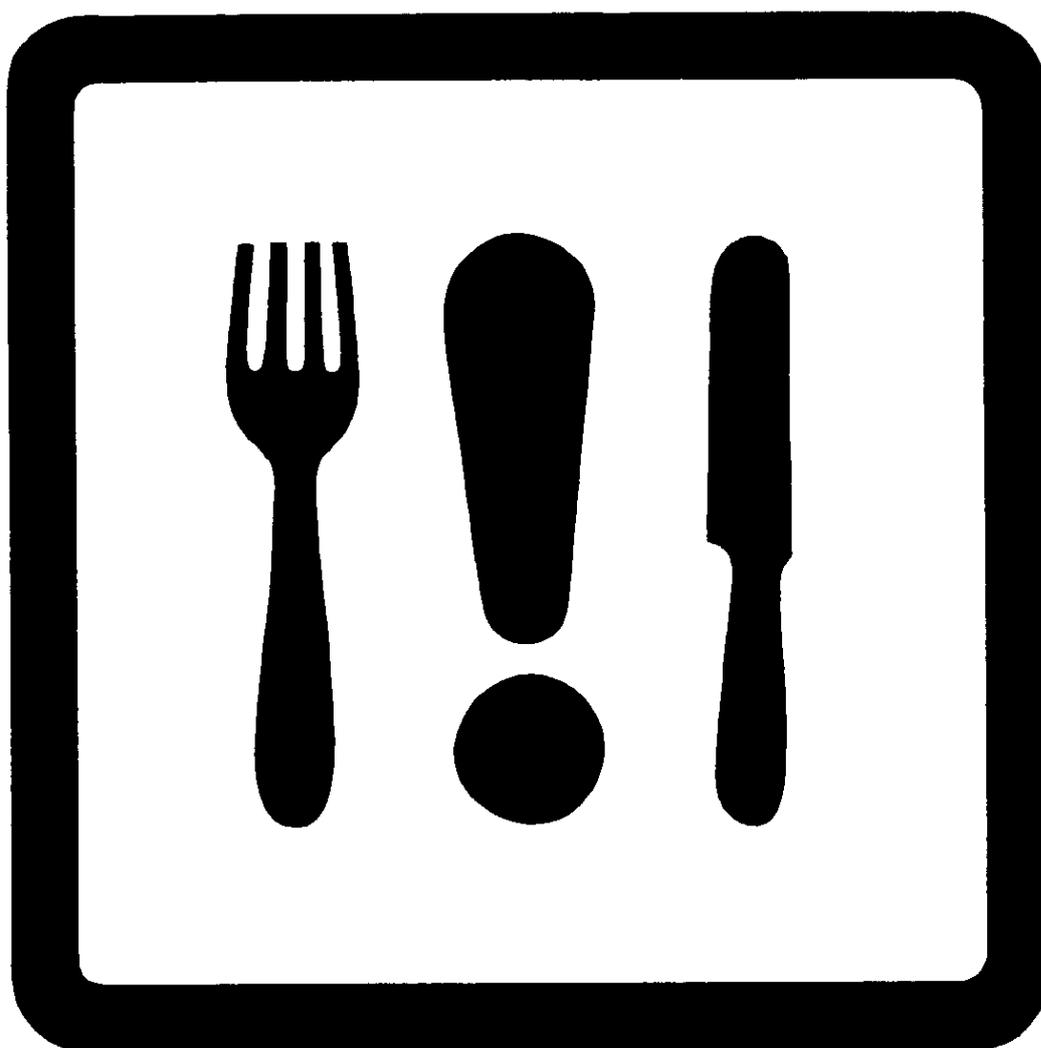


Safety Code of Practice 29

3<sup>rd</sup> Edition, May 2013

# FOOD SAFETY AND HYGIENE



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# 1 SUMMARY

**This Safety Code of Practice sets out the University's food safety policy and provides guidance on the requirements for ensuring food safety and hygiene.**

In general any person or unit providing food within the University of Reading must ensure that:

- Written procedures based on Hazard Analysis and Critical Control Point (HACCP) principles have been produced and are being followed
- The premises are structurally sound
- Equipment is in good condition, is maintained in a safe condition and is clean
- All staff have received suitable training, including training in food safety and hygiene and safe use of any equipment provided
- All food is stored, prepared, and served in a manner that minimises any risk of infection to consumers or contamination or deterioration of the food.

Those who occasionally are involved in the handling and preparation of food e.g. departmental lunches or social events, must ensure that:

- They understand the risks associated with the food that they are dealing with
- They have received instruction, either written or verbal, on how the food should be prepared, stored, served and disposed of, and where required have received training in food safety
- They understand and comply with the need for good personal hygiene.

## 2 INTRODUCTION

**This Safety Code of Practice constitutes the food safety policy for the University of Reading, and provides guidance on the legal requirements that apply to food safety and hygiene for food operations. In addition it gives basic food safety and hygiene advice for all departments that have tea rooms or occasionally provide food for social events, training courses etc.**

### 2.1 Requirements

The University of Reading requires that all food supplied to, delivered within and provided by the University meets all legislative food hygiene and food standards requirements. Food must not be injurious to health or unfit for human consumption. This applies to all food regardless of whether it is being sold, or given away free, or produced by individuals for charitable or other similar events. The only exemption is food provided for private domestic consumption, which this policy does not apply to.

### 2.2 Who does this policy apply to?

This policy applies to any individual, group, company or other body supplying catering services or any other service relating to food, beverages, and alcoholic drinks on University of Reading campuses. It therefore applies to:

- University Catering Services
- Reading University Student Union (RUSU) and their suppliers/concession outlets
- Any other commercial operators and suppliers on University property, including Procurement preferred suppliers

- Departments which undertake food research where the product is intended for human consumption
- Departments, clubs or individuals which provide food for departmental, social or charitable events

**Guidance:**

Those who work in areas where food research is undertaken should also follow the guidance given in Health and Safety Services "Good Food Laboratory Practice" (currently under revision).

This policy does not apply where staff or students bring or prepare food for their own personal consumption (e.g. in self catering halls or reheating your own lunch in a tea-room). However food safety advice is given in Appendices 1 and 2 of this Code and should be followed.

## 2.3 Responsibilities in food areas

The management arrangements for implementing the University's Food Safety Policy are as follows:

**Estates and Facilities** – are responsible for ensuring that this policy and Safety Code are implemented in those areas for which they have control i.e. Catering Services and food operations at Greenlands.

**Department of Food and Nutrition** – The head of department has responsibility for ensuring that the Department complies with this policy and Safety Code.

**Other Areas** – e.g. catering outlets run by departments. A Food Area Manager must be appointed. They report to the respective Head of Department, School or Faculty who is responsible for the activities of their unit. Appendices 2 and 3 contain good practice for staff tea rooms and mobile, temporary and occasional food areas.

## 2.4 Central responsibilities

The University of Reading Health and Safety Committee

- Approves this policy and Safety Code
- Receives reports of food safety audits and investigations of any complaints.

**Health and Safety Services**

- Develop food safety policy
- Provide food safety advice in connection with University catering operations and events on campus e.g. to staff, students, suppliers, event organisers and where appropriate tenants.
- Monitor and audit commercial food outlets to ensure compliance with this policy and legislative requirements.

**Procurement**

- Will ensure that where external suppliers are used for official university events, the supplier meets the requirements set out in this CoP regarding registration and Food Standards Agency rating.

**Occupational Health**

- Provide medical guidance on occupational health issues including fitness to work with food.

**Guidance:**

The University's Occupational Health Service is provided by Health Management Ltd. Contact details can be found on Health and Safety Services website.

## 2.5 Food area management

Within Food Areas, there must be clear managerial commitment to enforcement and resource allocation for food safety. Each Food Area must assign someone who is responsible for the day to day running of the operation. This may not be their only function and it will depend on the size of the Food Area.

## 2.6 University owned premises occupied by other organisations

For food premises owned by the University of Reading but not managed by them, the University leasing agreement will state the responsibilities of both parties with regard to structural and fixed equipment. However the day to day operation is the responsibility of the occupier and must at all times comply with the legislation. Failure to comply may result in the termination of the lease.

## 2.7 Food premises registration

All food businesses (University food outlets and food suppliers) must be registered with their enforcing authority - this will be the local authority within which the premises fall. Once registered, the management of the Food Area is responsible for notifying the enforcing authority of any significant change in activities or of closure. The need for registration excludes events that do not happen on a regular basis.

# 3 GENERAL REQUIREMENTS

**This section provides general guidance on the safe preparation of food and associated training requirements.**

Staff training requirements will depend on the type of food area they are working in, and whether or not they handle high and low risk foods.

## 3.1 High and low risk foods

### High risk foods

High-risk foods can be defined as "any ready-to-eat food that will support the growth of pathogenic bacteria easily and does not require any further heat treatment or cooking".

#### Guidance:

These types of foods are more likely to be implicated in food poisoning incidents by allowing food poisoning organisms/bacteria to multiply, and which are not killed by subsequent cooking. Such foods are usually high in protein, require strict temperature control and protection from contamination. They include: *cooked meat and poultry such as beef, pork, ham, lamb, chicken, turkey, duck*

### Low risk foods

Low-risk foods are ambient stable that do not support the growth of pathogens. In simple terms this means food that does not require being held in a temperature controlled situation such as a freezer, refrigerator or heated display and will not become dangerous to consume under normal circumstances.

**Guidance:**

Low risk foods include: *bread, biscuits, cereals, crisps, chocolate, cakes, (not cream cakes)*

## 3.2 Training requirements

By law, all food handlers (i.e. anyone who handles food regardless of whether open or packaged and including drink and ice) must be supervised and instructed and/or trained in food hygiene matters commensurate with the work activity.

Within the University food handlers tend to fall into two groups, and training must be provided accordingly:

- a) Those who are employed to work in Food Areas i.e. staff in catering kitchens, food outlets and bars, researchers and technical staff in food research units and other areas which provide food as an integral part of research activities
- b) Staff who only handle food occasionally, for example to lay out food for a small department or charity event, and are not employed as 'food handlers'

### Handling open high risk foods in Food Areas

In general those who routinely handle open high risk foods in Food Areas must have training within three months of starting work to the equivalent of the Chartered Institute of Environmental Health (CIEH) Level 2 Award in Food Safety in Catering.

### Handling low risk and wrapped foods in Food Areas

A Level 1 Food Safety Award is required for staff in Food Areas who handle low-risk or wrapped foods, and for employees who work in a food area, but do not directly handle food e.g. waiting or cash point employees, kitchen porters and cleaners.

In some circumstances this requirement may be waived for individuals, in which case the unit manager must ensure that the individual receives alternative instruction, training or supervision so that they can work safely in a Food Area.

A Level 2 Food Safety Award is *desirable* for all other persons working in Food Areas who are involved in the handling of any food, including low risk and wrapped foods.

### Staff who handle food on an occasional basis, not in Food Areas

A Level 1 Food Safety Award is required for a person that handles food on an occasional basis, for example to lay out food for a small department or charity event, and is not employed as 'food handlers'.

**Guidance:**

CIEH Levels 1 and 2 training are available through Health & Safety Services as on-line courses.

## 3.3 Training records

Training records must be kept (either locally or via Self Service on Trent).

Where relevant, the Level 2 Award should be refreshed every three years, unless higher level training has been completed in this time.

All staff involved in food preparation should receive regular refresher training, dependent on their needs.

### **3.4 Food supply and storage**

All food provided for sale or as part of a University event on campus must be purchased through contracted University suppliers.

For small departmental meetings it is possible to use non-contracted suppliers. Safety Note 53 provides a procedure to be followed.

Food which is being used for research and teaching areas, should where possible be provided by contracted University suppliers. Where this is not possible, the School or Department must ensure so far as is reasonably practicable that the items are fit for human consumption.

Food must be stored in accordance with the HACCP. Deliveries must be dealt with immediately and not left unattended.

Date coding should be observed and food not used beyond its "use by" date. Where food is decanted into a storage container the date should be noted and kept with the food. Where food has been produced and is not to be used immediately it should be marked with a suitable consume by/ use by date.

### **3.5 Charity events and private informal social functions**

See Safety Code of Practice 33 *Event Management* for a definition of these types of events, where food is provided on an ad hoc, informal basis by private individuals. Charity events and private informal social functions involving the supply of food are only allowed in accordance with the event notification and approval procedure (CoP 33).

Those donating or providing food for these types of events should follow good hygiene practices as outlined in Safety Note 53 covering transportation and storage. The food should only be low risk.

Those donating home-made food should provide an ingredient list so that information is available to potential consumers who may have a food allergy.

### **3.6 Cleaning and Chemicals**

All cleaning chemicals etc. used within the kitchen must be stored and used in accordance with manufacturer's instructions. Training must be given in their use. Only chemicals that are considered 'food safe' may be used on surfaces in contact with food without further treatment.

### **3.7 Prevention of physical contamination**

Items that may cause physical contamination of food must be kept to a minimum in food areas. For example glass should not be used in food preparation and storage areas. Jewellery worn by food handlers should be kept to a minimum.

### **3.8 Personal hygiene**

All staff involved in food handling must observe good personal hygiene practices. They must wear appropriate clothing for the area in which they are working, including where necessary appropriate headgear and footwear. Suitable changing facilities must be provided so that staff do not wear their food area clothes outside the work area.

Examples of clothing that is appropriate for typical food handling activities are given in Table 1.

**Table 1 Examples of clothing required for food handling**

Location	Work Activity	Appropriate clothing and hygiene considerations
Catering outlet e.g. Cedars, Halls kitchens	Preparation and handling of open high risk food	Full whites Headgear, eg cap Non-slip footwear Dedicated wash hand basin
Catering outlet e.g. Cedars, Halls kitchens	Dishwashing	Waterproof apron and gloves Headgear e.g. cap Clean clothing Non-slip footwear Dedicated wash hand basin
Department coffee shop or sandwich outlet	Handling pre-packaged sandwiches and low risk foods such as biscuits and hot drinks	Clean clothing Hair tied back Dedicated wash hand basin

### 3.9 Sickness

Food handlers who are unwell must inform their line manager/ project supervisor immediately. Line managers/ project supervisors must determine any further action to be taken, each case being considered on an individual basis. Below is a general guide which applies to people who work in the food areas of the University. However common sense should be used; if for example a departmental secretary who would normally serve sandwiches at a department event is unwell then they should be excluded from doing so until they are well.

#### Infections requiring special consideration:

- Confirmed or suspected typhoid or paratyphoid fever – anyone either having or had the disease, being a carrier or having had contact with a case or household carrier should be excluded from food handling. A stool examination and medical clearance are required before allowing return to work.
- E. Coli 0157 (VTEC) infection – either a case or a contact should be excluded from work until given microbiological clearance.
- Hepatitis A – should be excluded from work until 7 days after the onset of symptoms, usually jaundice. Advice should be sought for the University’s Occupational Health provider.

#### All other infections:

- Diarrhoea and vomiting:
  - The food handler must leave the food handling area immediately and not work in a food handling area
  - If only one incidence occurs in 24 hours and there is no fever the person may return to work
  - If symptoms persist the person should seek medical advice;
  - Confirmed cases of gastrointestinal infection e.g. *salmonella* must be reported immediately and the person excluded from work until 48 hours after the first normal stool

- Gastrointestinal illness within the food handler's household must also be reported. If they are well and symptom free they can continue working in food handling areas
- Scaling, weeping or discharging condition on exposed skin (hands, face, neck or scalp):
  - The person must not work in food handling areas until healed.
  - Clean wounds must be covered with a distinctly coloured waterproof dressing, but the food handler may continue to work.
- Weeping or discharging eyes, ears, mouth or gums:
  - The person must not work in food handling areas until the condition improves.
- Blood-borne infections (e.g. hepatitis B and C and HIV) and chest infections (e.g. TB):
  - Do not present a risk via food borne infection. A person suffering from TB may present a risk of infection to others in the workplace. Advice should be sought from the University Occupational Health Service.
- Coughs and Colds:
  - Do not present a risk but it may be aesthetically more acceptable to exclude sufferers from the food area.
  - Coughing and sneezing is not hygienically acceptable.

Prior to return to work following any sickness absence or holiday involving foreign travel, food handlers in Food Areas must complete a University Return to Work Form (Appendix 4).

## 3.10 Temperature control

All foods must be stored appropriately and in accordance with Schedule 4 of The Food Hygiene (England) Regulations 2006.

The following storage temperatures must be complied with:

- All food to be kept frozen:  $-18^{\circ}\text{C}$
- All food to be kept chilled:  $5^{\circ}\text{C}$  maximum
- All food produced by the cook chill process at the central kitchen:  $-3^{\circ}\text{C}$  maximum
- All food which is hot held:  $65^{\circ}\text{C}$  minimum
- All food at final cooking:  $75^{\circ}\text{C}$

## 3.11 Structure

All areas where food is stored, prepared or served must be structural stable. The floors, walls and ceilings must be in good condition and capable of being kept clean easily and made of non-absorbent material e.g. unvarnished wood is not acceptable. All materials used must not present a risk of contaminating the food e.g. be toxic or present a physical contamination risk e.g. flaking paint or plaster.

## 3.12 Ventilation

All food areas must have adequate ventilation for the activities that are being undertaken. This can be either natural or mechanical or a combination. Any ventilation should not draw air from an "unclean" area to a "clean" area e.g. from a washing up area to a serving area.

## 3.13 Maintenance

All equipment within food premises must be kept well maintained. Faults should be reported immediately to the manager of the area. If necessary the equipment must be taken out of use until it has been repaired.

### **3.14 Transportation of food**

All food which is delivered to the University and within the University must be kept in appropriate conditions for the type of food being transported.

All food must be protected from contamination during transportation i.e. transported in containers which do not pose a risk to the food and which prevent physical contamination.

Where food is required to be kept under temperature control (e.g. sandwiches for departmental buffets) suitable containers should be used e.g. insulated boxes, cool boxes, and the time which the food is being transported kept as short as possible.

### **3.15 New staff**

All potential new staff being recruited where their main employment will involve the handling of food must be screened by Occupational Health.

Occupational Health will determine if someone is of an appropriate health status to work with food and will send a certificate of fitness to work to the manager. The manager must have received this certificate before allowing someone to commence working in a food handling capacity. Any offer of employment made before medical clearance is received must be conditional on receiving medical clearance. Human Resources will provide further advice on recruitment procedures if required.

### **3.16 Food safety notices and information**

Where possible, the use of signs to remind staff, students and visitors of food safety and hygiene procedures is strongly recommended. Some examples would be:

- In-house produced signage regarding safe practices
- 'Wash your hands' signs
- Signs designating wash-hand basins and sinks
- Colour coding rules
- Mandatory wearing of over clothing
- Specified operating temperatures of equipment such as refrigerators.

In addition relevant health and safety signs which must be displayed, covering :

- Dangerous machines; operation, maintenance and cleaning
- Steam ovens
- Wearing of Personal Protective Clothing (PPE)
- Service isolation points
- Fire safety signs
- First aid signs.

### **3.17 GM Foods and Allergens**

GM Ingredients

Food that contains genetically modified food must be brought to the attention of the consumer.

### Food Allergens

Food allergens are foods which have the potential to cause an allergic reaction in individuals who have sensitivity to the food. These should be clearly labelled on any packaging of pre-packed food. If asked whether food contains such a product, the person serving the food should never guess. If they are unsure, they must say so.

#### Guidance:

Common food allergens are peanuts; nuts; milk; eggs; fish; shellfish; soya; gluten; sesame seeds. However some individuals may have an intolerance or be allergic to other food stuffs. Hence it is important that information on ingredients is available.

An extreme adverse reaction to a food allergen could result in death.

## 3.18 Cross contamination

Cross contamination issues relate to:

- Not allowing raw and ready to eat foods to come into contact
- Contamination of food which is supposed to be free from allergens with that allergen e.g. using the same spoon to toss a salad containing nuts and one not containing nuts.

There should be no potential for cross contamination in the production of food within food businesses which have identified appropriate controls in their HACCP documentation, provided they are complying with these controls.

## 3.19 Pest control

Procedures must be in place to ensure that pests are controlled. This can be done through regular inspections, checking for the signs of pests and/or by having a contract for the provision of pest control. Regardless if you are doing self inspection or have a contract for pest control services, if a problem is detected it must be dealt with immediately. Training of food handlers must include recognition of signs of pest infestation.

## 3.20 Waste disposal

Suitable arrangements should be in place to dispose of food waste. All food waste must be removed regularly from food areas. Bins in food areas should have a pedal operated lid wherever practicable.

# 4 COMPLAINTS AND EXTERNAL INSPECTIONS

## 4.1 Complaints

Where a complaint is made in relation to food matters, whether from the general public, students or staff, this must be recorded. For those complaints arising out of food premises under the

responsibility of Commercial Services, a Catering Incident record must be completed. All food complaints about food purchased/ provided on campus must be reported to Health and Safety Services, who will carry out an investigation. Remedial action must be taken where appropriate, recorded and all records kept for 12 months.

The action required depends on the nature of the complaint. It is essential that prompt action is taken with respect to food complaints. Under no circumstances must anyone involved with the University of Reading admit liability until the complaint has been fully investigated by the management of the area and/or Health and Safety Services.

The following must be adhered to:

- Details of the complaint must be taken, including any details of any injury or illness suffered
- The manager of the food area must be informed as soon as possible and should ideally deal with the complaint
- The food should be kept in original wrapper or container if possible, covered and placed in a freezer, particularly if the food is of a perishable nature or a mould complaint
- Do not pull or remove a foreign object found in food – leave in place
- Do not discard any food associated with the complaint
- Do not tamper with equipment involved in a complaint
- The complainant should be informed of any action taken during the investigation and when investigations are complete
- Where complaints relate to a manufacturer or supplier, they must be notified as soon as possible.

## 4.2 External inspections

The University catering outlets will receive visits from Local Authority Environmental Health and Trading Standards Departments and possibly from the Health and Safety Executive. Such visits may occur for routine inspections, complaints, food poisoning investigation and sampling. All visits made by enforcement officers should be dealt with by:

- Requesting and verifying a means of identification
- Establishing the purpose of the visit
- Contacting Health and Safety Services immediately
- Accompanying the officer in the Food Area
- Making notes of any pertinent comments made by the inspector
- Ensuring that the officer gives the manager of the area a visit sheet before they leave the premises.

# 5 FURTHER GUIDANCE AND REFERENCES

Further guidance is available from Health and Safety Services.

- Good Food Laboratory Practice (under revision)
- Barbeques – food hygiene and safety information (Safety Note 40)

## REFERENCES

- Food Safety Act 1990

- The Food Hygiene (England) Regulations 2006
- Regulation (EC) No 853/2004
- The General Food Regulations 2004
- Regulation (EC) No 1831/2003

### Glossary of Terms

**HACCP** – Hazard Analysis and Critical Control Point

**Food Business** - carrying out any activities related to any stage of production, processing and distribution of food whether for profit or not and whether public or private

**High Risk Food** – a food which will support microbiological growth and is not going to be processed further e.g. cooked

## Appendix 1: Seven Principles of HACCP

### What is a hazard?

A hazard is anything that may cause harm to the consumer and is categorised as follows:

- biological – any harmful biological agent e.g. *Salmonella* in chicken;
- physical – any physical object which should not be present e.g. glass in food; or
- chemical – any chemical agent which should not be present e.g. cleaning chemicals.
- Allergen - a

### What is a Critical Control Point?

A critical control point is a step in the production/ processing/ storage etc. of food which is critical to food safety. In establishing critical control points it is important to note that if a subsequent stage reduces or eliminates the hazard then the step is not critical. For example the purchase of minced beef which is going to be cooked is not a critical control point for a biological hazard, because thorough cooking should reduce/ eliminate the biological hazard to a safe level.

It should be noted that if a hazard cannot be eliminated or reduced to an acceptable level then consideration should be given as to whether to serve the food at all. Changes to the preparation of the food may have to be made.

### What is a Critical Limit?

A critical limit is a set of conditions which must be met to ensure that food will be safe for consumption by the consumer. For example, meat must be cooked until the core temperature reaches 75°C for 30 seconds.

### What is monitoring?

Monitoring of the critical limits should be undertaken to ensure that they are being complied with. There should be specified times and circumstances under which monitoring should be done. For example:

- Probing of food to ensure that it is being stored at the correct temperature
- Checking raw product as it is delivered to ensure the package is not damaged
- Cutting into meat to ensure it is cooked all the way through
- Temperature checking cooked product being chilled to ensure it is cooled quickly enough.

### What are corrective actions?

Corrective actions are actions which are taken to ensure that the food meets the required standards. For example if a joint of meat has been probed and has not reached the required temperature then the corrective action may be to return it to the oven and carry on cooking, or if sandwiches have been out of temperature control for longer than two hours they must be disposed of immediately.

### What are corrective procedures?

Corrective procedures are procedures which are put in place to ensure that the HACCP system is working correctly and being followed.

### What documentation is required?

The amount of documentation which is required depends upon the size of your food operation. However the University would expect records to be kept of all monitoring which has been put in place. Typical examples of records which may be kept include:

- Temperature records
- Cleaning schedules
- Training records

## Appendix 2: Training Requirements

### THE ESSENTIALS OF FOOD HYGIENE

Before anyone is allowed to start work for the first time with food, they must receive the following written or verbal instruction:

- Keep yourself clean and wear clean clothing.
- Always wash your hands thoroughly: before handling food; after using the toilet; handling raw foods or waste; before starting work; after every break; and after blowing your nose.
- Tell your supervisor before commencing work of any skin, nose, throat, stomach or bowel trouble or infected wound. You are breaking the law if you do not.
- Ensure cuts and sores are covered with a waterproof, high visibility dressing.
- Avoid unnecessary handling of food.
- Do not smoke, eat or drink in a food room, and never cough or sneeze over food.
- If you see something wrong - tell your supervisor.
- Do not prepare food too far in advance of service.
- Keep perishable food either refrigerated or piping hot.
- Keep the preparation of raw and cooked food strictly separate.
- When reheating food ensure it gets piping hot.
- Clean as you go. Keep all equipment and surfaces clean.
- Follow any food safety instructions either on food packaging or from your supervisor.

### TRAINING ORGANISATIONS

A range of standard food hygiene courses are accredited and run by external organisations. These include:

- The Chartered Institute of Environmental Health (CIEH)
- The Royal Institute of Public Health and Hygiene (RIPHH)
- The Royal Society of Health (RSH)
- The Royal Environmental Health Institute of Scotland (REHIS)
- Society of Food Hygiene Technology (SOFHT)

Note:- The University of Reading is a registered training centre for Food Safety and Health and Safety, delivered by Health and Safety Services (for non-Estates and Facilities staff) and by Estates and Facilities Training and Development for E&F staff.

## Appendix 3: Departmental tea rooms

These are areas where staff and students make their own refreshments. The following food hygiene rules must be adhered to:

- All equipment provided for preparing/consuming food or drink must be routinely maintained and kept in a clean, hygienic condition and working order. Examples of equipment include kettles, microwave ovens, coffee makers, and vending machines.
- Adequate facilities must be provided for washing and drying of equipment. The minimum standard is a single drainer and impervious sink unit with running hot and cold water. A satisfactory means of drying would include disposable paper towels. If tea towels are to be used then they should be changed daily or more frequently if they become soiled.
- A refrigerator should be provided for the storage of perishable products. Staff and students should be encouraged to store ready prepared food, such as sandwiches, under refrigeration. The temperature of any such unit should be checked regularly to ensure it is operating between 1°C and 5°C. Refrigerators should be cleaned and defrosted as necessary.
- Persons using the tea-room should be encouraged to wash their hands prior to handling food. The use of 'wash your hands' signs is recommended.
- Laboratory coats must not be worn in areas where food is handled, prepared or consumed. This includes Departmental tea room.
- Waste should be deposited in lined bins with close fitting lids, and removed regularly.
- Substances used for cleaning should be kept away from food to avoid possible contamination.
- Drinking water taps in tea-rooms must be labelled.
- Drinking water vessels, such as bottled water containers, should be used in accordance with the producers' instructions. The outlet tap should be regularly sanitised and users should be encouraged to use clean cups each time the unit is used.
- WCs must not open directly onto areas where food is prepared or eaten.
- Responsibility for arranging for cleaning of the tea-room must be allocated to an individual.
- Individuals should take responsibility and clean up after themselves, wash cups etc, and to remove unwanted or out-of-date food before it deteriorates.

All cleaning agents must be stored away from food and must be stored in a suitably labelled container.

## Appendix 4: Mobile, temporary or occasional food areas

An example of such premises is a marquee used for a departmental charity event or where a buffet is provided as part of a training course. The legislation regarding the provision of food requires that all food regardless of whether it is sold or given away free must not injurious to health or unfit for human consumption. This does not exclusively apply to food businesses but is applied to all food except for private domestic consumption. The following points must be followed:

- Suppliers approved by the University Purchasing Department must be used for University events.
- Transport food as quickly as possible. Food should be prevented from contamination during transit by being stored in appropriate, clean containers and kept in appropriate conditions (e.g. foods that are required to be kept chilled stored below 5°C.)
- It is best to consume food immediately after preparation and in any case within 2 hours of removal from temperature controlled storage and display.
- If this is not possible, then adequate chilled storage of the food is required. The food must be kept at between 1-5°C. Monitoring must be carried out and records kept.
- Food that has been out of temperature control and not consumed must be disposed of on the same day.
- Cover food to protect it from contamination.
- Food handling must be kept to a minimum and the use of tongs encouraged.
- Hands must be washed whenever necessary and sufficient wash-hand basins provided.
- It is recommended that if food is prepared at home then only low risk foods are prepared, such as cakes, biscuits, etc.
- The following provisions must be made:
  - hygienic premises, i.e. clean, maintained, in good repair, and free from pests;
  - sufficient sinks for washing food where required and for hand washing
  - an adequate supply of hot and/or cold potable water;
  - hygienic WCs and changing facilities;
  - adequate cleansing and disinfection of equipment and surfaces;
  - good personal hygiene practised; and
  - hygienic methods for disposal of waste provided.

There is further guidance available for **BBQ Safety in Safety Note 40**.

## Appendix 5: Occupational Health Staff Review Health Questionnaire

### University of Reading – Food Handlers Return to Work Health Questionnaire

This form should be completed by all food handlers on return to work after absence due to illness, injury or foreign holidays and given to your manager for review.

#### Confidential

School/Department/Unit			
Name			
If you have been abroad on holiday, state countries visited:		Length of stay	
Please answer the following questions. If you answer yes to any question, you must not work with food until cleared to do so by Occupational Health .			
Since you have been away:			
Have you suffered from sickness, diarrhoea or any stomach disorder?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	
Have you any infection of the skin, nose, throat, eyes or ears?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	
As far as you are aware, have you been in contact with anyone suffering from typhoid or paratyphoid fever, or any form of gastro-enteritis?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	
Declaration: The information I have given is correct to the best of my knowledge and belief.			
Signed.....		Date:.....	
Cleared to work with food <input type="checkbox"/>		Referred to Occupational Health <input type="checkbox"/>	
Manager's Signature .....		Date .....	

Manager to maintain copy in local files if cleared to work with food. If referral is required, return form to Occupational Health, and keep a copy in local files.

## Appendix 6: Version control

VERSION	KEEPER	REVIEWED	APPROVED BY	APPROVAL DATE
X.X	H&S	Every four years	XXXXX	XX/XX/XX
X.X	H&S	Annually	XXXXX	XX/XX/XX