



# USHP-24: Food Safety and Operations



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## 1. Objective

The University of Leicester is committed to achieving the highest standards of food hygiene and health and safety. This policy shall ensure that all catering practices meet the University’s legal obligations with respect to food hygiene and health and safety, and will:

- Ensure the safe consumption, production, handling, storage and transportation of all food operations
- Use only preferred and reputable food suppliers and food businesses listed with the University’s procurement services
- Discourage departments from uncontrolled self-catering activities due to the risks involved and provide advice on how to manage such activities where they do occur

Only reputable catering providers, who have been awarded a contract with the University following a formal tendering procedure can be used to operate embedded third-party outlets.

## 2. Scope

This policy applies to all catering activities on University premises or taking place during activities under the control of the University, whether run by the University’s departments, institutions, agencies or external catering providers.

This includes:

- Catering activities undertaken by College Court and Leicester Services Partnership (LSP)
- School/Department open days, fates, fund raisers, coffee mornings, summer BBQs or social events covered under the University insurance
- Hiring of food vendors, ice cream vans or mobile food traders
- Other feeding arrangements, such as packed lunches

This policy does not apply to food brought onto University premises for personal consumption, including consumption of food purchased and prepared by residents and/or their guests in self-catering accommodation.

Also not in scope are feeding arrangements for off-campus activities, such as provided or non-provided meals, during research activities, field trips, and other travel, please see UHSP-6a Off-Campus Work and Study policy.

## 3. Responsibilities

### The Executive Board

- Responsible for providing appropriate support to ensure that these procedures are followed, including the provision of adequate resources.

### Leicester Services Partnership

- Must ensure that the processes outlined in their safety management systems are followed

### Heads of Schools, Departments or Corporate Service Divisions (Heads)

- Responsible for the implementation of these policy arrangements for catering operations

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- Specifically responsible for ensuring all food provision arranged by their department is managed in accordance with this procedure
- Specifically responsible for providing the resources necessary to enable the departments to meet their obligations under this policy
- Ensure any 3<sup>rd</sup> party food providers engaged by their staff are competent and suitable
- Liaise with Health and Safety Services regarding all food hygiene and health and safety matters

**Line Managers**

Line managers will have responsibility for the implementation of these policy arrangements within their respective areas and departments, including:

- Effective communication and consultation with employees
- Ensuring correct food handling practice are carried out by their staff

**Employees**

No university staff are engaged in professional food production, all such work is completed by competent 3<sup>rd</sup> parties. Where university staff do handle food (e.g. receiving buffets or running a cake sale) they are responsible for following good practice. All food handlers must:

- Protect food from contamination
- Report any signs of pests
- Ensure that this policy is followed at all times
- Report any food poisoning symptoms to their line managers and not engage with food handling until two days after symptoms have ceased
- Wear safe and hygienically clean clothing and any required PPE such as aprons or gloves

**Health and Safety Services**

Health and Safety Services is responsible for:

- Carrying out periodic audits of the food operations and producing written reports detailing findings where required
- Providing assistance, as required, in the investigation of food complaints
- Providing additional advice and guidance as required

**4. Procedure**

**Arranging catering for an event**

For day to day activities, there are no requirements for school/departmental staff to consider catering provision. Where a school/department has a requirement that would not be met through use of the LSP’s standard outlets, e.g. for an event, the manager of the school/department looking to source catering should identify what provision is required and make the necessary arrangements.

For all school/department event catering requirements, professional caterers must be used and the University’s financial regulations dictate that the contract is first offered to the LSP. Should LSP decline the contract, the manager should source a competent contractor using approved contractors wherever possible.

Where an approved contractor is not available, steps should be taken to ensure that contractors used are high quality. The contractor’s public liability insurance must meet the threshold set by the financial regulations and their food hygiene rating should be checked using the [government’s food safety website](#).

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In addition, for third part professional caterers, along with their food hygiene rating and PL Insurance they should also provide

- Evidence at least one member their sales team holds a Food Safety Certificate
- Risk assessment and method statement for the stall including details of any equipment in use and actions taking place (BBQ, Frying etc.)

### Non-professional catering

Non-professional catering should be avoided but in some circumstances, such as charity/fund raising events, they are permissible.

In the event of a non-professional caterer being utilised, the manager should do all that is reasonably practicable to ensure that the food provided is safe. This may include providing advice and guidance on food preparation and defining a specification for food to be provided (e.g. low risk food such as non-cream filled cakes and food which has minimal likelihood of allergens etc.)

Any food produced in this way should be done so in a hygienic environment and risks from contamination must be minimised. Measures to be taken include:

- Avoid handling food, use tongs or a cake slice instead
- Wear disposable gloves when handling food
- Keep food covered to protect from insects & dust and debris & also to protect from customers touching & sneezing the produce
- Provision of hand washing or sanitising facilities
- Food being displayed for a maximum of four hours

Buyers should be advised that the food has been made in a home environment and any known allergens used in the recipe such as nuts, eggs etc. must be clearly indicated.

## 5. Revision History

Date of Issue	Version number	Amendments Made
31/01/2020	1.0	First issue
14/12/2020	1.1	Section 3. H&S Services roles first bullet point 'where required' added