



University of Sussex
Health, Safety & Wellbeing Office

Food Safety Policy

Reference	Title	Created	Owner	Review
HSWO-	Food Safety Policy	19.7.2010	Health, Safety and Wellbeing Office HSWO/JC	19.7.2014

CONTENTS

- 1. Introduction**
- 2. Policy Statement**
- 3. Policy Objectives**
- 4. Application**
- 5. Organisational Responsibilities**
- 6. The Legal References**
- 7. Glossary of Terms**

Food Safety Policy

1. Introduction

1.1 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 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 the University.

2. Policy Statement

The University of Sussex 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:

- 3.1** 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
- 3.2** ensure that all catering providers using University premises are registered with and approved by the University;
- 3.3** ensure that all premises used by catering providers for the preparation of food are registered with the appropriate Local Authority;
- 3.4** 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;
- 3.5** ensure that all risks associated with food provision are reduced to a tolerable level and do not cause harm to the consumer;
- 3.6** ensure that all food handlers have the necessary competence to undertake their duties in accordance with the requirements of this policy.

4. Application

4.1 This policy applies to all food handling activities undertaken by (or on behalf of) the University of Sussex including those of its students and contractors.

4.2 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 the University and any food provided for visitors by the University. 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.

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

5. Organisational Responsibilities

Director of Health and Safety

The Director will ensure that:

- 5.1** All food outlets are audited at least annually. More regular inspections of food premises will be carried out where deemed necessary by risk assessment.
- 5.2** The significant findings of all audits are reported to the Health, Safety & Environment Committee at least annually.
- 5.3** Food providers are provided with suitable advice on all aspects of food safety and food hygiene.
- 5.4** The food safety policy, statutory requirements and audits are monitored and reviewed regularly.

Food Providers

All food providers will:

- 5.5** Comply with the relevant food safety legislation.
- 5.6** Provide only food that is safe to eat, i.e. it must not be injurious to health or unfit for human consumption.
- 5.7** Ensure that the labeling, advertising and presentation of food does not mislead consumers.
- 5.8** 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.
- 5.9** Ensure that all unsafe food is withdrawn from sale or recalled from consumers if it has already been sold.

- 5.10 Develop and implement appropriate food safety management systems to ensure that all food is safe, wholesome and fit for human consumption.
- 5.11 Assess all risks associated with food production and introduce control measures to reduce those risks to a tolerable level.
- 5.12 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.
- 5.13 Ensure that all food handlers are trained to a level of competence commensurate with their duties.
- 5.14 Co-operate with the University in all food safety and related matters.
- 5.15 Comply with all relevant University policies and procedures.
- 5.16 Maintain all 'due diligence' records and have these available at each facility for inspection at all times.

Food Handlers

All food handlers will:

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

6. 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

7. 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 food business under their control.

Food Handler:

Any person, including 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.

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:

<http://www.food.gov.uk/foodindustry/hygiene/sfbb/sfbbcaterers/>