



**Western Health  
and Social Care Trust**

**Food Hygiene and Safety Policy**

**September 2015**

<b>Policy Title</b>	<b>FOOD HYGIENE AND SAFETY POLICY</b>
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<b>Responsible Officer</b>	<b>Director of Performance and Service Improvement</b>

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## **1.0 Policy Statement**

**1.1** The Trust is committed to providing high quality catering services to its patient's clients, visitors and staff with food that is good quality and ensures maximum choice for all age groups.

**1.2** The Trust will ensure that food production and service complies with current food safety legislation and also the requirements of the Chief Medical Officer guidelines "Key steps for minimising the risk of Listeriosis from high risk ready to eat foods" October 2008, and the chief environmental officer group (NI) guidance 8<sup>th</sup> February 2011.

## **2.0 Introduction**

**2.1** The policy describes the Trust arrangements and responsibilities for food safety as defined by:

- Food Safety (Northern Ireland) order 1991
- Food Hygiene Regulations (Northern Ireland) 2006
- Regulations (EC) 852/2004 – Hygiene of Foodstuffs
- Food Information Regulations (NI) 2014 (Food Labeling – Allergens/Intolerance)

**2.2** This policy applies to all areas of the Trust specifically where food preparation and service takes place.

## **3.0 Definition**

**3.1** A Food handler is a person who handles prepares or serves food in the course of their employment by the Trust. In addition to catering staff this may include.

Support Service Staff

- Nursing
- Staff providing Domiciliary Care
- Residential Care Staff
- Day Care Staff and those accessing the ability of services users to prepare food
- Independent retailers on the hospital sites

**3.2** Hazard Analysis Critical Control points - (Hereafter referred to as H.A.C.C.P) is a food safety management system used to ensure that food stored, prepared, handled and

cooked is safe to eat by identifying and controlling hazards that pose a danger to food safety.

#### **4.0 Key Objectives**

- 4.1** Ensure that the Trust has in place suitable and robust governance arrangements to support the delivery and maintenance of good hygiene and food safety practices which conform to current food safety legislation.
- 4.2** Ensure Trust Board level responsibility for food hygiene is clearly defined and there are clear lines of accountability throughout the Trust leading to the Trust Board.
- 4.3** Ensure that all food premises are registered with the local Council and that they comply with the structural requirements of the Food Hygiene Regulations (NI) 2006.
- 4.4** Ensure that all food and ingredients used by suppliers, catering, wards and departments are sourced in accordance with a known standard purchasing specification, which is used by all suppliers, contractors and catering management and are from accredited suppliers.
- 4.5** Ensure all foods are stored in appropriate conditions and protected from contamination and deterioration, including protection against pests.
- 4.6** Ensure all food preparation, processing, manufacturing, distribution and transportation, is carried out in hygienic conditions.
- 4.7** Ensure all foods, including raw materials, ingredients, intermediate products and finished products, are received and stored at temperatures which comply with the Food Hygiene Regulations (NI) 2006.
- 4.8** Ensure food safety assessments are carried out with the aim of identifying the critical food safety steps within the business and taking appropriate control measures to reduce any associated risks. This should entail the implementation, maintenance and review of procedures based on HACCP principles.
- 4.9** Ensure all food handlers maintain a high standard of personal hygiene.

- 4.10 Ensure food incidents and complaints are dealt with in accordance with Food Standards Agency and local Council guidance.
- 4.11 Ensure all food handlers are given supervision, instruction and/or training in accordance with their level of work activity and responsibility.
- 4.12 Ensure there is access to up-to-date legislation and guidance relating to food hygiene.
- 4.13 Ensure that appropriate levels of monitoring, audit and benchmarking are undertaken.

## **5.0 Roles and Responsibilities**

### **5.1 Chief Executive**

- 5.1.1 The Trust's Chief Executive, as "Accountable Officer" has overall responsibility for ensuring the aims of this policy are met.
- 5.1.2 The Chief Executive delegates the day to day responsibility for establishing and monitoring the implementation of this policy to the Director of Performance and Service Improvement.
- 5.1.3 The Chief Executive is responsible for ensuring periodic review of the Trust's management of Food Safety. This will be evidenced by the development and approval of a food safety and pest control annual report.

### **5.2 Director of Performance and Service Improvement**

- 5.2.1 The Director of Performance and Service Improvement is the designated Executive Director with lead responsibility for Food Hygiene.
- 5.2.2 The Director of Performance and Service Improvement will report to Corporate Management Team and Trust Board on matters relating to Food Hygiene.

### **5.3 Directorate Senior Management**

- 5.3.1. All Trust Directors, Assistant Directors, Heads of Service and Senior Managers including Ward Managers and Heads of Homes/Facilities are responsible for ensuring that staff who are involved with food handling receive training on food hygiene matters commensurate with their work activities and that appropriate training records are kept.

**5.3.2** Senior Managers including Ward Managers and Heads of Homes/Facilities are responsible for the operational day to day management of ward and facility kitchens.

**5.3.3** Support Services Managers are responsible for the management and provision of catering services including the implementation of HACCP to ensure standards of food safety and good hygiene practices are met.

#### **5.4 Assistant Director of Facilities Management**

**5.4.1.** The Assistant Director is responsible for ensuring that appropriate systems and processes are in place to ensure that food is sourced, stored, prepared, distributed and served in safe and hygienic conditions which comply with current food safety legislation.

**5.4.2.** The Assistant Director is responsible for ensuring that appropriate monitoring and audit arrangements are in place.

**5.4.3.** The Assistant Director is responsible for developing and advising on the implementation of the Trust policy and associated procedural arrangements for food hygiene.

#### **5.5 Head of Support Services**

**5.5.1.** The Head of Support Services is responsible for ensuring that adequate staffing levels are maintained within catering services and that staff are trained to an appropriate level commensurate with their work activities.

**5.5.2.** The Head of Support Services is responsible for ensuring that Trust premises which are used to receive, store, prepare, or serve food are maintained in an acceptable condition to prevent contamination, to allow adequate cleaning and to facilitate attainment of correct temperature controls.

**5.5.3.** The Head of Support Services is responsible for ensuring that food premises are designed and constructed so as to permit good food hygiene practices, including the prevention of contamination, provision of adequate cleaning and attainment of correct temperature controls.

## **6.0 Food Safety Group**

A food Safety Group has been established with representation from Services Directorates, Support Services, Nursing, Dietetics Infection Prevention and Control and Consultant Microbiologist. The group reports to the Risk Management sub committee.

The remit of the Trust Food Hygiene Safety Group is to ensure that all food production and service throughout the Trust complies with the requirements of current food safety legislation.

The Trust Food Safety Group is responsible for:-

- 6.1.1.** The development and implementation of the Food Safety Policy and establishment and implementation of supporting procedures and guidelines.
- 6.1.2.** Monitoring and reviewing compliance with the Food Safety Controls Assurance Standard
- 6.1.3.** Identifying and prioritising resource needs and seeking appropriate funding to ensure compliance with legislative requirements and controls assurance standards. Funding requirements will be prioritised using a risk based approach.
- 6.1.4.** Audit and review of food safety systems and processes to ensure they are working effectively and delivering compliance with legislative requirements and controls assurance standards
- 6.1.5.** Monitoring and reviewing internal and external audit arrangements and results and overseeing implementation of remedial action plans where appropriate.

## **6.2 Independent Retailers on Hospital Sites**

- 6.2.1.** The Trust will monitor independent retailers' compliance with the Trusts request to purchase chilled ready to eat high risk foods i.e. Sandwiches & Salad Boxes from suppliers who have STS accreditation.
- 6.2.2.** The Trust will monitor EHO and any Trust internal audit reports and seek assurance on any remedial action from the outcome of these reports.

## **7. Policy Implementation**

- 7.1** Following approval by the Corporate Management Team and Trust Board, a copy of this policy will be placed on the Trust's intranet.
- 7.2** All Trust Managers must ensure that relevant staff have access to this policy, understand its content and are aware of its aims and purpose immediately upon its release.
- 7.3** All Trust staff who are responsible for the sourcing, storage, production, distribution or service of food or who are involved in food handling must comply with this policy

## Governance Reporting Arrangements

