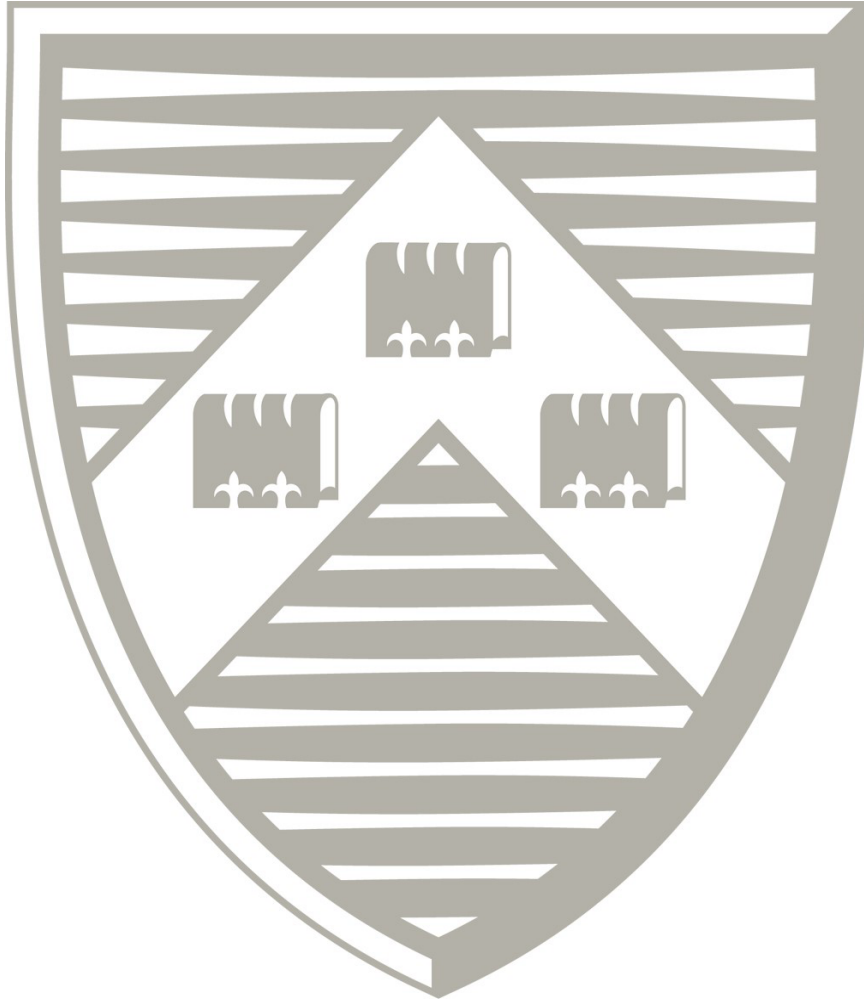




The Workplace Health and Safety Office



UNIVERSITY POLICY AND MANAGEMENT PROCEDURE

Food Safety Policy Statement

Statement

*This Management Procedure was approved and authorised by the Health, Safety and Welfare Committee (now Workplace Health and Safety Committee) on **21 June 2010** on behalf of the University of York Council and forms part of the Health and Safety Policy of the University of York.*

This document is a Management Procedure for good health and safety management practice. This Management Procedure provides Heads of Departments, College Provosts and all managers, staff and students with the necessary information to incorporate healthy and safe practices and relevant procedures into their activities. Divergence from this Management Procedure may result in Heads of Departments, College Provosts and the University being exposed to possible legal proceedings.

The use of this Management Procedure and the incorporation of its requirements into working practices and activities will ensure that the University and its community achieves compliance with its legal duties with regards to health and safety.

The most recent version of this Management Procedure is available at:
<https://www.york.ac.uk/admin/hsas/safetynet/atoz.htm>

<i>Date of Review</i>	<i>December 2023</i>	<i>By</i>	<i>The Director of Health and Safety</i>
<i>Date of Last Review</i>	<i>May 2020</i>	<i>By</i>	<i>The Director of Health, Safety and Security</i>
<i>Date of Next Review</i>	<i>December 2025</i>		

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UNIVERSITY POLICY

1. INTRODUCTION

The University of York (University) recognises its management responsibilities for the risks and hazards associated with food safety. The University will ensure that appropriate food safety arrangements are maintained throughout the University.

This document constitutes the University's Food Safety Policy Statement.

This University Policy and Management Procedure requires that all food supplied to, or delivered within and by, the University and all its wholly owned subsidiary companies operating as York Conferences Limited (YCL) and, or the North York Health Consortiums (NYHC) produced, stored, handled and transported to the highest standards of hygiene to meet the requirements of Regulation (EC) 852/2004 on the Hygiene of Foodstuffs, Regulation (EC) 2073/2005 on the Microbiological Criteria of Foodstuffs, Regulation (EC) 178/2002 on General Food Law, The Food Safety Act 1990 (as amended), The General Food Regulations 2004 (as amended), The Food Hygiene (England) Regulations 2006. The food industry (definitions

This University Policy and Management Procedure set down the framework for food preparation and supply to and within the University. Any member of the University not complying with its requirements will take on a personal liability for any consequences arising from those actions. Any non-authorized catering suppliers remain liable. It applies to all workplaces and food supplied by retail and catering outlets to residents in University premises. It also applies to private functions associated with the University.

This Policy does not apply to:

- Food brought onto University premises for own consumption, including consumption by residents in self-catering residential accommodation of food purchased and prepared by the residents.
- Food produced and sold in businesses managed by the York University Student Union (YUSU/YUSU Commercial Services Limited).

The active implementation of this University Policy and Management Procedure shall take into consideration the University's legal obligations with respect to disability discrimination, race relations and health, safety and welfare.

2. APPLICATION OF THIS MANAGEMENT PROCEDURE

This University Policy and Management Procedure provides a framework for the University to ensure that appropriate food safety standards are maintained in compliance with legal obligations and relevant Codes of Practice.

Compliance with this Management Procedure is mandatory.

3. DEFINITIONS

Hazard Analysis and Critical Control Points (HACCP)

Food hygiene regulations require all catering operations to carry out hazard analysis and identify critical controls. HACCP systems have been adopted by the University Catering Services to meet legislative requirement.

Food Safety Codes of Practice

The information contained within the Food Safety Manual constitutes the University's food safety codes of practice. The operating procedures (Food Safety Manual) will be followed by all University staff that prepare and handle food.

Private Functions

A 'private function' is defined as, an event on University premises, which may be organised by an individual member of the University or by an external body through University procedures. The food supplied to these functions can be either prepared or delivered by the University catering services or by nominated external catering providers whose HACCP procedures have been audited by the Food Safety Consultant. Refer to section 4.2.

ARRANGEMENTS

4. FOOD SUPPLY AND MONITORING

4.1 Food Supplied by Outside Vendors

The University has compiled lists of approved suppliers to the catering section. The Head of Hospitality shall maintain the list of approved suppliers to the University. Only suppliers approved by the Head of Hospitality can be used on campus. The list includes our external hospitality supplier, able to deliver buffets to Departments.

4.2 Inspection of Food Premises

The University reserves the right to carry out regular inspections of premises where food is prepared or supplied to or on behalf of the University.

5. TRAINING

The University will provide adequate and appropriate training to employees and students with respect to Food Safety and Hygiene. The amount of training those employees and students need, will depend on their previous experience and the type of work they will be carrying out. Training is to include:

- Recognition of hazards.
- Causes of risk.
- What the user can do to correct risks.
- Correct selection and safe use of equipment.
- Equipment limitations.
- Risk assessment process.
- Accident procedures.
- Security issues.
- Hygiene and dietary differences that could adversely affect their health.
- Cultural and legal differences and the possible consequences of their acts.