

**Imperial College Union Health & Safety Committee**

Tuesday 10th April 2018

|  |  |
| --- | --- |
| **AGENDA ITEM NO.** | 14 |
| **TITLE** | Food Hygiene Update |
| **AUTHOR** | Julia Mattingley, Head of Commercial Services |
| **EXECUTIVE SUMMARY** | Imperial College Union is committed to ensuring the highest possible standards with regard to Food Hygiene management.  We will work alongside the Health & Safety Committee to ensure best practice and ensure improvements are made in areas where weaknesses in processes or work practices are identified. |
| **PURPOSE** | All committee members share a commitment to ascertain and improve the health & safety practices at Imperial College Union.  With this in mind, committee members are asked to review the documents provided to familiarise themselves with the content and consider any areas in need of clarification.  Discussion during the meeting may include questions such as:   1. What further things can we do to create and embed a food safety culture across the department? 2. How will we know when we have been successful in achieving a food safety culture? 3. What further help and support is available to staff? |
| **DECISION/ACTION REQUIRED** | For discussion |

**ICU Food Hygiene Update April 2018**

**The Commercial Services Team:**

All staff within the structure are involved with food in some way from storing, preparing and handling it through to sales and dealing with special diets. As well as the permanent staff, we have a pool of over 100 student bar and shop staff and a small pool of agency kitchen staff that work on a casual basis. Staff requirements fluctuate throughout the year due to seasonal changes and business need.

**Food Safety Risks and Challenges**

We are responsible for the safety and wellbeing of our staff, guests, visitors and customers within our venues and outlets.

The risk of food poisoning is a major concern for us and one of our main challenges is ensuring the consistency of good food hygiene practices given that we often use agency staff within our kitchens. To mitigate this risk, we always use reputable agencies who have vetted the skills and qualifications of staff plus we try and achieve consistency through repeat bookings of the same staff member.

We have a HACCP (Hazard Analysis Critical Control Point) system in place. This is a risk assessment for food and outlines steps to be taken at all stages of the food journey from ‘farm to fork’ to ensure good food hygiene practices and compliance with regulations.

**Approach to Food Hygiene**

Having good food hygiene practices will enable us to:

* Comply with food safety laws
* Reduce the risk of food poisoning
* Protect our organisation’s reputation

We are keen to develop a ‘food safety culture’ across the organisation. The start of this process is to have clearly defined roles and responsibilities across the department in order that everyone understands:

* What they are responsible for
* Why we are trying to create a food safety culture
* How we are going to achieve this

The creation of a food safety culture requires the support and commitment of all staff within the Commercial Services as well as the wider Senior Management team. With this in mind, the Senior Management team have received information (see document) on basic checks that they can do when visiting/passing through the venues.

In addition to this, all staff will be trained according to their level of involvement with food:

|  |  |
| --- | --- |
| Training Type | Staff at which level? |
| Food Hygiene Level 1 | All low risk food handlers |
| Food Hygiene Level 2 | All high risk food handlers |
| Food Hygiene Level 3 | Supervisor |
| Food Hygiene Level 4 | Higher Management |
| HACCP | Supervisor and Higher Management |
| Allergens | All staff |
| Food Hygiene Level 1 Annual Refresher | All low risk food handlers |
| Food Hygiene Level 2 Annual Refresher | All high risk food handlers  Supervisor |

**Inspections**

Monthly food hygiene audits (see document) will be carried out by the Licensed Trade & Venues Manager with assistance from the Bars & Catering Manager and the Head Chef. The Licensed Trade & Venues Manager is suitably removed from the immediate running of the kitchen so as to be independent. Any issues identified will be noted on the audit and remedial action to be taken by the Head Chef and Bars & Catering Manager will be noted within clearly defined timescales. This will be monitored by the Licensed Trade & Venues Manager to ensure issues are resolved in a timely fashion.

In addition, random kitchen and audit spot checks will be carried out by the Head of Commercial Services.

**Next Steps**

* Conduct a full training audit across the entire department to ascertain the current situation and ensure food hygiene training is delivered where there are gaps
* Ensure annual refresher training is entered into the calendar on a rolling basis
* Establish monthly food hygiene audits
* Ensure food hygiene is on the agenda at already established regular team meetings
* Encourage a culture of all levels of staff calling out bad practices when they are observed