

Catering Hygiene

1. PURPOSE

- 1.1 To ensure that all food provided by the University is produced, stored, handled and transported in accordance with recognised good food safety practice and legislative requirements, thereby providing food that is safe for consumption by our staff, students and others.

2. SCOPE

- 2.1 This procedure applies to all food provided by catering services within the University, e.g. Catering Services, the Department of Hospitality and Tourism Management and the Students Union. It **does not** apply to external on site commercial outlets and external companies delivering on campus. Neither does it apply to food brought onto University premises by individuals for their own consumption (including food which is bought and prepared for consumption by residents of self catered residential accommodation) and food provided for private functions associated with the University.

3. DEFINITIONS

Food Handling	Is any aspect of the manipulation of food, including preparation, storage, production, distribution, packaging and service.
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4. RESPONSIBILITIES

Vice- Chancellor

- 4.1 On behalf of the Council the Vice-Chancellor has executive responsibility to ensure, that the requirements of the health and safety legislation and the University health and safety policy are complied with. The Vice-Chancellor will ensure that responsibility for health and safety is properly assigned and accepted at all levels within the University.

Heads of Catering Services and Hospitality and Tourism Management

- 4.2 Are responsible for ensuring that all food handling activities are carried out in accordance with good food safety practice in line with the principles of HACCP (Hazard Analysis Critical Control Point).

Food Handlers

- 4.3 Are responsible for complying with all hygiene and other requirements in respect of food safety.

5. FOOD SAFETY

- 5.1 For all food handling activities the relevant department is responsible for ensuring compliance with good practice and legal requirements.
- 5.2 In particular the relevant department must ensure that a Food Safety Management System is in place that is in line with HACCP principles and addresses all food safety issues, including those associated with :
- Purchase, Delivery, Receipt, Collection
 - Storage
 - Preparation and Handling
 - Cold Serve/Display
 - Defrosting
 - Cooking
 - Cooling/Freezing
 - Reheating
 - Hot Hold/Display
- 5.3 The food safety management system utilised should be reviewed as often as is necessary but at least every two years.
- 5.4 In the event of a food safety incident, e.g. food poisoning, food contamination, the relevant Head of Department will notify and/or liaise with the enforcing authorities, e.g. Environmental Health, as appropriate.

BIBLIOGRAPHY

- The Food Hygiene Regulations (Northern Ireland) 2006
- Food Standards Agency Northern Ireland's food safety management guide, Safe Catering
<http://www.food.gov.uk/northernireland/safetyhygieneni/safecateringni/>