

Food Safety Policy			
Policy✓	Code of Practice...	Guidance...	Procedure...
Organisation-wide✓		Local...	
Approved by the University Health & Safety Committee			
Chairman Eliot Glover	Date	26 th November 2020	Review date 2023
The principle of presenting this document to the University Health & Safety Committee is:			
Standard 3 year review ✓		Changes in legislation...	New policy document

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1 Introduction to Food Safety and Alcoholic beverage service and supply

All Brunel University London (BUL) staff undertaking any form of food handling and distribution must take note of the food safety policy. This policy refers to and includes events such as ; Welcome parties, leaving parties, open days, reception events, any organised event where food is purchased, prepared and distributed for consumption regardless of whether it is for profit or not.

It is extremely important that any person wishing to undertake the arrangements detailed above fully understands the level of liability surrounding the sourcing, purchasing, transportation, storage, preparation and delivery off all food items related to an event and that full documented records are kept and are available upon request from a Food Safety Agency officer.

It is also extremely important that all BUL staff wishing to take on this liability are fully aware of the potential implications to them and the University should a recipient of any food product fall ill as a result of standard operating procedures not being met.

The Food Standards Agency has produced a guidance pack on how to set up a food safety management system. The pack 'Safer Food, Better Business' can be downloaded free of charge from the Food Standards Agency website:

<https://www.food.gov.uk/business-guidance/safer-food-better-business>

Notes and for your information

- Using the BUL's on site catering contractor for any or all events with a catering requirement alleviates all personal liability from the event organiser and places sole responsibility with the contractor, safeguarding the University and its employees.
- These guidelines are for your information and support you in ensuring a duty of care is delivered and that you are not liable for any potential shortfalls.
- Full information, support and guidance can be gained through the above link and Hillingdon Council.

PENALTIES AND PERSONAL LIABILITY FOR BREACH OF FOOD SAFETY POLICY

A range of penalties exist for a breach in food safety policy, with fines generally up to £5000. However, fines of up to £20,000 and a prison sentence can be imposed. In extreme situations cases can be referred to the crown court where unlimited fines and sentences can be imposed.

Alcoholic beverage service and supply awareness

- The Licencing Act requires that any supplier of alcohol under a premises licence must be made or authorised by a person who holds a personal licence.
- It is the universities policy that a personal licence holder is present at any event where alcohol is sold.
- A personal licence is not required for any other licensable activity. It is only relevant to the suppliers of alcohol.

Notes

There are numerous penalties for breaching the conditions of a premises licence. The maximum penalty is a fine of £20,000 and/or up to 6 months imprisonment.

In respect of alcohol supply on licenced premises, or otherwise, there is a requirement to ensure a duty of care to all individuals concerned. This is due to the impact that alcohol has on the wider community, on crime and on anti-social behaviour. Therefore:

- Suppliers of alcohol must know and understand the law surrounding the supply of alcohol to under age individuals and aware of their responsibility during an event to ensure this is met.
- Suppliers of alcohol must know and understand the law surrounding the supply of alcohol to persons under the influence of alcohol or drugs and aware of their responsibility during an event to ensure this is met.
- Suppliers need to demonstrate responsibility over the control of monitoring reasonable volumes dispensed and consumed.
- Suppliers need to ensure safeguarding of the community is assessed and subsequently practiced/delivered including; the communication, in advance, of the event using the universities event procedures.
- Suppliers need to support the prevention of crime and disorder, public safety, the protection of children from harm, the prevention of public nuisance.

2. Policy Overview

2.1 BUL has a duty to assess the risks to the health and safety of its employees and to anyone else that may be affected by its activity and to reduce 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 BUL.

3. Policy Statement

BUL 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.

4. Policy Objectives

The objectives of this policy are to:

4.1 ensure that all food supplied to, or delivered within and by BUL and its employees is produced, stored, handled and transported in accordance with relevant legislative requirements

4.2 ensure that all catering providers using BUL premises are registered with and approved by the University;

4.3 ensure that all premises used by catering providers for the preparation of food are registered with the appropriate Local Authority;

4.4 ensure that all food providers have appropriate and adequate food safety management systems and controls in place, commensurate with the type of food provision in operation;

4.5 ensure that all risks associated with food provision are reduced to a tolerable level and do not cause harm to the consumer;

4.6 ensure that all food handlers have the necessary competence to undertake their duties in accordance with the requirements of this policy.

5. Scope

5.1 This policy applies to all food handling activities undertaken by (or on behalf of) BUL including those of its students, staff and contractors.

5.2 This policy 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 BUL and any food provided for visitors or staff by BUL and its employees. This Policy also applies to occasions when food may be sold or donated at fundraising events and where it has been prepared at home or other unregistered premises.

5.3 This Policy does not apply to food brought onto BUL premises by individuals for their own consumption, including food purchased and prepared for consumption by residents in self-catering residential accommodation.

6. Organisational Responsibilities

6.1 Executive Board and Leadership Team (*This group typically consists of the Vice-Chancellor and President, Secretary, CGO, Deans and Directors*).

Executive Board and Leadership Team are responsible for implementing this Food Safety Policy within their area of responsibility and responsibility extends through management and supervisors to each member of staff and they shall in support of the Vice Chancellor and President:

- Ensure that they are familiar with the requirements of this policy, identify and act upon any learning needs highlighted by this policy and abide by any staff group's professional standards, any locally agreed standards, and any new legislation as it arises.

Head of Health, Safety and Environment

The Head of Health, Safety and Environment will ensure that:

6.2 All food outlets are audited at least annually. More regular inspections of food premises will be carried out where deemed necessary by risk assessment.

6.3 The significant findings of all audits are reported to the Health, Safety & Environment Committee at least annually.

6.4 Food providers are provided with suitable advice on all aspects of food safety and food hygiene.

6.5 The food safety policy, statutory requirements and audits are monitored and reviewed regularly.

Food Providers

All food providers will:

- 6.6** Comply with the relevant food safety legislation.
- 6.7** Provide only food that is safe to eat, i.e. it must not be injurious to health or unfit for human consumption.
- 6.8** Ensure that the labelling, advertising and presentation of food does not mislead consumers.
- 6.9** Be able to identify the businesses from whom they have obtained food, ingredients or food-producing animals and the businesses they have supplied with products, and be able to produce this information when requested.
- 6.10** Ensure that all unsafe food is withdrawn from sale or recalled from consumers if it has already been sold.
- 6.11** Develop and implement appropriate food safety management systems to ensure that all food is safe, wholesome and fit for human consumption.
- 6.12** Assess all risks associated with food production and introduce control measures to reduce those risks to a tolerable level.
- 6.13** Monitor, review and verify that these control measures and management systems are appropriate on a regular basis, and whenever a significant change is made to food produced.
- 6.14** Ensure that all food handlers are trained to a level of competence commensurate with their duties.
- 6.15** Co-operate with the University in all food safety and related matters.
- 6.16** Comply with all relevant University policies and procedures.
- 6.17** Maintain all 'due diligence' records and have these available at each facility for inspection at all times.

Food Handlers

All food handlers will:

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

7. Food Safety Legislation

Food Safety Act 1990

Regulation (EC) 178/2002

Regulation (EC) 852/2004

Regulation (EC) 853/2004

General Food Regulations 2004.

Food Hygiene (England) Regulations 2006

8. Glossary of Terms

Food:

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

Food Business:

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

Food Provider:

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

Food Handler:

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

Food Operations:

Any undertaking involving food and one or more of the following operations:

Preparation

Processing

Manufacture

Packaging

Storage

Transportation and distribution

Handling, offering for sale or supplying a consumer

Food Safety Management System

A set of standard operating procedures which will ensure that all food producers:

- comply with the requirements of relevant legislation;
- identify all of the hazards and controls relating to their food business e.g. temperature control, microbiological, chemical or physical contamination;
- identify points in the food process that are critical to food safety and put in place control and monitoring procedures at these points.