g. nuts, fish, eggs etc? Yes No

If you answer YES to any of the above, please give details overleaf

DECLARATION

I certify that the above information is correct to the best of my knowledge. I understand that no medical details will be divulged without my permission to any person outside the Occupational Health Service, but an opinion about fitness for food handling work will be issued to management.

**Signature of
employee**

Date

For OHS use only

Initial decision	Date	Comment/action	Date
Suitable for post		Recruiting officer informed	
Further information required		Candidate contacted	
OHA appt		Recruiting officer informed	
		Appt arranged	
OHP appt		Recruiting officer informed	
		Appt arranged	
Outcome			
Suitable for post			
Suitable for post with modifications/restrictions			



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