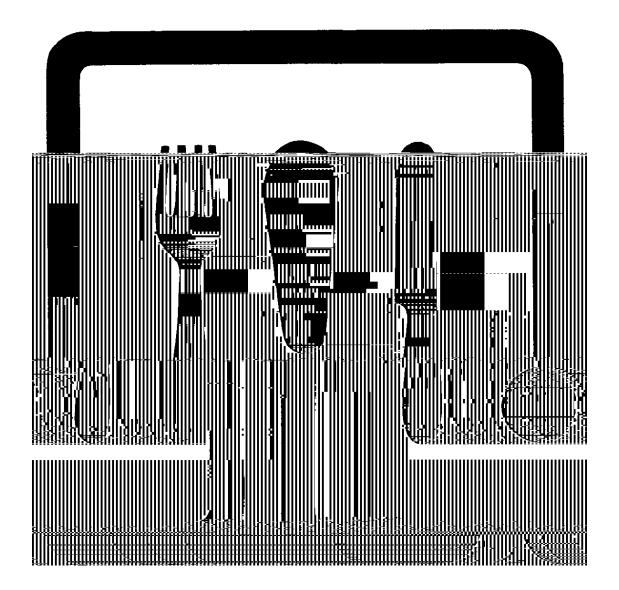
University of

Safety Code of Practice 29

3rd Edition, May 2013

FOOD SAFETY AND HYGIENE



Contents

1	Sun	nmary	4
2	Intro	oduction	.4
	2.1	Requirements	4
	2.2	Who does this policy apply to?	4
	2.3	Responsibilities in food areas	5
	2.4	Central responsibilities	5
	2.5	Food area management	6
	2.6	University owned premises occupied by other organisations	6
	2.7	Food premises registration	6
3	Ger	neral requirements	6

Appendix 1:	Seven Principles of HACCP	15
Appendix 2:	Training Requirements	17
Appendix 3:	Departmental tea rooms	
Appendix 4:	Mobile, temporary or occasional food areas	19
Appendix 5:	Occupational Health Staff Review Health Questionnaire	
Appendix 6:	Version control	21

1 SUMMARY

This Safety Code of Practice sets out the University's food safety policy and provides guidance on the requirements for ensuring food safety and hygiene.

In general any person or unit providing food within the University of Reading must ensure that:

Written procedures based on Hazard Analysis and Critical Control Point (HACCP) principles have been produced and are being followed

The premises are structurally sound

Equipment is in good condition, is maintained in a safe condition and is clean

All staff have received suitable training, including training in food safety and hygiene and safe use of any equipment provided

All food is stored, prepared, and served in a manner that minimises any risk of infection to consumers or contamination or deterioration of the food.

Those who occasionally are involved in the handling and preparation of food e.g. departmental lunches or social events, must ensure that:

They understand the risks associated with the food that they are dealing with They have received instruction, either written or verbal, on how the food should be prepared, stored, served and disposed of, and where required have received training in food safety They understand and comply with the need for good personal hygiene.

2 INTRODUCTION

This Safety Code of Practice constitutes the food safety policy for the University of Reading, and provides guidance on the legal requirements that apply to food safety and hygiene5(y)?

Departments which undertake food research where the product is intended for human consumption

Departments, clubs or individuals which provide food for departmental, social or charitable events

Guidance:

Low-risk foods are ambient stable that do not support the growth of pathogens. In simple terms this means food that does not require being held in a temperature controlled situation such as a freezer, refrigerator or heated display and will not become dangerous to consume under normal circumstances.

Guidance:

Low risk foods include: bread, biscuits, cereals, crisps, chocolate, cakes, (not cream cakes)

3.2 Training requirements

By law, all food handlers (i.e. anyone who handles food regardless of whether open or packaged and including drink and ice) must be supervised and instructed and/or trained in food hygiene matters commensurate with the work activity.

All staff involved in food handling must observe good personal hygiene practices. They must wear appropriate clothing for the area in which they are working, including where necessary appropriate headgear and footwear. Suitable changing facilities must be provided so that staff do not wear their food area clothes outside the work area.

Gast rointestinal illness within the food handler s household must also be reported. If they are well and symptom free they can continue working in food handling areas

Scaling, weeping or discharging condition on exposed skin (hands, face, neck or scalp):

The person must not work in food handling areas until healed.

Clean wounds must be covered with a distinctly coloured waterproof dressing, but the food handler may continue to work.

Weeping or discharging eyes, ears, mouth or gums:

The person must not work in food handling areas until the condition improves.

Blood-borne infections (e.g. hepatitis B and C and HIV) and chest infections (e.g. TB):

Do not present a risk via food borne infection. A person suffering from TB may present a risk of infection to others in the workplace. Advice should be sought from the University Occupational Health Service.

Coughs and Colds:

Do not present a risk but it may be aesthetically more acceptable to exclude sufferers from the food area.

Coughing and sneezing is not hygienically acceptable.

Prior to return to work following any sickness absence or holiday involving foreign travel, food

Food that contains genetically modified food must be brought to the attention of the consumer.

Food Allergens

Food allergens are foods which have the potential to cause an allergic reaction in individuals who have sensitivity to the food. These should be clearly labelled on any packaging of pre-packed food. If asked whether food contains such a product

responsibility of Commercial Services, a Catering Incident record must be completed. All food complaints about food purchased/ provided on campus must be reported to Health and Safety Services, who will carry out an investigation. Remedial action must be taken where appropriate, recorded and all records kept for 12 months.

The action required depends on the nature of the complaint. It is essential that prompt action is taken with respect to food complaints. Under no circumstances must anyone involved with the University of Reading admit liability until the complaint has been fully investigated by the management of the area and/or Health and Safety Services.

The following must be adhered to:

- Details of the complaint must be taken, including any details of any injury or illness suffered The manager of the food area must be informed as soon as possible and should ideally deal with the complaint
- The food should be kept in original wrapper or container if possible, covered and placed in a freezer, particularly if the food is of a perishable nature or a mould complaint
- Do not pull or remove a foreign object found in food leave in place
- Do not discard any food associated with the complaint
- Do not tamper with equipment involved in a complaint
- The complainant should be informed of any action taken during the investigation and when investigations are complete
- Where complaints relate to a manufacturer or supplier, they must be notified as soon as possible.

4.2 External inspections

The University catering outlets will receive visits from Local Authority Environmental Health and Trading Standards Departments and possibly from the Health and Safety Executive. Such visits may occur for routine inspections, complaints, food poisoning investigation and sampling. All visits made by enforcement officers should be dealt with by:

Requesting and verifying a means of identification Establishing the purpose of the visit Contacting Health and Safety Services immediately Accompanying the officer in the Food Area Making notes of any pertinent comments made by the inspector Ensuring that the officer gives the manager of the area a visit sheet before they leave the premises.

5 FURTHER GUIDANCE AND REFERENCES

Further guidance is available from Health and Safety Services.

Good Food Laboratory Practice (under revision) Barbeques food hygiene and safety information (Safety Note 40)

REFERENCES

Food Safety Act 1990

The Food Hygiene (England) Regulations 2006 Regulation (EC) No 852/200- M(4TJET225.290 0 1 77.064 744.46 Tm[)]TJET EMC 2/ P & MCID 1 BDC BT/F8 11

Appendix 1: Seven Principles of HACCP

What is a hazard?

A hazard is anything that may cause harm to the consumer and is categorised as follows:

biological any harmful biological agent e.g. *Salmonella* in chicken; physical any physical object which should not be present e.g. glass in food; or chemical any chemical agent which should not be present e.g. cleaning chemicals. Allergen - a

What is a Critical Control Point?

A critical control point is a step in the production/ processing/ storage etc. of food which is critical to food safety. In establishing critical control points it is important to note that if a subsequent stage reduces or eliminates the hazard then the step is not critical. For example the purchase of minced beef which is going to be cooked is not a critical control point for a biological hazard, because thorough cooking should reduce/ eliminate the biological hazard to a safe level.

It should be noted that if a hazard cannot be eliminated or reduced to an acceptable level then consideration should be given as to whether to serve the food at all. Changes to the preparation of the food may have to be made.

What is a Critical Limit?

A critical limit is a set of conditions which must be met to ensure that food will be safe for consumption by the consumer. For example, meat must be cooked until the core temperature reaches 75°C for 30 seconds.

What is monitoring?

Monitoring of the critical limits should be undertaken to ensure that they are being complied with. There should be specified times and circumstances under which monitoring should be done. For example:

Probing of food to ensure that it is being stored at the correct temperature Checking raw product as it is delivered to ensure the package is not damaged Cutting into meat to ensure it is cooked all the way through Temperature checking cooked product being chilled to ensure it is cooled quickly enough.

What are corrective actions?

Corrective actions are actions which are taken to ensure that the food meets the required standards. For example if a joint of meat has been probed and has not reached the required temperature then the corrective action may be to return it to the oven and carry on cooking, or if sandwiches have been out of temperature control for longer than two hours they must be disposed of immediately.

What are corrective procedures?

Corrective procedures are procedures which are put in place to ensure that the HACCP system is working correctly and being followed.

What documentation is required?

The amount of documentation which is required depends upon the size of your food operation. However the University would expect records to be kept of all monitoring which has been put in place. Typical examples of records which may be kept include: Temperature records Cleaning schedules Training records

Appendix 2: Training Requirements

THE ESSENTIALS OF FOOD HYGIENE

Before anyone is allowed to start work for the first time with food, they must receive the following written or verbal instruction:

Keep yourself clean and wear clean clothing. Always wash your hands thoroughly: before handling food; after using the toilet; handling raw foods or waste; before starting work; after every break; and after blowing your nose. Tell your supervisor before commencing work of any skin, nose, throat, stomach or bowel trouble or infected wound. You are breaking the law if you do not. Ensure cuts and sores are covered with a waterproof, high visibility dressing.

Avoid unnecessary handling of food.

Appendix 3:

Appendix 4: Mobile, temporary or occasional food areas

An example of such premises is a marquee used for a departmental charity event or where a buffet is provided as part of a training course. The legislation regarding the provision of food requires that all food regardless of whether it is sold or given away free must not injurious to health or unfit for human consumption. This does not exclusively apply to food businesses but is applied to all food except for private domestic consumption. The following points must be followed:

Appendix 5: