

**Imperial College Union**

**Health and Safety Committee**

5 June 2019

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| **AGENDA ITEM NO.** | 10 |
| **TITLE** | Beit Bars H&S Commitments |
| **AUTHOR** | Alex Burtenshaw - Operations Manager – Restaurants & Bars |
| **EXECUTIVE SUMMARY** | Beit Bars consists of FiveSixEight (bar and kitchen areas), Metric and the Union Bar.  This paper is to highlight the current H&S measures that are in place and to provide an update on planned H&S measures going forward. |
| **PURPOSE** | For information |
| **DECISION/ACTION REQUIRED** | None |

Detailed below are all current actions taken in order to be compliant with H&S and Food Safety within Beit Bars:

1. Carrying out a full Food Safety Audit on all food preparation areas within the Union. This report is completed monthly, has been very sporadic in the past and not completed honestly and correctly. This has been due to staffing issues within the kitchens and not having a permanent Head Chef in post plus other vacancies within the permanent kitchen team. Recruitment for the Head Chef post is in progress at the present time, plus we have recently recruited two new General Catering Assistants. The monthly food hygiene report is to be used to support the team to focus on key areas that require attention. I am completing these audits currently and will do so for the foreseeable future.

April has been completed and we have already seen an improvement in general cleanliness within the kitchen areas. May is in the diary for completion.

2. Implementation of a full H&S audit for Beit Bars to include front and back of house, including the cellar. This audit template will also be used for h bar and Reynolds. This H&S audit was previously carried out by the former Licensed Trade & Venues Manager, who has since left, and going forward it will be completed monthly by myself and the Venues Manager (once recruited).

3. On a daily and weekly basis the following areas are checked by myself to ensure compliance:

* Food temperature checks, refrigeration and freezer temperature checks, delivery temperature checks
* general kitchen cleaning and tidiness of work areas
* looking for evidence of pests activity
* defaults on any equipment or fabric of the building

These checks are not currently recorded by myself as they form part of my walk around to ensure compliance for H&S around the bars. However, all paperwork is in place for kitchen temperature checks, cleaning rotas, pest activity reporting and defect reporting (which is reported via planon).

4. Training of the team is an integral part of the success of this process. All staff records are currently being looked at and updated to ensure each team member is up to date and signed off correctly. Additional training will follow depending on the needs of individuals. All food handlers are up to date on the food hygiene side.