



| | |
|--|--|
| <u>Policy Title</u> | NCG Food Safety Policy |
| <u>Policy Category</u> | Compliant |
| <u>Owner</u> | Head of Health, Safety and Environment |
| <u>Group Executive Lead</u> | Chief Executive Officer |
| <u>Date Written</u> | March 2013 / Revised June 2020 |
| <u>Considered By</u> | Executive Board |
| <u>Approved By</u> | Executive Board |
| <u>Date Approved</u> | July 2020 |
| <u>Equality Impact Assessment</u> | The implementation of this policy is not considered to have a negative impact on protected characteristics. |
| <u>Freedom of Information</u> | This document will be publically available through the Groups Publication Scheme. |
| <u>Review Date</u> | |
| <u>Policy Summary</u> | This policy replaces the previous policy for food safety reflecting legal duties, organisation and arrangements, additional information has been included to direct Colleges towards principle agencies such as the Food Standards Agency and Local Authorities. |

| <u>Applicability of Policy</u> | <u>Consultation Undertaken</u> | <u>Applicable To</u> |
|---------------------------------------|---------------------------------------|-----------------------------|
| Newcastle College | Yes | Yes |
| Newcastle Sixth Form College | Yes | Yes |
| Carlisle College | Yes | Yes |
| Kidderminster College | Yes | Yes |
| Lewisham College | Yes | Yes |
| Southwark College | Yes | Yes |
| West Lancashire College | Yes | Yes |
| Group Services | Yes | Yes |

| <u>Changes to Earlier Versions</u> | |
|---|---|
| <u>Previous Approval Date</u> | <u>Summarise Changes</u> |
| 21 March 2013 | Legislation references updated and enhanced Inclusion of Termly working group Inclusion of performance measurement Inclusion of notification of allegations of food poisoning, foreign bodies etc Inclusion of Review mechanism |

| <u>Linked Documents</u> | |
|--|-------------------------------------|
| <u>Document Title</u> | <u>Relevance</u> |
| NCG Staff Disciplinary Policy and Divisional Procedures NCG Student Disciplinary Policy and Divisional Procedures NCG Health Safety & Wellbeing Policy NCG Waste policy | Supporting policies and procedures. |

1. Scope and Purpose of Policy

- 1.1** NCG recognises and acknowledges its responsibility for food safety and will ensure through this policy that the provision of all food and beverages sold or provided are safe and fit for human consumption.
- 1.2** The purpose of this policy is to ensure that the food we serve is prepared to the highest standards using quality products and ingredients and that we will comply with all relevant legislation and approved codes of practice regarding food purchase, preparation, storage and delivery.
- 1.3** This policy applies to all staff employed by NCG, students, volunteers, work experience students and apprentices who undertake the preparation, handling and retailing of food and beverages (including alcohol) within NCG premises. This policy additionally applies to learners and staff working within hospitality curriculum areas and personnel cooking and selling food for vulnerable persons, including young children within NCG nurseries and persons with food allergies and intolerances.

2. Policy Statement

To ensure best practice it is required that each catering operation within NCG conducts their undertaking to ensure:

- 2.1** Compliance with the requirements of relevant legislation.
- 2.2** Identify all of the significant hazards and appropriate controls relating to their food business e.g. temperature control, microbiological, chemical or physical contamination, managing allergen ingredients etc.
- 2.3** Identify points in the food process that are critical to food safety and put in place control and monitoring procedures at these points.
- 2.4** Develop, document, maintain and monitor minimum operating procedures which will be practiced at all catering operations across the business in accordance with the principals of HACCP (Hazard Analysis and Critical Control Points).
- 2.5** Specifically, NCG require that:
 - All colleges have appropriate and adequate management systems and controls in place, commensurate with the type of provision to ensure food standards are met and maintained.
 - Food is always prepared under sanitary conditions that do not expose it to the risk of contamination.
 - All staff / food handlers are provided with the information, training, instruction and tools necessary to do their job in a hygienic and compliant manner.
 - Staff comply with all company food safety procedures.
 - Management assume the role of supervision of staff for compliance and conformance with procedures.
 - All food supplied by or delivered is produced, stored, handled and transported in accordance with relevant legislative requirements.

- All premises used for the preparation of food are registered with the appropriate Local Authority for their area of operation.
- All food products that have been classified as waste are appropriately segregated / secure and disposed of using approved waste contractors.
- Where third party contractors are used to provide a catering service in support of an event, steps are taken to ensure that the provider is registered with the local authority and that they have conducted a HACCP assessment for their undertaking.
- The provision of alcohol for sale is prohibited unless under the control of the licensee.
- Events take place in designated areas of the business with appropriate facilities for hosting events where food or beverages are provided.

3. Roles and responsibilities

3.1 NCG Corporation and College Boards

- The Corporation Board has overarching responsibility to ensure that learners, staff, visitors and customers are provided with a safe food service meeting current regulations and guidance.
- College Boards are to ensure that the food safety undertakings within their College are safe in the application and delivery of service and goods in terms of food safety, inclusive of processes, resource and management.

3.2 Chief Executive Officer

- The Chief Executive Officer is responsible to the Board for ensuring that all that learners, staff, visitors and customers are provided with a safe food service meeting current regulations and guidance.

3.3 College Principals

- Shall ensure that all Catering Services and Catering/Hospitality Curriculum provisions including those for events and use of external caterers, deliver appropriate services throughout the College to ensure a safe food service is provided in accordance with current regulations and guidance.

3.4 The Head of Safety Health and Environment will ensure that:

- The food safety policy, statutory requirements are monitored and reviewed regularly.
- A Hazard Analysis and Critical Control Point (HACCP) assessment (or equivalent) has been undertaken and is reviewed periodically through submission for each college food premises/curriculum specialist no less than annually.
- Incidents are recorded and investigated and outcomes notified to appropriate senior leadership not limited to but including;
 - Allegations of food poisoning
 - Foreign bodies or Contamination

- Food Quality issues that affect the nature, substance or quality of food products
- Product recalls, Allergy Alerts or serious incidents of supply
- Maintain and publish register of results from Local Environmental Health Officers and Trading Standards Officers or other enforcement authorities as appropriate.

3.5 Hospitality and Commercial Services/Catering Management

- All premises are appropriately licensed for the provision of food and beverages.
- All food outlets are audited for food safety at least annually, more regular inspections of food premises will be carried out commensurate with risk.
- A report on food safety is provided to the College Principal through Health & Safety Committee on an annual basis.
- All external food providers operating on campus are registered with the local authority and have conducted a Hazard Analysis and Critical Control Point (HACCP) assessment (or equivalent) for their undertaking.
- Monitor food safety standards and enforcement agency actions.

3.6 Operational Catering Managers/Heads of Curriculum Service

- Compliance with the food safety policy at operational level within their college.
- Appropriate food safety management systems are implemented in support of the requirements of the food safety policy.
- Food handlers are given suitable information relating to their duties under the food safety policy.
- Adequate information, instruction and training is provided to staff with responsibilities for food preparation and food handling.
- The food premises are maintained in accordance with food safety legislation.

3.7 Service Management/ Lead Tutors

- Effective implementation and monitoring of food safety and hygiene standards within their area of responsibility on a day to day basis.
- Ensuring all catering staff have received appropriate food allergen, food safety and hygiene training commensurate with their job role and responsibilities.
- Undertake Level 3 Food Safety Training qualification.
- Provide guidance and support to staff on food safety and hygiene matters.
- Ensuring compliance with food safety legislation and supporting the operational manager in acting upon any recommendations made by visiting Environmental Health Officers (EHO).
- Maintain auditable records of food safety and hygiene inspections and equipment calibration and monitoring checks for their catering service area.
- Ensuring all food is prepared in a safe and hygienic manner to prevent contamination as far as is reasonably practicable.

- Ensuring staff follow good personal hygiene practice, particularly in relation to; hand washing, wearing of clean protective clothing, wearing of jewellery and reporting of infections.
- Undertake regular visual inspections to ensure cleanliness is maintained in all areas of the catering service and report any pest infestation without delay.
- Ensuring that the correct allergenic ingredient information and advice is provided to customers at the point of sale or enquiry.

3.8 Food Handlers and Hospitality Staff and Students

- All aspects of the food safety management system are adhered to and commensurate within their area of employment.
- Report to their line manager any issues which they believe could result in food borne illness, disease or injury to any person.
- Undertake Level 2 Food Safety Training qualification and have knowledge of food safety and food hygiene procedures as directed by their management.
- Follow good personal hygiene practice to minimise the risk of food contamination or infection.

3.9 Other Staff

- All staff have a responsibility to carry out their duties in accordance with the policies and Instructions laid down by NCG and the College, in a safe and hygienic manner.
- All staff must formally advise their Supervisor of any circumstances that prevent them from maintaining the hygiene standards.
- All staff who are involved in the handling of food, whether during distribution or as part of their role have a responsibility to attend mandatory training sessions and follow identified practices and procedures.

3.10 Food Safety Continuous Improvement and Best Practise Group

An NCG wide group shall be established to review best practice through legislation, codes of practice, guidance and operational efficiency. This shall meet termly and will have but not be limited to participation by the following individuals/Services;

- Chair; Head of Safety Health and Environment
- NCG Procurement
- NCG Estates
- NCG Learning and Organisational Development
- College Commercial Services Manager
- Contracted Catering Providers (as required)
- Licensees

Aims

- Ensure all are working to a consistent standard, produce and share best practice, develop processes, standard operation procedures, due diligence documentation and formulate a consistent approach to food safety management.
- Define and address consistent competence at all levels together with suitable training in working practices, standards and policies and facilitate timely training and ongoing demonstration of competence/skills.
- Explore best practice in approach to food and water testing.
- Develop and implement suitable means to review and measure performance by a competent person to ensure compliance.
- Seek to assess and review new and emerging features within Food safety and how it is applied to NCG whether commercial or curriculum catering offerings.

Outputs

- Effective means of monitoring and measuring performance.
- Standards, processes and instructions for management of food safety risk through utilisation of HACCP principles.
- Develop a HUB for information, guidance and direction and a mutually beneficial and professional network.
- Suitable and sufficient training information and instruction for colleagues in food safety practices.
- Assurance that food safety is maintained in all NCG operations.

4. Linked Policies

- NCG Staff Disciplinary Policy and Divisional Procedures
- NCG Student Disciplinary Policy and Divisional Procedures
- NCG Health Safety & Wellbeing Policy
- NCG Waste policy

5. Access to the Policy & Legislation

- The Food Safety Management Policy is located on the NCG intranet
- The NCG legal register can be found on the NCG Health and Safety Home page
- Legislation can be obtained from the Food Standards Agency
<https://www.food.gov.uk/>

6. Definitions

Food – Any substance or product, whether processed, partially processed or unprocessed, intended to be expected to be ingested by humans. This includes drinks and water or any substance incorporated into the food during its preparation or treatment.

Food Business – Any undertaking, whether for profit or not, or whether public or private, carrying out any activities related to any stage of production, processing and distribution of food.

Food Provider / Manager – The person responsible for ensuring that the requirements of food safety legislation are met within the food business under their control.

Food Handler – Any person, including staff, learners, contractors and outside vendors, supplying and handling food for consumption on any NCG premises.

Food Operations – Any undertaking involving food and one or more of the following operations: Preparation, processing, manufacture, packaging, storage, transportation and distribution, handling, offering for sale or supplying a consumer.

Food Safety Management System – A set of standards operating procedures which will ensure that all food producers:

- Comply with the requirements of relevant legislation.
- Identify all of the significant hazards and appropriate controls relating to their food business e.g. temperature control, microbiological, chemical or physical contamination, managing allergen information etc.
- Identify points in the food process that are critical to food safety and put in place control and monitoring procedures at these points.

HACCP (Hazard Analysis and Critical Control Points) – Food safety regulations require all catering operations to implement a food safety management system based on the principles of HACCP. This means it must include the carrying out of a hazard analysis and identifying critical controls that prevent the hazard becoming an unacceptable risk. HACCP based systems have been adopted by NCG to meet this legislative requirement and form the basis of food safety at NCG. Managing food safety also requires addressing information to consumers on contents of food that may present a risk of allergic reaction and intolerance in some people.

7. Legislative Context

7.1 NCG has a legal duty to comply with the Food Safety and Hygiene Regulations 2013 and to work within the food safety guidelines directed through the Food Standards Agency (FSA).

7.2 The FSA also provide allergen guidance to food businesses to inform them of their duties under the EU Food Information for Consumers (EUFIC) and Food Information Regulations 2014.

7.3 The Food Standards Agency has produced a guidance pack on how to set up a food safety management system. The pack 'Safer Food, Better Business' can be downloaded free of charge from the Food Standards Agency website: 'Food safety – your responsibilities' guidance is also freely available on the Gov.uk website .

7.4 The FSA provide a free News and Alert facility which will assist in managing risks posed from products and other food safety risks, this should be monitored within each college

<https://www.food.gov.uk/news-alerts>

- Food and Allergy Alerts

- Latest News from FSA
- Consultations of proposed changes and changes to legislation and guidance

7.5 The food hygiene rating reflects the standards of food hygiene found on the date of the inspection by the local authority. The food hygiene rating is not a guide to food quality. The information on businesses is held on behalf of local authorities in England; <https://ratings.food.gov.uk/>

7.6 Local Authority food safety teams are responsible for food businesses in the area. NCG are legally required to inform their local authority/port health authority and the Food Standards Agency if there is reason to believe that food or feed is not compliant with the safety requirements and should be immediately withdrawn or recalled from sale. It should be noted that this portal also permits consumers to raise the following concerns;

- Suspected food poisoning
- Problems with food products
- Poor food safety and hygiene practices
- Product labelling
- Food crime

Contact details for business can be sought at this link and include reporting of a food safety incident and reporting food crimes;

<https://www.food.gov.uk/contact/businesses/report-safety-concern>