



Newnham College  
University of Cambridge

# FOOD SAFETY POLICY

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**Reviewed by the Domestic Bursar, Catering Operations Manager &  
Executive Head Chef – No changes - 10 January 2023**



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### Other related information:

- Newnham College Food Allergen Policy
- HACCP procedures

## **1. Introduction**

Food safety management is about complying with food hygiene and food standards. Food safety is increasingly important to society as the safety of food can be compromised by physical, chemical, or microbiological contaminants or by failing to provide the right information to those with allergies.

The College has robust food safety procedures based on the principles of [Hazard Analysis and Critical Control Point](#) (HACCP), to ensure all food is safe and the health of consumers is not put at risk.

## **2. Food Safety Policy**

There is a significant amount of law that needs to be complied with that is actively enforced by the local authority. The College will ensure all food supplied by the College will have been produced to the highest standards, complying with all food safety and hygiene law, good practice, guidance notes and codes of practice issued for the catering industry.

The College will ensure that resources, both in staffing and finances, are available to enable this policy to be complied with. This policy will be available for inspection at all times.

## **3. Implementation and responsibilities**

The following have a key role in implementing this policy:

### **3.1 The Catering Operations Manager with the Executive Head Chef:**

- Ensuring compliance with the Food Safety Policy in all areas under their control by adequate training of staff, monitoring and management of control systems (for example: HACCP, fridge/freezer temperature log records, stock control, the Food Allergen Policy, pest control, complaint procedures).
- For the selection, appointment and training of staff.
- For disciplining of non-conforming staff.
- Ensuring that all staff under their control maintain standards of hygiene and cleanliness within all catering areas to ensure compliance with the policy.
- Ensuring that staff are trained according to the with legal requirements statutory directives and guidance.
- Day to day implementation of the policy by the use of monitoring systems and management control systems and then auditing compliance.
- Developing the codes of practice (policies) in conjunction with relevant personnel and ensuring that they are adhered to (for example the Food Allergen Policy and HACCP procedures).
- Ensure food is purchased from reputable suppliers.
- Ensure food is properly labelled and described.
- Complaints and incidents related to food safety are investigated and reported on to the Domestic Bursar.

### **3.2 All Catering Staff (including casual and agency staff):**

- Maintain good personal hygiene.
- Report all symptoms of diarrhoea and vomiting, and to remain away from work until 24 hours after last occurrence.
- Need to follow the requirements of this policy and the associated training.
- Report to their Line Manager or Supervisor incidents, near misses or complaints associated with food safety.

### 3.3 **The Domestic Bursar with Bursar:**

For planning availability of adequate resources to ensure that all catering equipment and buildings connected with catering are maintained and repaired to the standards necessary to ensure compliance with statutory directives and guidance; and for reporting, as necessary, to the College Council.

## 4. **Training**

The Catering Operations Manager, with the Executive Head Chef will ensure that the Catering Department staff have completed the necessary training courses and refresher training as necessary to ensure compliance with food safety.

All food handling staff must be supervised and trained in food hygiene matters. To comply with regulations, anyone handling food will receive written, or verbal instructions in the essential food hygiene before they start their work.

### **The key points for staff that staff are made aware of are to:**

- Keep yourself clean and wear clean clothing.
- Always wash your hands thoroughly: before handling food, after using toilet, handling raw foods or waste, before starting work, after every break and after every cough or nose blowing.
- Before you start work, inform your Line Manager or Supervisor of any skin, nose, throat, stomach or bowel trouble or infected wounds.
- Ensure cuts and sores are covered with a waterproof, high visibility dressing.
- Not to eat or drink in a room where food is stored or prepared.
- Clean as you go, keeping all surfaces and instruments clean.
- Not prepare food too far in advance of service.
- Keep the preparation of raw and cooked food strictly separate.
- Keep perishable food either refrigerated or piping hot.
- When reheating food ensure it reaches the required safe temperature.
- Follow all food safety instructions.

All staff will be provided with a food hygiene training course as soon as possible after starting in a food handling role. This level of training should help staff to develop knowledge of the principles of good hygiene.

All staff, chefs, front of house and kitchen porters are trained on the following:

- Food Hygiene
- Food Allergen
- Control of Substances Hazardous to Health (COSHH)

Some staff also undertake the following additional training:

- Food hazard-analysis-and-critical-control-point (HACCP)
- Risk Assessment Training
- First Aid
- Evacuation chair

## 5. **Food hazard-analysis-and-critical-control-point (HACCP) procedures**

The College must comply with the HACCP procedure

<https://www.food.gov.uk/business-guidance/hazard-analysis-and-critical-control-point-haccp>

HACCP helps the College manage food safely by identifying, eliminating or reducing to an acceptable level the possible hazards associated with the production of food.

The seven-hazard analysis and critical control point principles (shown below) provide a systematic way of identifying food safety hazards, making sure that they are being managed responsibly and showing that this is being done continuously.

**The seven HACCP principles are:**

1. Identify any hazards that must be prevented, eliminated, or reduced to acceptable levels.
2. Identify the critical control points (CCPs) at the step at which control is essential to prevent or eliminate a hazard or to reduce to acceptable level.
3. Establish critical limits at CCPs which separate acceptability from unacceptability for the prevention, elimination or reduction of identified hazards.
4. Establish and implement effective monitoring procedures at CCPs.
5. Establish corrective actions when monitoring indicates that CCPS is not under control.
6. Establish procedures, which shall be carried out regularly, to verify that the above measures are working effectively.
7. Establish documents and records to demonstrate the effective application of the above measures.

All food handlers must be familiar with the HACCP procedures; therefore they must read and sign that they understood and will follow it before they start work.

**6. Other Food Policies / Procedures**

Internal departmental policies, procedures and schedules are to be used to ensure that this policy is implemented by all relevant staff.

These documents give specific focus to:

- Food hazard-analysis-and-critical-control-point (HACCP) procedures
- Newnham College Food Allergen Policy
- COSHH Risk Assessments
- Departmental Risk Assessments

**7. Food Policy Review**

This policy will be reviewed internally by the Catering Operations Manager, Executive Chef and Domestic Bursar annually. Any amendments will be forwarded to the Safety Committee to receive and then be forwarded to the College Council for information.

**8. Policy Authorisation**

As the undersigned, the Catering Operations Manager and Executive Head Chef take responsibility (with support from the Domestic Bursar, who is the College Fire and Safety Officer) for the implementation of this Food Safety Policy.

Signature:	<b>Mr Daniel Rabaca – Catering Operations Manager</b>	Date:
Signature:	<b>Mr Rob King – Executive Head Chef</b>	Date:



Signature:	<b>Miss Wendy Evans – Domestic Bursar (College Fire and Safety Officer)</b> 	Date: 11.01.2023
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**Non – Observance:**

*It is the duty of all staff to comply with all systems put in place at work to protect all those who consume items prepared by the College Kitchens. Members of staff found to be in breach of this policy are liable, therefore, to have disciplinary action taken against them.*

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