Food Safety Organisation

Imperial College Union are ultimately responsible for ensuring the implementation of this policy at all levels within the business and the provision of adequate resources to meet the requirements of the policy. Imperial College Union does however need to show who is responsible for what within the business and therefore this section sets out those levels of responsibility.

***THE HEAD OF COMMERCIAL SERVICES*** is responsible for:

* Ensuring compliance with the policy.
* Ensuring annual review of all data and documentation.
* Ensuring policy in the area under their control is effectively and consistently implemented.
* Monitoring of Food Safety strategies and enforcement agency actions.

***THE LICENSED TRADE & VENUES MANAGER*** is responsible for:

* Ensuring compliance with the policy at Operations level.
* Ensuring annual review of all data and documentation.
* Endeavouring to make available suitable and sufficient resources to ensure that the policy can be implemented and operated effectively.
* Having formal responsibility for the implementation, control, monitoring and review of this policy.
* Providing advice and support to the Bars & Catering Manager and Head Chef to help ensure that the policy can be implemented and operated effectively.
* In conjunction with the Bars & Catering Manager and Head Chef ensuring that monthly recorded food safety audits of the catering areas are undertaken, and that follow up action is taken.
* Keeping up to date with food safety legislation.
* Appointing the Bars & Catering Manager and the Head Chef as the competent personnel to monitor and maintain all procedures and supporting records on a day to day basis.

***THE BARS & CATERING MANAGER AND HEAD CHEF*** are responsible for:

* Are accountable and responsible to the Licensed Trade & Venues Manager for the effective implementation and monitoring of food safety and hygiene within the catering & retail operations on a day to day basis.
* The Bars & Catering Manager and Head Chef to be responsible for ensuring catering staff receive food safety and hygiene training commensurate with their job role and responsibilities (including induction training), and the Bars & Catering Manager and Head Chef to ensure that records are maintained within their areas of control.
* Liaising with the Licensed Trade & Venues Manager as required to ensure compliance with food safety legislation.
* In association with the Licensed Trade & Venues Manager ensuring that all recommendations from visiting enforcement officers are acted upon.
* Delegating responsibility to individuals as required to ensure sound management of food safety and hygiene at restaurant level.
* Providing guidance and support to staff on food safety and hygiene matters.
* Ensuring that food safety and hygiene records are completed correctly and retained on file for a period of three rolling months.
* Immediately notifying the Licensed Trade & Venues Manager of any circumstances that prevent the effective implementation of duties delegated to them.
* Ensuring calibration of hand held temperature monitoring equipment is undertaken every 3 months and ensure records are maintained.
* In conjunction with the Licensed Trade & Venues Manager ensuring that monthly recorded food safety audits of the catering areas are undertaken, and that follow up action is taken.
* Ensuring all food is prepared in a safe and hygienic manner and prevent contamination as far as is reasonably practicable.
* Ensuring staff follow good personal hygiene practice, particularly in relation to: hand washing, wearing of clean protective clothing, the wearing of jewellery and the reporting of infections.
* Ensuring that all work areas are kept clean and report any pest infestation without delay.
* Undertaking regular visual inspections within his/her area of responsibility.

***THE KITCHEN STAFF*** are responsible for:

* Are accountable and responsible to the Head Chef for the effective implementation and monitoring of food safety and hygiene within the catering operations on a day to day basis.
* Ensuring that all food is prepared in a safe and hygienic manner and prevent contamination as far as is reasonably practicable.
* Following good personal hygiene practice, particularly in relation to: hand washing, wearing of clean protective clothing, the wearing of jewellery and the reporting of infections.
* Ensuring that all work areas are kept clean and report any pest infestation without delay.
* Undertaking regular visual inspections within his/her area of responsibility.
* Immediately notifying the Head Chef of any circumstances that prevent the effective implementation of duties delegated to them.

***THE FRONT OF HOUSE STAFF*** are responsible for:

* Cooperating and achieving compliance with Imperial College Union food safety policies and procedures.
* Reporting any food safety hazard to the Bars & Catering Manager and Head Chef.
* Ensuring that the correct allergenic ingredient advice is provided to customers or ensuring that the customer is advised by a suitably informed/trained member of staff.