

Food Safety Policy

INTRODUCTION

The University of Bath has a duty to identify and assess risks to its employees and to anyone else who may be affected by their activities and to reduce those risks to a tolerable level. This duty includes the safe and hygienic provision of food and beverages by any individual, department, society, company or others on campus or other University owned or managed facilities, irrespective of whether that provision is for profit or not.

Food safety legislation also requires that information is provided to consumers on allergens that may be present in the food that they are supplied with. In addition, food businesses must provide full ingredients lists and allergen labelling on pre-packaged foods for direct sale on the premises.

The University recognises and acknowledges its responsibility for food safety and will ensure that the provision of food and beverage falling within the scope of this policy are safe and of a high quality. This policy describes the arrangements and procedures that will enable the University to deliver this commitment.

SCOPE

The policy applies to all food handling activities undertaken by, or on behalf of the University, including within university managed food outlets and where food is provided as part of research activities.

The policy will also apply to food handling activities undertaken by third parties on campus or in university managed or owned premises, including by the Student Union, student groups and societies, the Chaplaincy, and contractors working in support of the University. This will include events, including departmental events, private University functions, farmers markets and other similar activities where food is provided on University of Bath owned or managed premises.

This policy does not apply to:

- Operations considered to be occasional handling, preparation, storage and serving of food by private persons at ad hoc events such as annual bake sales. Those carrying out such activities are encouraged to follow safe food provision guidance.
- Food brought onto university premises for personal consumption, including consumption of food purchased and prepared by residents and their guests in self-catering accommodation

DEFINITIONS

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 safety legislation are met within the food business under their control. In the University, this could include departments, societies, the Student Union and societies whose food-related activities require registration as a Food Business.

Food Handler: Any person, including staff, contractors, students and outside vendors, supplying and handling food for consumption on the 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 significant hazards and appropriate controls relating to their food business e.g., temperature control, microbiological, chemical or physical contamination, managing allergen ingredients etc.
- Identify points in the food process that are critical to food safety and put in place control and monitoring procedures at these points

POLICY STATEMENT

The University of Bath recognises and acknowledges their responsibility for food safety and will ensure, so far as is reasonably practicable, that all food provision covered by this policy is safe and fit for human consumption.

We aim to meet our food safety commitments by:

- All food supplied by or delivered to the University is produced, stored, handled, and transported in accordance with relevant legislative requirements.

- All catering providers using the University's premises, or who are directly procured for University of Bath events or functions, are registered with, and are approved by, the University for their undertaking.
- All University premises used by catering providers for the preparation of food are registered with the appropriate Local Authority.
- All external food providers used by the University have appropriate and adequate food safety management systems and controls in place, commensurate with the type of provision to ensure food safety standards are met and maintained.
- All risks associated with the provision of food and beverages are reduced to a tolerable level.
- All people who have responsibilities under this policy have the necessary competence (knowledge, skills, training, and experience) to discharge their duties as defined in the policy.
- All food products that have been classified as waste are appropriately segregated and disposed using the University approved contractor.
- Undertaking appropriate monitoring and auditing to ensure the requirements of this policy are being met.

RESPONSIBILITIES

The Vice-Chancellor (VC) has the overall day to day responsibility for health and safety matters at the University. The VC delegates responsibility for undertaking aspects of these duties through line management and identified roles.

The following people are identified as having responsibility for managing work-related stress issues in those areas, and for those relevant persons, that fall under their control:

Director of Campus Services

The Director of Campus Services (CS) is responsible for ensuring that:

- All University premises under their control are appropriately licensed and/or registered for the provision of food and beverages.
- A suitable food safety management system is in place covering all ahs activities. This system will describe arrangements and responsibilities within ahs for securing compliance with legislation and this policy.
- All food outlets are audited for food safety at least annually. More regular inspections of certain food premises will be carried out where this is commensurate with risk.
- The University has access to competent advice and guidance to secure compliance with Food Safety legislation and agreed University practice.

- Supporting the Head of Procurement to assess the suitability of external providers covered by this audit.
- Significant findings of monitoring activities (in CS) audits, including enforcement agency audits, are addressed in accordance with agreed timescales.
- Facilitate at least annual food safety inspections and audits of food provision at the University (outside of CS) to support other University Food Providers to meet their responsibilities under this policy.
- A report on food safety is provided to the University Health & Safety Committee on an annual basis.

Head of Procurement

The Head of Procurement is responsible for ensuring that all University approved food providers have been appropriately vetted to ensure they meet the requirements of this policy. A copy of the checking process is provided in Appendix 1.

Heads of Department / Directors of Professional Services

Requirements under this policy will vary depending on the type and frequency of food-related activities that the department carries out. Where food-related activities within the scope of this policy are not provided by CS, then the relevant HoDs / Directors is responsible for ensuring that foods and related services are purchased from a preferred catering supplier that has been appropriately vetted by the University. Where events where food will be supplied are held off-campus, then suppliers or establishments should not be used unless they have a “scores on the Doors” score of at least **Three** stars.

Food Providers

Will be responsible for the implementation of a suitable Food Safety Management System (FSMS) and for all matters relating to food safety for all activities within their control. This includes ensuring that:

- Food- related activities are carried out in such a way as to reduce risks of food borne illness or allergic reactions.
- Locally owned or managed equipment and facilities associated with storing, heating, cooking, or serving food is of appropriate design and is maintained to adequate hygiene and safety standards.
- Departmental staff that are food handlers for the purposes of this policy have the necessary competency to do so safely.
- The significant findings of food safety audits and inspections are addressed within agreed timeframes.
- Reporting any food-related incidents via the University’s online incident reporting system.

Food Handlers

All catering service staff and food handlers will:

- Co-operate with the relevant Food Provider to ensure that all aspects of the food safety management system are adhered to
- Report to their line manager any issues which they believe could result in food borne illness or disease
- Undertake training in basic food safety and have a knowledge of food safety, food allergens and food hygiene procedures
- Follow good personal hygiene practice to minimise the risk of food contamination or infection.

HR Deputy Director: Safety and Employee Wellbeing Services

The Director of Health & Safety will be responsible for ensuring that:

- The significant findings of all food safety audits are reported to the health & safety committee at least annually
- The food safety policy, statutory requirements and audits are monitored and reviewed regularly

The University's Health and Safety Committee is responsible for

- Monitoring the implementation of this policy and for reviewing the annual food safety report.
- Reviewing the Food Safety Policy at agreed periods and in any case at least **every two years from date of approval**.

FURTHER INFORMATION AND RESOURCES

- [Procurement procedures for engaging food suppliers \(see Catering section\).](#)
- [Food Standards Agency](#)
- [Food Hygiene Rating System \(Scores on the Doors\)](#)
- [BaNES Environmental Health](#)

Appendix 1: Food Supplier Questionnaire

Food Supplier Questionnaire

Company Name:

Trading Name:

Main contact person:

Contact Number:

Address:

Summary of the products produced:

As part of our commitment to food safety, we are seeking confirmation from our food suppliers that they supply in accordance with food safety requirements. We would be grateful if you would be able to complete this Food Supplier Questionnaire and provide supporting documentation as detailed below that will be reviewed by the Procurement team, and Food Compliance Manager.

<u>Action Point:</u>	<u>Comments:</u>
Accreditation	Please provide supporting documentation
<p>Does the company have BRC accreditation? <i>If yes, please enclose certificate</i></p> <p>Does the site supplying us have BRC/IFS accreditation? <i>If yes, please enclose certificate</i></p>	
Local Authority	Please provide supporting documentation
<p>Has the Company been registered as a food business with the Local Authority?</p>	
Food Hygiene Rating Scheme	Please provide supporting documentation
<p>When was your last EHO inspection, and what was the FHRS award? <i>Must be a 3 or above</i></p> <p>Have your Company premises, processes or staff ever been served with any statutory notices? <i>If yes, please provide information</i></p>	

<p>FSMS/SFBB/HACCP (Please provide as much information as possible. Copies may be requested on a case by case basis)</p>	<p>Please provide supporting documentation</p>
<p>Provide a copy of the Food Safety Policy</p> <p>Does the Company operate a formal documented system of HACCP or FSMS? <i>If yes, please provide details</i></p> <p>Have work instructions been written for all CCPs identified? <i>If yes, please provide details</i></p> <p>Are all CCPs monitored and recorded? <i>If yes, please provide details</i></p> <p>What is your company's supplier approval process? <i>Please provide details</i></p> <p>Does the Company operate a formal documented system of all Due Diligence? <i>Please provide details</i></p> <p>What are your allergy management procedures? <i>(To comply with Food Information Regulations 2014)</i> <i>Please provide detail's</i></p> <p>How will changes to recipes be communicated to customers? <i>Please provide details</i></p> <p>How will product substitutions be communicated to customers? <i>Please provide details</i></p>	
<p>Pest control</p>	<p>Please provide supporting documentation</p>
<p>Do you have a routine pest prevention contract in operation? <i>If yes, please provide detail's</i></p> <p>Do records indicate the absence of pest control problems? <i>Yes or No?</i></p> <p>How do you manage pest proofing issues? <i>Please provide detail's</i></p>	

Training	
<p>Are Company staff asked to fill out a medical screening questionnaire before commencing employment? <i>If yes, please provide detail's</i></p> <p>Do you have a training matrix to include all tiers of food handlers within your business? <i>If yes, please provide detail's</i></p>	
Cross Contamination	
<p>Is glass or wood prohibited from production areas? <i>Yes or No?</i></p> <p>Is there metal detection equipment in operation? <i>Yes or No?</i></p> <p>Are sources of potential physical contamination controlled? <i>If yes, please provide detail's</i></p> <p>Are food items bacteriologically tested? <i>If yes, please provide detail's</i></p>	
Calorie Labelling Regulation	
<p>Do you employ over 250 employees? <i>Yes or No?</i></p>	
<p>In addition, Please Provide the following documentation: (Updated copies should be provided as and when they expire on an ongoing basis)</p> <p>Public Liability Insurance</p> <p>Product Liability Insurance <i>If applicable</i></p> <p>Professional Indemnity Insurance</p>	
<p>As part of our commitment to food safety The University reserves the right to periodically visit any food premises to ascertain food safety and hygiene standards, by appointment when not on Bath University grounds. Any visits while on Bath University grounds will be unannounced.</p>	<p>Name:</p> <p>Signed:</p> <p>Position:</p> <p>Company:</p> <p>Date:</p>

An approved company Food Supplier list should be available with each venue's Food Safety Management System, and include the Supplier Name, contact name, Food Supplied, Special instructions and contact details

Revision No.	Revision date	Purpose of revision	Revised by
1	05/05/2020	Initial building of page	Cheryl Herbert
2	06/04/2022	Review to add calorie question	Cheryl Herbert
3			
4			
5			