Health and Safety
Performance Standard HSPS 006

Food Safety
Safety, Health and Environment Unit

Title: Food Safety

Reference Number: HPS 006

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1. Objectives

The purpose of this document is to ensure that:

- The University will abide by the laws and regulations outlined by the Food Safety Act 1990
- All departmental managers involved in the supply and provision of food for consumption will ensure that the requirements of legislation are fulfilled
- Safe food handling practice will be undertaken at all departmental activities such as buffets and barbecues
- Necessary precautions will be followed when organising outside caterers for university functions
- Food preparation will not be undertaken where facilities are not properly equipped to undertake this activity
- All departments will follow the specific procedure should food poisoning be suspected in any member of staff following departmental activities where food has been consumed.
- If external food caterers are allowed access to the University premises to sell cooked hot or cold food then the caterer must be in possession of a current local authority Food Hygiene Rating of at least 4 or 5 Stars.

2. Management Responsibilities

2.1 University Level

Prior to opening for business, departments and organisations that operate food outlets on behalf of the University are bound by the following:

- Food Premises (Registration) Regulations 1991 which demands registration with the local Environmental Health Department 28 days before opening
- Food Safety (General Food Hygiene) Regulations 1995 - food preparation will not be undertaken where facilities are not properly equipped to undertake this activity
- Food Safety Act (1990) - all University of Kent activities that incorporate catering and/or provision of food will comply with the requirements of this Act

The University has an Occupational Health service which will advise on and monitor the suitability of prospective employees to handle food, also current employees who may have health issues that impact upon their fitness to handle food.

2.2 Departmental Level

For all practical purposes it will be assumed that the main University Department which procures, handles and supplies food is Commercial Services. Kent Union, representing the students, also has an input into the procurement, handling and supply of food, mainly for both retail and catering outlets. Although Kent Union manages its own affairs, for the purpose of this Standard Kent Union will be required to comply in the same way as other departments at the University. All departments will be particularly charged under this Standard with ensuring that food hygiene legislation is adhered to and that the University’s standards, within this Standard are met.
All departments responsible for the provision of food shall have in place ‘effective food safety management controls’ to ensure that food is produced safely and that customer health is not put at risk. This requires that managers are familiar with all current legislation, the training requirements of both managers and staff and the correct storage and preparation of food.

Departments must:

- have systems in place, based on risk assessment, to identify and control activities harmful to health so as to ensure that they comply with The Food Safety (General Food Hygiene) Regulations 1995. This should include a scheme of work that encompasses the principles of Assured Safe Catering (ASC) that are based upon Hazard Analysis Critical Control Point (HACCP) strategies.

- train managers responsible for catering staff to carry out ‘Food Handler’s Assessments.’

- ensure all proposed members of staff complete a Food Handler’s Agreement (Appendix 1)

- ensure that a Food Handler’s Assessment (Appendix 2A) and the Fitness to Handle Food Declaration (Appendix 2B) is complete as part of the pre-employment health procedure for each employee.

- ensure that managers carry out return to work interviews following sickness absence to ascertain that the individual does not have an infection e.g. septic cuts, eye or ear infections or stomach upsets that would prohibit them from food handling and to complete a Fitness to Handle Food Declaration (Appendix 2B). This must then be held on the individual’s Personnel record.

- ensure that all food handlers who report episodes of gastrointestinal upsets whilst travelling abroad outside Europe, USA, Canada, or Australasia will be required to complete a Food Handlers’ Assessment. See Appendix 4 - Guidance note on management of suspected food poisoning or Diarrhoea and Vomiting (D&V)

- Contact Occupational Health if in any doubt about individual’s fitness to handle food following completion of Fitness to Handle Food Declaration (Appendix 2B).

### 2.3 Departments using outside caterers

Departments are responsible for ensuring that any caterers they ‘contract in’ to provide food are competent and must ensure that the caterers complete a Registration Form which can be downloaded from the Safety, Health and Environment Unit website (Appendix 3). A copy of the completed form should be forwarded to the Safety, Health and Environment Unit. If the department has any doubts about any of the responses made by the contractor they should consider rejecting them. Advice can be sought from the Safety, Health and Environment Unit.

**Note:** All external caterers must be in possession of a current local authority 4 or 5 Star Award for food hygiene. Proof of this must be demonstrated, prior to a booking being made. There may be cases where applicants hold a food hygiene standard issued by another local authority. There must be current documentary evidence of this before a licence to trade at the University is granted.
2.4 Departments self-catering

1. Departments providing limited catering services involving low risk light refreshments such as tea, coffee, biscuits, wine, cheese, crisps etc will not need any special arrangements nor need to follow any notification procedure.

2. Departments purchasing higher risk ready made consumables for light finger buffets or picnics (e.g. cooked meats, creams, seafoods) should obtain them directly from a reputable source i.e. Sainsburys, Marks & Spencers, Tescos etc. and must ensure adequate food safety controls in relation to storage, personal hygiene, food handling and consumption timescales. See Appendix 5 for guidelines for departments undertaking self catering activities.

3. Barbecues pose a potential high risk and special precautions should be taken for storage and cooking of raw meats; the guidance from the Food Standards Agency [see web reference in section (6)] should be followed at all times.

4. In the case of staff run barbeques, it is essential that those persons who are preparing food and cooking it must hold a current local authority Food Hygiene level 2 Certificate.

N.B. Persons preparing food at home for sale or catering for University events take on the responsibilities and duties of a contractor to comply with relevant food safety legislation and this practice should therefore be discouraged.

3. Employee Responsibilities

- Complete and sign Food Handler’s Agreement (Appendix 1) in presence of manager
- Attend training courses as requested
- Follow systems of work as detailed by management ‘Safer Food Better Business’
- Record and complete due diligence records
- Maintain hygiene i.e. cleanliness, thorough cooking and chilling and the prevention of cross contamination
- Maintain personal hygiene i.e. hand washing, do not bite nails etc.
- Report any septic cuts, infections, food poisoning and stomach upsets to line managers in the first instance.
- Participate in Occupational Health assessments if referred

4. Monitoring

Due diligence systems must be established. These records will be requested by an Environmental Health Officer as evidence that systems are in place and working effectively.
5. Training requirements

Catering and food handling staff will have appropriate food hygiene training. See HSE Training Information Sheet no 5 at http://www.hse.gov.uk/pubns/cais5.pdf

Ensure that all staff are familiar with systems of work, to include:

- Storage and serving temperatures
- Due diligence procedures including fridge maintenance, temperature checks, stock rotation, expiry dates etc.
- Food segregation
- Food preparation
- Hygiene and cleanliness

All departments must maintain accurate staff training records and ensure adequate and appropriate training has been given.

6. Further Information

Visit this government website for further or specific information


http://cleanup.food.gov.uk/data/good-hygiene.htm

http://cleanup.food.gov.uk/data/regulations.htm

Barbecues see http://cleanup.food.gov.uk/data/barbecue.htm Catering Outdoors

Appendix 1

Food Handler’s Agreement

University of Kent

Department

Surname

First Name(s)

Date of Birth / /19

1) I agree that should I, a member of my household or other close contact have any of the following conditions I will inform my manager prior to attending work with foods.

- Diarrhoea and/or vomiting
- Impetigo
- Septic cuts and nail infections
- Dermatitis or eczema of the hands and/or arms
- Psoriasis or any other skin conditions
- Parasitic infections
- Bacterial food poisoning e.g. confirmed or suspected salmonella
- Discharging wounds, abscesses, ears, nose, throat or mouth

2) I understand that upon my return to work following ill health with any of these conditions I should inform my manager.

3) I also understand that if I suspect that I have bacterial food poisoning I should attend my GP to confirm it.

4) If I have diarrhoea and/or vomiting I shall remain away from food handling areas until I have been free of either symptom for a full 48 hours.

5) I also agree to maintain good personal hygiene:

   - Washing my hands after using the toilet
   - Maintaining skin and nail care
   - Not smoking or eating near foods or food handling areas

Signature: ........................................ Date / /20

Print name: ........................................

Interviewer’s signature: ........................................ Date / /20

Position held: ........................................
Appendix 2

A  Food Handler’s Assessment

The Interviewer/Manager has a responsibility to ascertain that the individual is fit to handle food in accordance with the Food Safety (General Food Hygiene) Regulations 1995.

<table>
<thead>
<tr>
<th>Managers’ observations</th>
<th>Yes</th>
<th>No</th>
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<tbody>
<tr>
<td>1) Do they have any skin condition of hands and arms, i.e. flaking/ cracked skin, eczema, dermatitis, warts?</td>
<td></td>
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<tr>
<td>2) Do they have any apparent ear infections, eye infections or acne?</td>
<td></td>
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<tr>
<td>3) Have they had diarrhoea and/or vomiting that last more than 24 hrs in the last year?</td>
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<tr>
<td>4) Have they been abroad or lived overseas in the last 5 years and have a parasitic infection of the digestive tract?</td>
<td></td>
<td></td>
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<tr>
<td>5) Do they bite their finger nails?</td>
<td></td>
<td></td>
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<tr>
<td>6) Do they have regular dental checks?</td>
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Yes responses to questions 1, 2, 3 or 4 refer to Occupational Health
Yes response to question 5 or No response to question 6 give reminders on the need to maintain good personal hygiene

Manager/interviewer use only

B  Fitness to Handle Food Declaration

If the applicant has responded NO to all of the above they are fit to handle food.

If the applicant has answered YES to 1, 2, 3 or 4 of the above they must be referred to Occupational Health PRIOR to employment.

Is the applicant fit to handle food? YES ☐ NO ☐

Referred to Occupational Health YES ☐ NO ☐

Signed:...................................................

Date:...........................................................

Name (Print):............................................... Department: ..............................................
Appendix 3

REGISTRATION FORM

CATERING CONTRACTORS WORKING ON UNIVERSITY PREMISES
ARRANGEMENTS FOR FOOD HEALTH AND SAFETY

Catering contractors wishing to be considered for contracts for the supply (including preparation, transport and serving) of food and drink for consumption on University premises must first satisfy the Registration Procedure by providing satisfactory responses to the following questions. The Registration Form should be completed at least three weeks before any contracts are awarded or fulfilled.

NOTE Before any consideration can be given to an external catering contractor, it is essential that they possess either a 4 or 5 star food hygiene rating issued by a local authority within the previous 12 months.

1. Please indicate below the means by which you will ensure appropriate temperature control during the preparation, transport and service of food and drink.

Chilled cabinets/refrigerated transport/refrigerated service units/insulated food containers/other (please specify):

2. i) Will all food to be served in the University be prepared in premises registered under section 3.2.3.1 Requirement to register a food establishment under Article 6(2) of Regulation (EC) No. 852/2004? YES/NO

ii) If YES, please give name and address or telephone number of the local Department of Environmental Health who registered the premises and date it was first registered:

....................................................................................................................................................

.................................................................................................................................................... Date: ........................................

iii) If NO, are your premises used infrequently (i.e. for less than 5 days in any 5 week period, for which local authority registration is not required)? YES/NO

3. With respect to the premises please provide the following information (details on a separate sheet if necessary):

i) the date when the premises (if registered) were last inspected (enter NONE if not).

ii) have you ever been served with improvement or prohibition notices and if so please provide details? YES/NO

iii) have you been the subject of legal proceedings in relation to food safety or other safety matters and if so please provide details? YES/NO

iv) have there been any reported or suspected cases of food poisoning associated with your catering activities? YES/NO
4. Will all staff involved in the preparation, transport and service of food have received certificated training in hygiene (basic or similar)? YES/NO

If YES, please provide details of training.

If NO, please provide details of other relevant training.

5. Have you completed a hazard analysis or risk assessment exercise of your food preparation and catering activities? (Documentary evidence may be requested). YES/NO

6. Do you have
   i) Employer/Employee Insurance? YES/NO
   ii) Public Liability Insurance YES/NO

   If so please provide information on the level of cover and the policy renewal date together with a copy of each document:

   i).................................................................................................................................

   ii).................................................................................................................................

7. Do you have a written Food Safety policy? If YES, please forward a copy. YES/NO

8. Do you have a written Health & Safety policy? If YES, please forward a copy. YES/NO

   Number of employees in your organisation (note that if less than 5, there is no legal requirement to have a written Health and Safety policy). .................

9. Would you have any objection to a visit to your premises (if required) to verify your process control and storage procedures? YES/NO

10. Specify proposed types of function you may be providing catering activities for:
    - Indoor
    - Outdoor
    - Buffet
    - Lunch
    - Dinner
    - Light refreshments

    Approximate number
    of customers ............... 

Name of Company ........................................................................................................

Signed ......................................................................................................................

Position ............................................. Date ..................................................

Contact tel. number ............................................................................................... 

-----------------------------------------------------------------------------

THIS PART TO BE COMPLETED BY UNIVERSITY DEPARTMENT CONTRACTING CATERER

Date received: .................................. Assessed by: ........................................

Referred □ Rejected □ Accepted □

Date: ........................................... Signed: ................................................

Once completed a copy of this Registration Form should be sent to the Safety, Health and Environment Unit 

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Appendix 4

Guidance Note on Diarrhoea and Vomiting (food poisoning)

- Diarrhoea and vomiting must be reported immediately to the line manager, and the member(s) of staff concerned instructed to leave the food handling area forthwith.

- If there is only one bout in a 24 hour period and it is not associated with fever, the person may return to work.

- If symptoms persist, the person should seek medical advice from their general practitioner.

- Confirmation (by laboratory analysis) of acute cases of gastrointestinal infection, i.e. vomiting and diarrhoea caused by food poisoning bacteria e.g. *Salmonella*, viruses or parasites, must be reported immediately to the line manager and the infected person must be excluded from work.

A person only has food poisoning when it is confirmed by a positive stool specimen.

- The food handler(s) may return to work 48 hours after the first ‘normal’ stool.

- The Department/Bar/Café responsible for supplying the food may be required to give evidence of due diligence by the Environmental Health Officer

- An accident form should be completed **ONLY** if the university or outside caterer is the suspected source of the food poisoning.
Appendix 5

Guidelines for Departments undertaking self-catering activities

1) Food must be stored correctly and refrigerated where necessary.

2) High standards of personal hygiene must be maintained by staff setting out food.

3) Food should normally be consumed on day of purchase.

4) The types of facilities necessary for such functions would be suitable tables, access to a sink, refuse disposal and a refrigerator where required. (NB not laboratory sinks, refrigerators or benches!)

All departments undertaking self catering should follow the ‘Good Food Hygiene’ guidelines set out by the Food Standards Agency which can be found at: http://cleanup.food.gov.uk/downloads/GuidetoFoodHygiene.pdf.