

Food Safety Series (No.6)

April 2019

Purchase, Delivery and Storage of Food

A Guide for Departments
and Faculties

WEB VERSION



These guidelines have been drawn up taking guidance from current food safety laws and regulations (see Food Safety – An introduction to legislation for University premises).

Purchase

All food and drink must be purchased from a reputable supplier.

Receipts or records showing where and when food was purchased must be kept.

You must be able to show how food was stored/handled from receipt to service. *This information will be useful as evidence (due diligence) in the event of alleged illness due to the food.*

All ingredient information must be retained to enable allergen information to be provided when requested.

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

Deliveries must be received by a knowledgeable competent person who is available to receive and know how to check the delivery.

All food and drink must be stored in appropriate food grade areas and **never** in a laboratory or workshop etc.

Food and drink must always be stored off the floor to protect them from contamination including 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”. Where sandwich platters and buffets are not provided with “use by” information then the food must be eaten on the day of receipt and any leftover food disposed of.

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.

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 dates and ingredient information is legible.

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

Foods for special diets / free-from items must be kept separate. (see Allergen leaflet).

High risk foods

It is recommended that food such as sandwiches, chilled buffets, hot foods etc are purchased from a caterer listed with the University or *University Catering* (contact the University Centre). These premises have been checked to ensure they adhere to the University's food standards.

Deliveries of sandwiches and buffets should be ordered to arrive just before they are to be served. You must ensure the caterer provides details of any allergens within the foods

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

Free from and special diet food items must be kept separate and covered until given to customer.

Departments using caterers other than those listed with the University take on full responsibility for performing appropriate checks to ensure the caterer is a reputable supplier. In addition the department must appoint someone who will be wholly responsible in the event of a food contamination incident.

A reputable supplier (as a minimum):-

- Is registered with the Local Authority.
- Uses staff trained in food hygiene.
- Has a documented food safety management system based on HACCP principles
- 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 the safety of the food and records kept of who handled the food and how it was stored prior to service.

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.

Food items must be checked regularly to ensure they are in date and allergen information must be available.

Hot foods must never be put into a refrigerator. Foods must be allowed to cool (no longer than 90 minutes at room temperature) before storage and then used within its safe date.

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

Further information

- Food Standards Agency website (www.food.gov.uk)
- Other leaflets in the Food Safety Series
- from MAS Environmental (www.masenv.co.uk/fsq)

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
- 12 Food Complaints - A guide for departments and University operated food outlets
- 13 Allergens

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