



Magdalene College,
Cambridge,
Food Safety Policy

Updated 28/01/19

**GENERAL POLICY
&
CRITICAL CONTROL POINT
DOCUMENTATION**

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STATEMENT OF POLICY

Magdalene College acknowledges the important role played by its catering services and illustrates commitment to food safety and hygiene by approving this policy.

It has been approved and ratified by the Magdalene College Director (Catering & Conference) who has overall responsibility for its implementation.

All managers, Chefs and supervisors are responsible on a day to day basis for its implementation through codes of practice and critical control points which all form part of this policy document.

The policy requires that all food supplied within and by Magdalene College is produced to the highest standards complying with all food safety and hygiene legislation, good practice, guidance notes and codes of practice issued within the catering industry.

Magdalene College has committed itself to ensuring that resources, both in staffing and finance, will be available to comply with this policy.

Signed

Mrs Helen Foord

January 2019

SERVICE COMMITMENT

Magdalene College is committed to providing all students, fellows, staff and visitors with a high quality catering service offering a food safe environment.

In order to obtain these objectives we are committed to the following steps:

- Preparation and operation of the following **Food Safety Policy** in accordance with EC Regulation 852/2004 and Food Hygiene (England) Regulations 2006
- The policy has two main sections:-
- **General policy controls** detailing controls that apply to all aspects of the business such as personal hygiene, pest control, uniforms, training and cleaning systems and COSHH
- **Specific controls** applicable to a specific process in the 'journey of food', from supplier assessment and delivery through to waste disposal. Included under these controls is a brief outline of the type of hazard possible at the specific stage - **Physical, Chemical and Biological**, with examples of these.
- Working to **Critical Control Points (CCPs)** which cover the areas critical to food safety at each stage of the catering operation. These Critical Control Points have been decided by using a **HACCP system** (hazard analysis of critical control points)
- New allergen legislation ***Food Information for Consumers Regulations (EU FIC) No. 1169/2011.***

The document will be updated as working methods change, new procedures are introduced or as legislation requirements dictate.

In addition, the correct resources will be provided with regards to time, finance and expertise to ensure our commitment is met and:

- Food safety responsibilities are reinforced in all job descriptions
- The Head Chef and Director (Catering & Conference) audit food safety systems on an ongoing basis with regular check on all CCPs
- Hygiene practices are properly supervised, using the regularly updated checklists and inspection procedures
- The Head Chef ensures that all recording and control systems are carried out efficiently and accurately, in accordance with the policy. All catering staff work within the policy and 'best practice' for food handling, personal hygiene, cleaning and health and safety at work arrangements
- Failure to comply with the codes of practice will be dealt with under the disciplinary procedures
- Records are kept for at least six months in order to show that systems are in place and conscientiously followed
- Training is provided for all full-time catering staff commensurate with their work activity. All full-time staff are trained prior to starting work and training is updated on an annual basis or when new procedures are introduced

THE HACCP PROCESS

- **The HACCP (Hazard Analysis of Critical Control Points) followed the following process-**
- Conduct a hazard analysis using a **HACCP template** which detailed each of the steps of the food process from supplier through to consumption. The system used lists the potential hazard at each stage, the severity of this hazard (low 1-2-3 high), the likelihood of this occurring (low 1-2-3 high) x these two numbers together to give a risk rating priority number. Any number above 6 is deemed high risk and a critical control is put in place.
- Identify **Critical Control Points** (Control Points)
- Establish critical limits, monitoring corrective actions, verification and **documents and records**
- A template for ongoing Hazard Analysis is included with this document

FOOD SAFETY POLICY ORGANISATION & SCOPE

Responsibilities:

Direct of Catering & Conferences

Has overall responsibility for the implementation of the Food Safety Policy.

Following any change to working practices, working areas or the introduction of new products, an appropriate risk assessment must be carried out. This will be carried out by the Director (Catering and Conference) or Head Chef.

Head Chef

Has responsibility for the implementation and monitoring of the Food Safety Policy within the kitchen and front of house areas, the induction of new staff and the identification of training needs. The Head Chef audits the food safety systems on an ongoing basis with a **quarterly check on all critical control points**. He is responsible for auditing the **whole policy document on an annual basis**.

Following any change to working practices, working areas or the introduction of new products, an appropriate risk assessment must be carried out. This will be carried out by the Director (Catering and Conference) or Head Chef.

Sous Chefs, Head of Buttery & Ramsay Hall Supervisor

Have the responsibility for the daily implementation and monitoring of the policy and assisting with the induction of new staff.

All Staff

Have direct responsibility for their actions and work.

Scope:

The Food safety policy covers all catering areas within Magdalene College, specifically:

- The Main Kitchen, stores, pot wash, staff changing facilities & Ramsay Dining room
- Formal Hall & Buttery
- Parlour
- Small & Large Combination Room
- Cripps Court
- Student Bar
- All function areas not included above

CRITICAL CONTROL POINTS

General/Prerequisite Policy Controls

CLEANING SYSTEMS AND C.O.S.H.H

CONTROL POINT 1 CLEANING SYSTEMS

- COSHH (Control of Substances Hazardous to Health) training is carried out by Johnson Diversey on an annual basis for all staff. Records are kept of this in the staff training file
- Throughout the department, there is diluted sanitiser available in spray (D10) bottles. These are used in conjunction with disposable paper cloths. The cloths are only used once and then discarded and wiper blades are used to use less paper
- D10 is replaced weekly to ensure it remains effective on a Sunday and replenished on a Monday, using one dose per bottle
- For Stubborn stains, scourers are permitted. The scourers should be used with D2, D10 or D1
- Jay cloths may be used for cleaning the dining tables, but not in the servery or kitchen areas. The method for washing thoroughly should be as follows: - immerse the cloth in a neutral detergent and warm water solution to remove food debris. Cloths are disposed of at the end of each day
- A **“clean as you go”** system operates within the department and Chefs and catering assistants clean all surfaces, particularly chopping boards and knives, after each use
- The cleaning is carried out following the cleaning schedules; using the appropriate PPE (Personal Protective Equipment). Records of this are kept in the monthly electronic HAWK audit file and paper based trail as back up
- Any dangerous equipment, such as the slicing machine and Robot coupe are cleaned by the chef that used it, who must be aged 18 years or over, with use of D10 sanitizer to clean after use
- All chemicals used in the department are stored in the separate chemical store area, outside the delivery area. The area is clearly identified with C.O.S.H.H labels and hazard signs and locked where appropriate
- Chemical data sheets are available in the Johnson Diversey file in the Head Chefs office, Cripps Court kitchen and Buttery office
- Chemicals for use on a daily basis are kept to a minimum and are stored in the working area

- Bleach and Soda Crystals –are not used in catering department for safety reasons
- If not used (Cripps Court) **CHEMICALS AND PPE REQUIRMENTS (PERSONAL PROTECTIVE EQUIPMENT)**

THE CHEMICALS USED IN THE CATERING DEPARTMENT ARE:

CHEMICALS USED	P.P.E. REQUIRED
Soft Care line Bac H4 + (hand soap)	NO PPE REQUIRED
Soft Care line MED H5 (alcohol gel)	NO PPE REQUIRED
Suma Alu L10	GLOVES TO BE WORN
Suma Bac D10	GLOVES TO BE WORN
Suma Rinse A5	GLOVES TO BE WORN
Suma multi d2	GLOVES TO BE WORN
Suma Linos L6.9	GLOVES TO BE WORN
Brillo glass and stainless steel cleaner	GOGGLES & GLOVES TO BE WORN
Bactosol Rinse Aid	
Suma Force D3.5	
Actival FR4	
Suma Nova L6	
Suma Star detergent D1	
Bactosol glass washing detergent	GOGGLES, FACE MASK,GLOVES AND APRON TO BE WORN
Suma Oven Clean D9	
Suma Drain GTS Plus	
Suma Grill D9	
Suma Maro A8.8	
Suma scale D5.2	
Suma Shine K2	

CONTROL POINT 2 DEEP CLEANING & GREASE TRAPS

DEEP CLEANING

Deep cleaning is carried out at Christmas **OR** Easter during the vacation and the other in the summer. Records of this deep cleaning are kept in the cleaning records file.

The following cleaning is carried out annually.

Kitchen Areas: Including walls, floors, ceilings, equipment and canopies.
(The equipment cleaned in house by the KPs)

Ventilation/Extraction Systems: Canopy and Ventilation ducting grease filters:

Main Kitchen

The kitchen filters in the main kitchens are removed and washed by the pot wash machine on a monthly basis by the KPs.

Duct work cleaned annually by an external contractor including AHU.

UVB Lights

The UVB lights within the extraction system are checked every 6 months by Aircover Ltd.

Cripps Court

The kitchen filters in Cripps Court are removed every 3 months, due to less use. These filters are washed in the dish wash machine on a separate cycle.

Duct work cleaned annually by an external contractor (Adcocks) including AHU.

GREASE TRAPS

The College's maintenance department are responsible for maintenance and cleaning of these traps on a 3 monthly basis. Drains are emptied and cleaned every 3 months by the Drain Company.

CONTROL POINT 3 DISHWASH AND POT WASH OPERATIONS

All pans, cooking equipment, crockery and cutlery are washed using either a dishwasher machine, the pot wash machine or using the two sink method.

All Silver is washed and polished by hand.

DISHWASH MACHINE

- Excess debris is removed using a water spray. Crockery and utensils are stacked with space between each item, to allow thorough washing and rinsing
- Machine must be assembled thoroughly, and allowed to heat up before use
- Daily visual checks are made to ensure that the correct temperatures are reached in both the wash and the rinse tanks.
- Wash tank 60°C - 65°C
- Rinse tank 80°C - 85°C
- Allow crockery and utensils to air dry before removing from racks
- Machine is emptied, dismantled and washed thoroughly at the end of each shift

PAN WASH MACHINE

- Excess debris is removed using a water spray. Heavy soiling is removed by hand prior to placing in the machine (in hot soapy, D1 detergent water), then rinsed with hot water
- Pots and pans are stacked with space between each item, to allow thorough washing and rinsing and drying
- Machine must be assembled thoroughly, and allowed to heat up before use
- Daily checks are made to ensure that the correct temperatures are reached in both the wash and the rinse tanks
- These are recorded on the monthly audit checklist.
- Wash cycle 60°C - 65°C
- Rinse cycle 80°C - 85°C
- Pots and pans are allowed to air dry before removing from racks
- Machine is emptied, dismantled and washed thoroughly at the end of each day

TWO SINK POT WASH METHOD

- Excess debris is removed.
- The first sink is hot water & neutral detergent for washing. (D1)
- The second sink is hot water for rinsing (54 degrees c).
- Pots and pans are allowed to soak in the first sink prior to rinsing in the second sink.
- Pots and pans are allowed to air dry prior to storage.
- All Chopping Boards are additionally washed through the pan wash machine.
- Any High Risk equipment is additionally washed through the Pan wash machine.

- The temperature of the dishwasher and pan wash machines is checked monthly on the kitchen audit, but daily visual checks are completed to ensure the machines are working correctly. Any faults are reported immediately to the line manager.

PEST CONTROL

CONTROL POINT 4 PEST CONTROL CONTRACT

All catering areas are covered by a comprehensive pest control contract. The Contractor is Melford Pest Monitoring Service.

The areas covered include main kitchen, cold kitchen, pastry and high risk preparation areas, dish wash, pot wash, offices, corridors, stores areas, serverys, all dining areas, staff changing, toilets and refuse areas. Cripps Court kitchen, Cripps Gallery, passageways, toilets, changing rooms and the college bar.

- The contractor visits the areas four times per annum on a preventative basis and also operate an emergency call-out service
- Records of visits with signs of pests and action taken is recorded in the pest control files
- All external kitchen and pot wash windows have fly screens
- Fly killers are located in food preparation and service areas and are emptied by Melford during every inspection

Bulbs are changed annually by Melford, with a records of this kept in the pest control file

IT IS VITAL THAT ALL STAFF ARE AWARE OF SIGNS OF INFESTION

- Actual sign of pest (Rats – Mice – Ants – Cockroaches – Flies)
- Droppings
- Signs of gnawing on packages, containers etc
- Holes in walls, skirting and ceilings
- Smell of animals

If any member of staff is aware of any of the above they must inform their Supervisor or Manager immediately.

UNIFORMS AND PERSONAL HYGIENE

CONTROL POINT 5 UNIFORMS AND PERSONAL HYGIENE

Kitchen and Pot wash areas

- All personnel wear the protective clothing (Chef's whites/ lab coats/boiler suits) and safety shoes provided when working and directly handling food in the kitchen or pot wash areas. (safety shoes = toe protector, low heel, non slip sole)
- Staff who are in direct contact with food, particularly those in 'Food Preparation Areas' must wear clean aprons, (soiled aprons should be changed at least daily, disposable aprons are for RAW PREP only) and between raw and ready to eat preparation

Service staff

- In the food service areas, all staff must wear the uniform provided and closed-toe, low heel, non-slip shoes

Personal Hygiene

If you are engaged in handling high risk foods, remember by law you must observe the following essentials of personal hygiene:

- You must not cough, sneeze, pick your nose or wipe it on sleeve, spit, test food with fingers, or otherwise touch your mouth, skin, hair etc whilst handling/serving food
- Finger nails should be kept short and clean; false nails should not be worn when handling food as these might fall into food, nail varnish is not permitted
- Jewellery should be kept to the minimum, particularly rings, watches, etc as these harbour harmful bacteria; there is also the risk that these might fall into food
- Cuts, open wounds, sores etc should always be covered with catering blue waterproof plaster/or gloves (if risk of plaster falling off)
- Do not smoke, eat or drink in food preparation or service areas, including behind counters and bars
- Hand washing is the most important aspect of personal hygiene for food handlers. Hands should be washed regularly especially when you enter the room, after you have been to the toilet, have been smoking, after touching your face, nose or hair, after eating, sneezing and between preparing raw and cooked foods, and after consuming food

General

- Staff must not wear uniforms to and from work and must change in and out of their own clothing at work in the facilities provided
- Maintenance staff should only be allowed access to designated food production areas out of preparation time and by prior arrangement
- Catering Management staff and visitors may not walk through food preparation areas without a white coat/protective clothing unless they are directly involved in food preparation

INDUCTION AND TRAINING

CONTROL POINT 6 STAFF INDUCTION AND TRAINING

- Before commencing work after employment, each new member of staff is shown, and must fill in a **Personal Hygiene Form and a Health & Safety Induction Sheet**. These sheets explain the basic principles of Health and Safety, food hygiene as well as their responsibility as food handlers. This training forms part of the induction.
- Staff will be shown the food safety policy and complete the Food Safety Policy understanding sheet and within the first 3 months of employment.
- Full time catering staff will complete a basic food hygiene certificate course, within six months of starting work, unless they have obtained a level 2 or higher certificate
- The Catering Director has the advanced food hygiene qualification and can teach this Food Hygiene to staff. The Head Chef has the Intermediate food hygiene qualification and the Sous Chefs have the intermediate food hygiene qualification. All chefs in the kitchen have the basic food hygiene qualifications within a 3 year time scale
- Food preparation staff are trained in specific duties, as detailed in their job description
- The Head Chef and Sous Chefs monitor daily **critical control points** and if any mistakes or omissions are found, take corrective measures either to change operational methods or provide additional training
- All staff are aware of the procedure regarding sickness notification & to complete a return to work form in line with the procedures set out in the Staff Handbook
- Training is audited every twelve months to ensure that food handlers are aware of their responsibilities

Staff training covers all mandatory **Food Hygiene and Health & Safety training**, which includes:-

- Food Hygiene – Basic Food Hygiene Certificate is required for all permanently employed staff
- Basic Health & Safety
- Lifting, carrying and working at height
- First Aid – Department representatives are trained in line with the general policy for the College
- C.O.S.H.H
- Reporting of illness, diseases and dangerous occurrences
- Fire training

EQUIPMENT & PREMISES - MAINTENANCE AND REPAIR

CONTROL POINT 7 PREVENTATIVE MAINTENANCE CONTRACTS

All heavy duty catering equipment is covered by a preventative maintenance contract which allows for 2 visits per year with an 8 hour emergency call out for fridges and freezers and 24 hour call out for non-essential equipment.

All new equipment is it covered by manufacturer for the first year and in case of breakdown the manufacturer will repair within a reasonable time frame.

For the existing equipment the following is covered:-

- Refrigeration and display- **ISL**
- Heavy duty kitchen equipment, Dishwashers & Service counters- **Bill Ibbotts Hobart & Rational and Winterhalter & MKN**
- Pressure vessels (insurance inspection **Allianz**) **Hobart/BI Services**
- Microwave oven leakage testing **Bill Ibbotts**
- Electronic flying insect units **Melford Pest Monitoring Service**

In addition a **PAT (Portable Appliance Test)** is carried out annually by the college maintenance department on each applicable piece of equipment with the date of the test recorded on each item.

CONTROL POINT 8 REPAIR AND MAINTENANCE RECORDS

Equipment repairs

- Any loose nuts and/or bolts on pieces of equipment are removed from food areas immediately for repair

- Additionally, any chipped or cracked crockery is discarded.
- All damaged equipment is reported to the Head/Sous Chefs & then to the appropriate company and recorded in the monthly kitchen audit file and through maintenance request forms that are signed off once job is completed.
- All records of work carried out are recorded in the equipment service records file

Premises

Any repairs that are required are reported via email or telephone to the Clerk of works. A copy of the email is printed out and put into the maintenance request form file.

FIRST AID (to be updated by the college nurse)

- Defibrillators can be found in the Porter's Lodge on the main site and Cripps Court – call 999 immediately.

CONTROL POINT 9 BLUE DETECTABLE DRESSINGS

- A fully stocked first aid box, including blue waterproof plasters, is available and maintained in an accessible location in the kitchen/Cripps kitchen and Buttery Dep't. This is stocked up monthly by the First Aider.
- A list of First Aiders and their contact numbers is situated in the kitchen office. There are currently three trained first aiders in the department.
- Contents of the first aid box includes:- one guidance card, blue sterile adhesive plasters, sterile eye pads, sterile medium and large dressings, a triangular bandage, safety pins, individually wrapped wipes and disposable gloves. (see list in First Aid Box)
- An additional burns first aid box is located in the main kitchen for more severe burns
- The Store man is responsible for replacing stock on a monthly basis through the College Nurse
- Antiseptic cream, burn spray and tablets or medication of any description are prohibited and therefore should not be stocked in any first aid box, or kept within the department.
- Once any contents are used, the college nurse is to be notified of any shortages verbally or by email.

- This document is for College and Departmental staff and concerns the ongoing safe management of students with a risk of anaphylaxis.
An increasing number of people are vulnerable to severe, life threatening hypersensitive allergic reactions (anaphylaxis). These reactions occur rapidly, within minutes or, less often, hours of contact with the allergen and can lead to death if not treated promptly. Contact may be the result of eating the allergen but may also be through breathing it in or touching it.
Although food, especially nuts and nut products, is the most common cause of anaphylaxis, there are others, including bee and wasp stings, drugs and latex. If the trigger is known, the best preventative measure is avoidance.

Treatment

Call an ambulance immediately (call 999).

Advise the appropriate staff of the situation: this could include Porters or Reception staff, who will direct the ambulance team to the casualty.

Inject a measured dose of adrenaline (epinephrine) into the thigh muscle **without delay**, usually via an adrenaline auto-injector (AAI), sometimes referred to by their brand names EpiPen, Jext, Emerade or Anapen. **EPI Pens can be located in the Buttery Dep't, Porter's Lodge and Cripps Porter's Lodge**

Defibrillators can be found in the Porter's Lodge on the main site and Cripps Court – call 999 immediately

Deaths can occur when adrenaline is not administered promptly, for example, a delay in diagnosis or when adrenaline is not available.

A second injection may be administered after five to ten minutes if symptoms have not resolved.

Anaphylaxis causes bronchoconstriction, therefore known asthmatics are encouraged to use their own Salbutamol inhaler before, **but not instead of**, the AAI becoming available or **after** the AAI is used. College Nurses may wish to keep a spare inhaler, for emergency use only, in an appropriate place.

The casualty must be taken to hospital in an ambulance after an AAI has been administered.

Reassure the casualty.

Monitor the casualty and, where possible, arrange privacy.

Specific Policy Controls

SUPPLIER ASSESSMENT

Hazards for suppliers and deliveries-Physical, Chemical and Biological

- Chilled or Frozen food delivered out of temperature control i.e. 8 C or less for Chilled food or -18 C or less for frozen food
- Food contamination:-
- Microbiological (food poisoning bacteria) e.g. due to poor temperature control
- Chemical e.g. pesticides or cleaning chemicals
- physical contamination e.g. mice droppings, glass, paper, wood, etc
- Food purchased very close to or beyond the ' use by' or best before dates or without dates
- Defective packaging on delivered food
- Food purchased from dubious sources
- Risk of cross contamination during delivery

CONTROL POINT 10: SUPPLIER ASSESSMENT

- Food supplies are purchased using reputable nominated suppliers.
- Suppliers are chosen by the TPL CONTRACTS (TUCO Purchasing Limited) and University of Cambridge Catering Managers Consortium (Acquire Services Ltd) and are assessed by them for their suitability to be able to provide good quality, safe and value for money supplies.
- TPL contracts are audited by STS on a regular basis. (Food Safety Specialists www.sts-solutions.com)
- TPL (STS) Technology House, 2 Lissadel Street, Salford, Greater Manchester, M66AP
- Suppliers under TPL contracts are audited by Acquire services with visits to premises arranged on a regular basis.
- Acquire Services Ltd, Alfa House, 7 Doman Road, Camberley, Surrey, GU15 3DN

The Following Suppliers are not in either the TPL or Acquire contracts:-

- Premiere Cheese
- CQ Meats (Head Chef has visited the premises to carry out a food safety audit)
- Raynors (sandwiches)
- Aristocaterers (Bakery)

DELIVERIES

CONTROL POINT 11 DESIGNATED AREA

There is a designated area for decanting goods. This is the area by the walk in Fridge and Fruit and vegetable cold room.

Raw and cooked produce within the goods inwards area must be kept separate

CONTROL POINT 12 VISUAL CHECKS

Checks are made and findings recorded on the '**HAWK MONITORING SYSTEM**' to ensure that all deliveries are of the nature, substance, quality and quantity required.

Checks cover the following points:-

- Items are in date and there is no evidence of spoilage, dented, rusty or blown cans, damaged or open packages
- Vehicle condition is clean and well maintained
- Driver – uniform is clean and tidy, and personal hygiene is good

CONTROL POINT 13 TEMPERATURE CHECKS- CHILLED/FROZEN FOODS

HAWK Hand probing system

There is a HAWK hand probing system in operation and there are five spike probes and four hand readers within the department. Hand readers are operated by placing a user 'pin' on the handset. This shows who the user is.

Spike Probes

Each of the spike probes has a set location. These are as follows-

- Raw foods/deliveries
- Cooked foods/blast chiller/hot holding

Each spike probe is set with the temperature parameters for the area it is used.

Hand Readers

The hand readers are used to automatically download the data from the probes on a daily basis. Either of the hand readers can be used with any of the spike probes.

The hand readers are stored in the following locations-

- Main kitchen – stoves and delivery
- Cripps Court kitchen – stoves and delivery

Temperature taking process

- One temperature check is made on each delivery by placing the **HAWK** spike probe between two packages. The temperature is recorded and downloaded to the hand reader. This is downloaded once a day and a permanent record kept on the HAWK central system.
- It is acceptable to take a vehicle temperature print out if available.
- Chilled goods should be delivered at **8°C or below**. Goods delivered between 8°-10°C should only be accepted if they can quickly be reduced to 8°C or below.
- Frozen goods should only be delivered in vans that are **below -18°C**. Goods delivered should only be accepted if they are still **HARD** frozen and can quickly be reduced to -18°C.
- **Do not accept frozen goods that are going soft.**
- With each of these probes is a supply of anti bactericidal probe wipes. Wipe probe after each use then these must be discarded after use.

CONTROL POINT 14 CALIBRATION OF THERMOMETERS AND FRIDGE SENSORS

HAWK Fridge Sensors

The HAWK fridge system is calibrated as part of the ongoing maintenance contract with HAWK on an annual basis.

HAWK Thermometers

The thermometers are calibrated by the Store Man/Sous Chefs once a month. A record of this is kept electronically in the HAWK system.

The HAWK system is calibrated as part of the ongoing maintenance contract with HAWK on an annual basis.

CONTROL POINT 15 ACCEPTED GOODS

- Deliveries are only to be accepted and are signed for by one of the kitchen staff
- All goods should be stored away immediately
- Chilled and frozen foods take priority over all other deliveries
- Remove as much outer packaging as is practicable, i.e., cardboard
- Decant fresh vegetables into plastic boxes, and raw meat into metal trays. Metal Trays for Raw Meat & Plastic for Cooked If this is not practical (i.e. eggs) then outer packaging must be stored on surfaces that are not food preparation surfaces
- Dispose of the packaging immediately, compact and store in the bin area for collection

CONTROL POINT 16 REJECTED GOODS

- Return any unacceptable goods immediately, e.g. blown cans, dented cans, out of date products, goods showing signs of visual spoilage and items which are outside the stipulated temperature range
- Inform suppliers of unacceptable goods by telephone/email – send temperature record if applicable
- Make a note of the rejected goods in the on the HAWK monitoring system
- All goods that are not returned immediately must be stored in a separate area away from all other consumable items and must be clearly labelled: **'DO NOT USE – UNFIT FOOD' and return to supplier.**

STORAGE

Hazards for storage- Physical, Chemical and Biological

- Chilled or frozen foods stored out of temperature controls or not in line with manufacturers recommendations
- Contamination and cross contamination
- Microbiological e.g. raw meat juices dripping onto ready to eat foods
- Chemical e.g. cleaning materials coming into contact with food
- Foreign body e.g. staples, flaking paint, rodent droppings, etc
- Food stored in damp or humid conditions leading to mould growth or rusting tins
- Defective racking/storage system which may cause damage to fragile packaging
- Inadequate stock rotation e.g. food past its 'use by' date
- Inadequate refrigeration or freezer space
- Inadequate pest proofing of storage areas e.g. opening external doors to improve ventilation without screening

CONTROL POINT 17 DATING OF PRODUCE

- All **high risk*** foods and all frozen foods must have a use by date either as supplied by the manufacturer and/or the distributor
- Once opened, all high risk foods stored in the refrigerator are labelled using a label system to indicate the 'use by' date which will be 72 hours (3 days) after the time of opening, unless otherwise stated by the manufacturer

*High Risk Food Groups

The following table indicates the groups of food that are considered to be high risk:-

Dairy	Fish
Meat	Poultry
Sandwiches	Cooked and prepared goods containing any of the above

CONTROL POINT 18 STORAGE OF DRY GOODS

- Opened packs of loose or powdered products are placed into a sealed contained still in the original packaging. Where this is not possible, opened packets may be sealed using a clip
- Plastic bins are used for sugar and flour. The whole bags are place in the 'bin' to ensure the date can be seen and to avoid new stock being placed on top of old
- Products should be properly identified and the manufacturers 'use by' date clearly marked
- Opened jars of sauces are placed in the walk in refrigerator and are dated with the date of opening and are then stored following the manufacturer's instructions

- Jars of pickles/sauces etc once opened are stored under refrigeration and the date of opening recorded
- Once opened, canned goods should be decanted into clean containers and treated as fresh foods

CONTROL POINT 19 REFRIGERATION

Fridge	Location	Used for
Walk in fridge	Main Kitchen	Ready to eat goods – prepared vegetables & Ramsay cafeteria stock)
Fruit and vegetables cold room	Main Kitchen	Fruit, vegetables - with separate areas for raw vegetables in one area and ready to eat vegetables and salad items in another area
Cold kitchen pastry/ high risk walk in fridge	Cold Kitchen	Ready to eat pastry, desserts and ready to eat foods, eggs and dairy raw food is stored below ready to eat foods
Raw meat fridge	Main Kitchen	Raw meat
Raw fish fridge	Main Kitchen	Raw fish
6 Draw Refrigerated Counter	Cold Kitchen	Ready to eat foods
6 Draw Refrigerated Counter	Ready to eat Veg section	Used for ready to eat vegetables and salad
6 Draw Refrigerated Counter	Raw veg prep area	Used for raw veg for cooking/preparation etc
6 Draw Refrigerated Counter	Raw meat/fish prep area	Used for preparing raw meat and fish
6 Door Refrigerated Counter	Ready to eat cooked preparation area	Ready to eat cooked food
Upright Double Door Refrigerator	Buttery Servery	Ready to eat foods, milk and wine
Double roll in Fridge	Cripps Court Kitchen	Ready to eat/cold preparation
Double upright Fridge	Cripps Court Kitchen	Cooked preparation
Single upright Fridge	Cripps Court Kitchen	Ready to eat/cold Preparation
3 Draw Bench Fridge	Cripps Court Kitchen	Raw Preparation
3 Draw Bench Fridge	Cripps Court Kitchen	Raw Preparation

- As far as is practicable, separate fridges are available for raw and cooked produce. Where this is not possible, raw food should be kept separate from cooked food (**raw below cooked**), to prevent cross contamination.
- Best practice is to store all refrigerated goods below 5°C (8°C is legal requirement).

Refrigeration Temperature Monitoring

- All kitchen and most of the servery fridges are monitored and recorded on a continual basis using the HAWK temperature monitoring system. The records are stored on the HAWK System and action is taken on a daily basis if any issues should arise by ALL Chefs.
- Any servery fridges that are not on the HAWK system have the temperature taken twice a day by a designated member of staff. This is recorded on the relevant temperature sheet. Food is removed at the end of an evening shift.

Faulty refrigeration equipment

Any fault with equipment must be reported immediately to the Head/Sous Chefs or Director (Catering and Conference).

In the event of equipment breakdown:-

- **If more than 4 hours** have elapsed since the last correct temperature check, all high risk foods that have risen above the legal maximum core temperature of 8°C, must be disposed of
- **If less than 4 hours** have elapsed since the last correct temperature check, high risk foods that have risen above 8°C, must be served within the next 4 hours under controlled temperature conditions, either hot or cold

If other refrigerators are available, all items that have not risen above 8°C should be transferred to these immediately.

CONTROL POINT 20 FROZEN GOODS

There are the following freezers within the catering department-

Freezer	Location	Used for
Walk in Freezer	Main Kitchen	The majority of frozen goods.
3 Door Bench Freezer	Main Kitchen	Used for frozen vegetables and chips/potato products that are to be used for the day's service.
1 Single Door Upright	Main Kitchen	Ice cream and pastries
4 Chest Freezers	Cripps Court Kitchen	All frozen foods

- All frozen foods should be stored below -18°C
- The temperature of the freezer is monitored and recorded on a continual basis using the HAWK temperature monitoring system.
- Any faults with the freezers must be reported to the Head/ Sous Chefs or Director (Catering and Conference) in their absence. In the event of freezer breakdown:-
 - All food that remains hard frozen must be removed to an alternative freezer and used within 3 days.
 - Any food that is soft and below 8°C should be moved into a refrigerator and used within the next 24 hours, subject to quality consideration.

CONTROL POINT 21 STOCK ROTATION

- A system of stock rotation is in place to ensure that no out of date goods are used
- Goods are checked daily by the Head Chef or Sous Chefs
- Stock rotation is on a first in first out basis. This is checked weekly to ensure no out of date goods are used
- Food should never be stored directly in contact with the floor. Dolly trolleys are provided that are easy to move to allow effective cleaning
- Any unfit goods should be discarded. If there is any delay before disposal, then the goods must be stored in a separate area away from any consumable goods and labelled '**DO NOT USE - UNFIT GOODS**'

Any goods that are discarded must be recorded in the Monthly kitchen audit file.

PREPARATION

Hazards for Preparation- Physical, Chemical and Biological

- Inadequate thawing of food prior to cooking, leading to undercooking of food and risk of survival of food poisoning bacteria
- Leaving food at room temperature unnecessarily leading to risk of bacterial growth or other contamination
- Food preparation rooms which are excessively hot due to poor ventilation, leading to risk of bacterial growth
- No continuous supply of hot water, soap and hygienic hand drying materials to all wash hand basins, leading to a risk of bacterial contamination
- Poor personal hygiene practices e.g. not washing hands between handling raw and cooked food, after going to the toilet, etc leading to a risk of bacterial contamination
- Food handlers suffering from vomiting, diarrhoea, etc handling food which can potentially pass bacteria through the food to the consumer
- Risk of cross contamination from cleaning cloths or work surfaces, chopping boards or knives, food and staff
- Ineffective cleaning of utensils, equipment and surfaces between or after jobs leading to a risk of bacterial contamination
- Poor cleaning regime which can lead to contamination of food from bacteria or pests
- Ineffective cleaning regime which may risk chemical contamination of food
- Physical contamination from e.g. flies, jewellery, broken glass and worn equipment, etc
- Risk of outer packaging coming into contact with direct work surfaces leading to chemical or biological contamination

CONTROL POINT 22 TIME - KEEP IT TO A MINIMUM

- High Risk food should only be left out at room temperature for a **maximum of 1½ hours during preparation**
- After this time it must be either put into the oven (cooking/reheating), under refrigeration, or chilled using a blast chiller

CONTROL POINT 23 KEEP FOOD OUT OF THE DANGER ZONE

Food must be kept out of the 'Danger Zone'. That is, it must be stored **below 8°C or above 63°C. (Either in the fridge or freezer or being cooked)**

CONTROL POINT 24 NO OUTER PACKAGING

- No outer packaging is allowed to come into contact with food preparation surfaces
- If this is not practical (i.e. eggs) then outer packaging must be stored on surfaces that are not food preparation surfaces

CONTROL POINT 25 NO GLASS CONTAINERS

- There is a policy of 'No Glass' in food preparation areas. This means that there are no glass storage containers or drinking glasses within the food preparation areas
- Any breakages of glass or crockery, wherever they take place, are recorded on the **Glass Breakages Sheet**
- If any glass is broken within 3m of any food, the following procedures are followed-
 - The food is removed and disposed of and recorded on the Monthly kitchen audit sheet
 - The glass is cleaned up and disposed of and recorded on the glass breakages sheet
 - The Head Chef, Sous Chef or Supervisor must be informed and sign off that they have supervised the disposal

CONTROL POINT 26 COLOUR CODED CHOPPING BOARDS

Colour coded chopping boards with designated colours for each food group as shown below, must be used for all food preparation.

Raw Preparation

COLOUR	FOOD GROUP
Red	Raw Meat
Blue	Raw Fish
Brown	Vegetables

Cooked / ready to eat Preparation

COLOUR	FOOD GROUP
White	Dairy – Bread
Yellow	Cooked Meat & Fish
Green	Salad – Cooked Vegetables

- There are separate storage areas for raw and cooked boards. After each use, the boards must be passed to the pot wash to be thoroughly washed and sanitised before being placed back in the appropriate racks.
- Chopping boards are replaced when they are showing signs of wear and tear
- Chefs use their own knives and clean and sanitise them thoroughly after each use, with hot soapy water and D10

CONTROL POINT 27 PREPARATION AREAS & SINKS

Cooked/ready to eat preparation only

Cold Kitchen:

- one in Pastry section

Main Kitchen:

- one opposite main cooking range (cooked food)
- one by main hot plate (cooked food)
- one by chef's office (cooked food) - next to flexi-chef
- one opposite cold kitchen (cooked ready to eat preparation, salads/sandwiches and ready to eat pastry)

Raw Preparation only

The areas within the main kitchen are-

- One in centre of Kitchen (Raw meat and fish)
- One in the centre of Kitchen (Raw veg)
- One area in Cold Kitchen (raw pastry preparation area)

Each of the preparation areas has its own designated raw and cooked foods sinks. There is one utensil wash sink in the kitchen.

CONTROL POINT 28 FROZEN PRODUCTS DEFROSTING

Defrosting of food items where required, is done using one of the following methods. The refrigerator method is the preferred method, however if time is short the other two methods are acceptable.

- In the refrigerator following the manufacturer's instructions. As a general guideline, a maximum of 48 hours should be sufficient in most cases

Goods being defrosted must be labelled with the date they were removed from the freezer.

CONTROL POINT 29 SALAD PREPARATION

- Items to be used in salads are washed thoroughly in salt solution
- Salads are dated with the production date and used within 3 days if kept refrigerated throughout
- After this date they must be discarded
- fruit or single item salad that are not spoiled may be used up to 5 days

CONTROL POINT 30 SANDWICHES

- Sandwiches are bought in
- Store and served in sealed packaging under refrigeration and discard after the use by date has been exceeded.

CONTROL POINT 31 COOKED MEATS-SLICER

- The Slicer is only used by trained chefs who must sign the Slicer training sheet
- After each use the slicer is dismantled, cleaned and sanitised thoroughly by the trained person using hot soapy water and D10
- Before further use, the slicer should be re-sanitised, as a precaution
- All staff that uses a food slicing machine must be fully trained in how to dismantle, clean and reassemble the slicer. Records are kept in the training file
- The slicer **MUST NOT** be used by anyone under the age of 18

CONTROL POINT 32 PASTEURISED EGG

- Pasteurised egg is used for foods containing eggs that are only going to be lightly cooked i.e. mousses

COOKING & REHEATING

Hazards for cooking and reheating- Physical and Biological

- Not achieving adequate internal cooking temperatures e.g. greater than 75 C for 30 seconds which may result in the survival of food poisoning bacteria
- Poor protection against cross contamination of cooked products by raw foods
- Risk of physical contamination by foreign objects- paint, bits of equipment, jewellery, etc

CONTROL POINT 33 Cooking & reheating (for hot service)

- There is a system of batch cookery in operation to avoid over production of food
- Food must be cooked thoroughly to a core temperature of 75°C for a minimum of 30 seconds
- The temperature of one of each food item being cooked is temperature checked by placing the HAWK spike probe into the centre of the food. The temperature is recorded and downloaded to the hand reader. This is downloaded once a day and a permanent record kept on the HAWK central system>
- For Beef, Duck or lamb steaks/joints that is to be served 'pink'/'rare' it is vital that the outer surface of the meat is fully seared and cooked. Only whole cuts of meat- joints or steak can be cooked this way. Any minced or prepared products must be thoroughly cooked to a temperature of 75°C or above
- All high risk food is temperature checked before it leaves the kitchen
- Cooked food only goes out for service a maximum of ½ hour prior to service
- Cooked food, if not for immediate service, is chilled following the guidelines below and then served hot within 72 hours, or it can be chilled and served under refrigeration. Use within 3 days
- At the end of service any food that has been displayed on the counter should be reviewed by the senior chef on duty in line with Control Point 43: disposal & Control Point 44: Reuse
- Cooked food must not be reheated more than once. Extreme care must be taken when using precooked food with raw ingredients, e.g. ham in a carbonara sauce. If there is a cooked component in any dish, then the whole dish should be treated as a reheated dish

CHILLING

Hazards for Chilling- Physical and Biological

- Risk of physical contamination by foreign objects- paint, bits of equipment, jewellery, etc
- Not achieving adequate internal chilling temperatures within 90 minutes e.g. lower than 8 C which may result in the growth of food poisoning bacteria
- Poor protection against cross contamination of cooked products by raw foods
- Risk of overloading the blast chiller, leading to inefficiency and risk of survival/growth of food poisoning bacteria

CONTROL POINT 34 CHILLING

- If food is not to be served hot and is to be chilled for later consumption, then the blast chiller must always be used (with a few exceptions- see below)
- Care must be taken to follow the blast chiller guidelines and all kitchen personnel must be trained in the correct use of the chiller
- All food should be clearly labelled with the date of production (the chilling date) and such foods should be used within 72 hours (3 days) or should be frozen and used within 1 month
- Hot food should not be placed directly into a refrigerator as this will cause the refrigerator temperature to rise and other foods to spoil
- The temperature of each batch food item being chilled is checked twice- once when it is placed in the chiller and once when it is removed following chilling after 90 minutes or temperature reduced to 8°C.

Chiller guidelines

- Food must go from 75°C (cooked) down to 8°C (chilled) within 90 minutes (1.5 hours).
- Blast chilling must commence within 30 minutes of the completion of cooking.
- Joints of meat are allowed 150 minutes (2.5 hours) to cool.

To ensure food reaches the required temperature, within the stated timescale, the following procedure should be adopted:-

- Separate food out as much as possible to allow maximum air circulation
- Place in a tray no deeper than 50mm
- Use smaller joints of meat

If using the probe function (for small items and joints of meat)

- This is carried out by placing the spike probe into the centre of the food. The temperatures are recorded and downloaded to the hand reader. This is downloaded once a day and a permanent record kept on the central system

If using the timer function (all other items)

- Record the temperature achieved after 90 minutes in the blast chiller, on the HAWK system

Exceptions

- Rice and pasta, vegetables and potatoes, etc may be cooled using a colander and cold water.

HOT AND COLD SERVICE

Hazards for hot and cold service- Physical, Chemical and Biological

Hot holding & service

- Food stored at a temperature below 63°C allowing bacteria to multiply
- Food not covered being contaminated by physical contaminants- hair, jewellery, etc
- Risk of cleaning chemicals contaminating food

Cold holding & service

- Food stored out of temperature controls above 8°C allowing bacteria to multiply
- Food not covered being contaminated by physical contaminants- hair, jewellery, etc
- Risk of cleaning chemicals contaminating food

CONTROL POINT 35 COLD SERVICE SERVERY

- All high risk foods are displayed under refrigeration.
- The servery multideck salad/desserts fridge is not on the HAWK system, and therefore a manual temperature check is taken during each service and recorded on temperature records sheet.
- A temperature **below 8°C** should be achieved and a three day 'use by' policy should be adhered to

CONTROL POINT 36 COLD SERVICE

Food served out of refrigeration: Fellows Cheese Luncheon & Buffets

- When high risk foods are served out of refrigeration they are only displayed for **one period up to 4 hours** and then be discarded or used in cookery. See Head Chef or Supervisor.

CONTROL POINT 37 FROZEN SERVICE (Seasonal)

- All ice cream produce is served below -18°C from a specially designated freezer unit
- Physical checks are made daily to ensure that the goods are hard frozen

CONTROL POINT 38 HOT SERVICE SERVERY

- All food that is being served hot is served **above 63°C** and is only display for **2 hours**
- If the quality of the food deteriorates within this time, it is discarded

- At the end of service any food that has been displayed on the counter should be reviewed by the senior chef on duty in line with **Control Point 43: disposal & Control Point 44: Reuse**

CONTROL POINT 39 HOT SERVICE

Buffet food

- Any food that is displayed hot on a buffet is displayed in chafing dishes and is displayed for a **maximum of 2 hours**
- At the end of service any food that has been displayed on the counter should be reviewed by the senior chef on duty in line with **Control Point 43: disposal & Control Point 44: Reuse**
- It is extremely important that all food handlers are aware of what foods can or cannot be kept after service Please speak to the Head/Sous Chefs for guidance
- Supervisors/chefs should refer to the “After Service” section of this document

CONTROL POINT 40 HOT SERVICE

Functions

Hot food served for functions is served immediately and is temperature checked before leaving the kitchen.

CONTROL POINT 41 HOT SERVICE

Use of disposable gloves

If required, gloves are used when service staff place bread rolls on side plates prior to service.

Staff must ensure that they wash their hand before and after wearing gloves and **remember gloves are not a substitute for clean hands**. Food handlers must replace gloves immediately if they become dirty or contaminated- for example of the food handler sneezes, touches their face or a surface.

CONTROL POINT 42 HOT SERVICE

Temperature Checks

- Food must be served above **63°C**
- Temperature checks must be made for all hot food items being served and the temperature of one of each food item being served is temperature checked by placing the HAWK spike probe into the centre of the food. The temperature is recorded and downloaded to the hand reader. This is downloaded once a day and a permanent record kept on the HAWK central system
- If food is below **63°C** then it must not be served and should not leave the kitchen until required temperature is met

AFTER SERVICE

Hazards for after service- Physical, Chemical and Biological

- Risk of food that has been out of temperature controls e.g. risk of bacterial growth and has been open to risk of physical and chemical contamination being served again
- It is extremely important that all food handlers are aware of what foods can be kept for reuse after service and what must be discarded.

CONTROL POINT 43: DISPOSAL/CONTROL POINT 44: RE-USE

Cold Food Re-use - You may reuse cold food if it falls into **ALL** of the following categories, **otherwise it must be discarded**:

- It has been kept below 8°C.
- It has not been served for more than 3 days, (or 1 day if it has been used on the previous day's hot service).
- It has no sign of physical contamination OR deterioration of quality.
- Supervised food service

DO NOT REHEAT items that have been served cold.

Hot Food Re-use - You may reuse hot food if it falls into **ALL** of the following categories **otherwise it must be discarded**:

- It has been kept above 63°C.
- There is no deterioration in the quality of the food or signs of physical contamination.
- It has only been cooked once (not reheated)*.
- Supervised food service

* Reheated food may be served cold the following day, provided it is kept under refrigeration, and is chilled using a blast chiller. It must be discarded at the end of the day of cold service.

If any left over hot food is to be reused, it must be chilled following **Control Point 34 'chiller guidelines'**.

If it is to be used hot again, follow **Control Point 33 'Cooking/Reheating'**

If it is to be served cold, follow **Control Point 35 'Cold Service'**

YOU ARE IN ANY DOUBT PLEASE SPEAK TO THE HEAD/SOUS CHEFS

WASTE DISPOSAL

Hazards for Waste disposal- Biological

- Risk of biological contamination by food handlers touching waste and then food
- Risk of pests being attracted by uncovered and untidy bin areas

CONTROL POINT 45 WASTE DISPOSAL

Waste is stored ready for collection in the external refuse area.

Waste is collected by a registered licensed contractor.

Dry Waste: the Following waste is collected by Cambridgeshire County Council-

- Cardboard and paper packaging is removed at delivery stage and is compacted before collection
- General waste

Wet Waste:

- All suitable wet waste is disposed are collected by Brian Cooper. This includes all wet waste from Cripps Court
- All food waste is collected in designated green bins, and then stored in the external bin area when full before collection.
- Waste bins are washed by the Brian Cooper and replaced daily.

Waste Oil: Collected by Brian Cooper

Collection of food waste records is kept in **Waste Transfer file**.

The Bin area must be kept clean and tidy, with refuse stored in the appropriate covered container. The area is inspected on a daily basis to ensure that they are kept clean and free from pests.

FOOD INCIDENT REPORTING

CONTROL POINT 46 Food Incident Reporting

Any incident relating to Food Safety should be recorded in the **monthly kitchen audit**, if it is of a serious nature then the following steps must be taken:-

- Remove all similar food items and keep sample (if possible)
- Investigate the stages that the food has been through, looking for potential hazards
- Check all relevant records
- Inform the Head Chef who may inform the procurement agent and then EHO, if required
- Have records available for inspection
- Take photos
- Put on 'do not use' sticker, seal and return to supplier or await procurement agent and then EHO, if required

ALLERGIES

CONTROL POINT 47: ALLERGIES

Please refer to the College's Allergy policy.

The college introduced a separate allergy policy in December 2014 following the introduction of the Food Information for Consumers Regulations (EU FIC) No. 1169/2011 & Food Information Regulations 2014 (SI 2014/1855)

This legislation sets out the general requirements for information to be provided by food business operators, so that consumers have the information they need to make informed, safe and healthy food choices. (Source: Food Standards Agency)

Magdalene College acknowledges the important role played by its catering services and is fully committed to complying with the *Food Information for Consumers Regulations (EU FIC) No. 1169/2011*.

Please note that some food allergies can be fatal. Think before you advise.

CONTROL POINT 47: Acrylamides

Acrylamide is a chemical that is formed when starchy foods are cooked for long periods at a high temperature.

Tests on mice and rats show Acrylamide to be a **carcinogen** in rodents, although there is not yet any sufficient evidence of a similar effect on humans.

Acrylamides do not result in any easily identifiable, major or immediate signals. Acrylamides are a potential chemical hazard. It forms primarily in fried or baked carbohydrate-rich foods. Such foods include:

- French fries
- Potato crisps & snacks
- Bread
- Cereals (excluding porridge oats)
- Sweet baked goods (cookies, biscuits, scones etc.)
- Coffee (both roast and instant) and coffee substitutes
- Cereal-based processed baby food.

Recent [EU regulation](#) sets out requirements for ‘small’ and ‘large’ food businesses. Failure to comply would be unlikely to be an offence until British regulation is updated. For ‘small’ food businesses (i.e. not mass producers, multinational companies or distributors) the requirements are as follows:

- ***Potato products should be fried at as low a temperature as possible without posing Food Safety risks, and certainly below 175°C.***
- ***Fresh Potatoes should be stored above 6°C before frying.***
- ***Baked goods should be prepared to a lighter colour.***
- ***Colour charts should be displayed in kitchens to provide staff with guidance on lighter colour cooking.***

This guidance will be updated as new information comes to light.

Other Important Information

EHO VISITS

The EHO (Environmental Health Officer) may visit a premise at any “reasonable time”, i.e. when the business is open. All staff have a duty to assist the officer.

In brief, the EHO has powers to carry out the following:-

- Visit a premise at any reasonable time. **(It is an offence to obstruct an officer in their duties)**
- To close a premise with immediate effect (**Prohibition Order**) if they fear an offence has, or is likely to be, committed under food safety legislation

- To issue an order insisting improvements are made within a defined timescale (**Improvement Notice**)
- To offer advice regarding improvements required
- To inspect the premises and documentation regarding any relevant food safety issues

What to do in the case of a visit:-

- When the officer arrives at the premises, ask for formal identification
- Once this has been provided, ask the Head Chef or Director (Catering and Conference) to assist the Officer in their inspection
- The Head Chef/Director (Catering and Conference) should discuss any findings with the EHO prior to departure and any further action required/intended

Health & Safety Considerations

HEALTH AND SAFETY POLICY

All staff must be made aware of the Colleges Health & Safety Policy and where a copy is located. A copy is available on-line for all staff. All temporary or casual staff fill in a basic Health and Safety understanding sheet prior to starting work.