

# Food Safety – Guidance for External Caterers

## University of Sussex General Requirements:

**ALL** food providers (i.e. all people supplying food) operating on campus are required to observe the most current version of University policies. This will include the University's Health and Safety Policy 2003 and Food Safety Policy 2006.

In addition to any statutory requirements, the Food Safety Policy requires all food providers, at least annually, to allow representatives of the University to undertake an audit of their processes and supporting documentation. Where the audit reveals conditions likely to cause food-borne illness or disease, the University will reserve the right to revoke permission for trading or to stipulate any remedial actions to be taken to enable trading to continue. Where breaches are considered to be serious, the University will reserve the right to suspend trading immediately until compliance with necessary standards can be met.

### 1. Registration with Local Authorities

The latest legislation requires food businesses to register ALL outlets; this means that any undertaking at the University must be registered with the appropriate authority (either Lewes District Council or Brighton and Hove City Council depending on the trading location on campus.) Registrations should be made at least 28 days before providers FIRST intend to trade on campus.

The University will require proof of registration before suppliers are allowed to operate on campus. Food providers will also be required to provide to the University copies of any inspection reports undertaken by the relevant Environmental Health department.

### 2. Food Safety Management:

All food providers will be required to undertake a Hazard Analysis and Critical Control Point (HACCP) assessment or an equivalent for their undertaking. The University recommends that all caterers use the guidance pack entitled "Safer Food Better Business" produced by the Food Standards Agency. Free packs and associated guidance may be obtained from

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

as the basis for demonstrating adequate food safety.

Items to be considered should include:

- Prevention of cross-contamination;
- Temperature control;
- Management; and
- "Due Diligence" recording.

Food businesses will be required to submit any assessments to the University BEFORE they commence trading on site. Permission to trade will only be given once the University are satisfied that arrangements are satisfactory.

### 3. General Safety Management:

In addition to food safety requirements, all food providers will be required to undertake risk assessments of all other activities they undertake on site. This could include assessments of activities such as the use of gas bottles and barbecues, ensuring

customer safety etc. Again, assessments must be undertaken and approved by the University BEFORE trading is allowed on campus.

**4. Waste:**

Food provider's are required to remove all waste arising from their business from site. Peelings and waste must not be put in general waste bins. Waste liquids must not be poured down drains or sinks.

**5. Signs & Advertisements:**

Traders must not post signs or advertising material without prior agreement with the University. Promotional flyers must not be distributed and posters must not be displayed. The University is working in partnership with Brighton and Hove City Council to prevent fly-posting and distribution of flyers and those businesses carrying out this activity on the campus may be subject to prosecution under the Environmental Protection Act 1990.