

# UHI | INVERNESS

## FOOD SAFETY & ALLERGEN MANAGEMENT POLICY

REFERENCE: PL/CS/2022/004

Policy Owner	Assistant Principal - Operations and External Relations
Lead Officer	Operations and Commercial Manager
Review Officer	Operations and Commercial Manager
Date first approved by BoM	30 June 2020
First Review Date	June 2021
Date review approved by BoM	October 2022
Next Review Date	October 2023
Equality impact assessment	May 2021
Further information (where relevant)	

Reviewer	Date	Review Action/Impact
Commercial Services & Events Manager	30.06.2020	New Policy approved by BoM

Commercial Manager	May 2021	Updated College department titles and job titles throughout Policy. Updated information around EHO inspections.
Operations and Commercial Manager	Sep 2021	Updated college job title and included reference to amended Scottish Law that comes into effect 1 <sup>st</sup> Oct 2021

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## **1. Policy Statement**

Inverness College UHI acknowledges its statutory and moral obligations to adopt the highest standards food safety for staff, students and visitors.

Inverness College UHI is committed to achieve and maintain recognised quality standards within food safety.

As an education provider and employer, Inverness College UHI is committed to developing a culture of competence and continuous improvement in food safety and allergy management practice.

In support of this, Inverness College UHI is committed to:

- Conforming with all food safety laws and regulations and relevant standards as the minimum accepted behaviour
- Compliance with relevant industry codes of practice, which go above and beyond legal requirements to establish best practice
- Preventing injury and ill health to all students and staff of Inverness College UHI and visitors to our campuses
- Maintaining safe food standards, identifying risks associated with food safety and the management of allergens
- Promoting food safety across the organisation
- Continuous improvement of food safety and allergen management systems, regular reviewing and revising of this policy
- Providing and maintaining a safe food and beverage environment
- Providing relevant information, Instruction, training, and supervision

## **2. Legislative framework / related policies**

- 2.1. Food Safety Act 1990
- 2.2. Food (Scotland) Act 2015
- 2.3. The Food Information (Scotland) Amendment Regulations 2021
- 2.4. The Health and Safety at Work etc. Act 1974
- 2.5. Management of Health and Safety at Work (Amendment) Regs. 2006
- 2.6. The Personal Protective Equipment Regulations 2002
- 2.7. Health and Safety (First Aid) Regulations 1981
- 2.8. Reporting of Injuries, Diseases and Dangerous Occurrences Regs 2013
- 2.9. The Workplace (Health, Safety and Welfare) Regulations 1992
- 2.10. The Control of Substances Hazardous to Health (Amendment) Regs 2004
- 2.11. The Health and Safety Information for Employees (Amendment) Regs 2009
- 2.12. Corporate Manslaughter and Corporate Homicide Act 2007
- 2.13. Combined Health & Safety Policy
- 2.14. The University Caterers Organisation Code of Practice for Food Allergen Management

## **3. Scope**

- 3.1. This policy applies to the Board of Management, all staff, students and visitors to Inverness College UHI.

#### **4. Organisation and Responsibilities**

- 4.1. The College Board of Management is responsible for the approval of the food safety and allergen management policy.
- 4.2. The College Executive Management Team is responsible for providing leadership and commitment to the embedding principles.
- 4.3. The Assistant Principal - Operations and External Relations has strategic responsibility for the food safety and allergen management policy.
- 4.4. The Operations and Commercial Manager is responsible for a review of the food hygiene legislation including allergens, updating procedures and guidance for staff, together with arranging all staff training in relation to food safety and allergens.
- 4.5. The Head Chef is responsible for: Labelling Pre-Packed for Direct Sale (PPDS) products in accordance with legislation and Food Safety Scotland Guidance, including the display of allergens in a clear and responsible manner, ensuring the chefs are all trained in delivering the highest standards to all customers and ensuring the daily and weekly food safety and hygiene standards are adhered to.
- 4.6. The Health & Safety Manager is responsible for ensuring that all risk assessments are recorded and reviewed.

#### **5. Compliance**

- 5.1. This policy is a cross college policy and all staff and students must work to meet the requirements outlined within the policy. Compliance with the Policy will be monitored through regular audits, with outcome reports being reported to the appropriate Health & Safety committee.

#### **6. Monitoring**

- 6.1. This policy and related procedures will be monitored and its implementation evaluated.
- 6.2. Monitoring of food safety standards including the monitoring of PPDS labelling and allergens will be undertaken via the review of associated procedures at agreed intervals.
- 6.3. A monthly food diary will be maintained by commercial operations to aid the monitoring and review of food safety and allergen compliance.
- 6.4. Environmental Health Officer reports will be reviewed and any recommendations acted upon to ensure standards are maintained and continuously improved.

#### **7. Review**

- 7.1. The policy will be reviewed on an annual basis, due to expected changes to food safety and allergen management legislation and codes of practice.