



FOOD SAFETY POLICY DISCLAIMER

The University of Lincoln is committed to providing a high quality service and high quality food products.

The University fully accepts its legal duty to comply with Regulation (EC) 852/2004 and the Food Hygiene (England) Regulations 2006 and all amendments issued under this act. It recognises that premises and food production areas must be maintained to a high standard of cleanliness and that food must be handled to ensure that it does not become contaminated during its delivery, storage, preparation, service and distribution.

It further recognises the need for effective temperature control of all foods likely to support the growth of micro organisms at all stages from purchase to service.

The emphasis of this Policy is on management control. The Policy has been produced from risk assessment to provide a framework its management throughout the University's food operation. It requires all suppliers to also have such a policy.

Staff are required to abide by this Policy and all its procedures. It expects that they will make every effort to maintain all written procedures.

It is the University's aim to voluntarily regulate our systems at our own expense to enable us to operate our business with all Due Diligence; we regard this as a top priority.

DISCLAIMER

Any event run at the University where catering is supplied by others (not University Catering Services) must be authorised by the Catering Manager or their nominee. The internal staff member or external body and the chosen caterer must sign the disclaimer below to accept that in the event of any health or food-related problems that may arise from the event, neither catering services nor the university will accept liability. This disclaimer is to be displayed with the food at the event

I/We agree that food and drink supplied to our event:-

Location

Date and Time

Event Name

**Is supplied by, not University Catering Services.
Because of this it is not covered by the University Food Safety Policy.**

Signed

Signed

Print

Print

Department/Organisation.....
Company.....

Date.....

Date.....

Preparation of food by individual staff members:

Please remember that anyone preparing food for others, be it members of staff, students or members of the public, are now legally required by the Food Hygiene (England) Regulations 2006 to have received Hygiene training that is appropriate for the tasks that they are undertaking. The university expects as a minimum an IEHO Basic Food Hygiene certificate to be held by individuals.

To choose to ignore this can result in serious consequences. It should be noted that offences committed in contravention of the legal requirement can attract personal fines up to £20,000 and/or 6 months in prison for serious offences.

You must ensure that all basic requirements of the law are met and food safety risks are controlled.

A process of registration of food handlers and businesses is maintained by the local authorities. If you wish to prepare and serve your own food on University premises you must check that you are covered by the local authority to do so and send a signed copy of the disclaimer overleaf to the Catering Manager or their nominee.

Group Events and Social Gatherings

Staff or students organising any group events or social gatherings where food is supplied but not prepared or served by the University Catering Services should ensure that all those involved in the preparation and serving of any food to be consumed at the event are made fully aware of the legal hygiene requirements.

The University Catering Services will accept no responsibility for the food supplied.

A disclaimer to this effect must be signed by the people responsible for the preparation of the food and the person organising the event and sent to the Catering Manager before the event takes place.

Guidance to staff wishing to use non-University caterers:

Consideration needs to be given to the selection of an appropriate outside caterer. Caterers must be reputable and maintain all food safety standards. Details of the current approved contractors are available from the Catering Manager who will give details of the additional papers that must be completed by the contractor and returned prior to commencing any event on site. Details are also displayed on the catering portal page.

The University also requires the supplier to produce an up to date certificate of public liability insurance with a value of £3 million. A copy should be attached to the signed disclaimer by the contractor and sent to Catering for the University to keep on file. Approved caterers only need to submit the liability insurance certificates upon application for approved status and then annually upon renewal.