

### **POL/03: Responsibilities**

#### **1.0 Directors for Campus & Commercial Services Group**

- 1.1 Shall ensure the appointment of suitably qualified and capable senior managers to manage and control the production, monitoring and compliance with this food safety policy and delegated procedures, for determining that adequate financial and other resources are available from both capital and revenue budgets to enable fulfilment of the policy, within areas under their control.
- 1.2 Shall ensure that all managers and staff within CCSG are aware and understand the implications of this policy, have the resources and training to implement it and for reporting on an annual basis to the Registrar in conjunction with the General Manager, on the standard of food safety and hygiene within the University, within areas under their control.

#### **2.0 Head of Finance & Purchasing for Campus & Commercial Services**

- 2.1 Will monitor capital and revenue budgets to ensure that financial and other resource commitments can be met within this policy.

#### **3.0 Head of Estates and Head of Property Services**

- 3.1 Shall respond to requests made by the businesses within CCSG for the maintenance and improvements of buildings and services to the required standards and to ensure compliance with this policy.

#### **4.0 General Managers**

- 4.1 Will be responsible for implementing policy and delegated procedures throughout their areas of responsibility by setting up, monitoring management control systems and ensuring that all members of staff are trained to the standards as set out in the food safety policy.
- 4.2 Shall develop the food safety policy in conjunction with relevant personnel, for ensuring that it is adhered to and for reporting annually to the Director of Health & Safety Services on the state of food safety and hygiene in the respective areas.

#### **5.0 Human Resources**

- 5.1 Shall manage the process of recruitment, selection and appointment of suitable staff.
- 5.2 Shall manage the process of disciplinary action against staff for non-compliance of this policy.

#### **6.0 Departmental Managers'**

- 6.1 Will ensure that all staff and visitors are made aware of this policy.
- 6.2 Will ensure that all staff and visitors comply with their legal obligations and the requirements of this policy.
- 6.3 Where there is a breach of this policy and/or legal obligations that where ever applicable shall take offenders through the appropriate disciplinary procedure.
- 6.4 Shall ensure that the appropriate food safety control measures are identified, implemented, managed, monitored and verified on a regular basis

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6.5 Will provide adequate and appropriate training to all food handlers in all areas of food safety, food hygiene and food allergens and will ensure that comprehensive records of such training are kept on the food handlers' personal file.

6.6 Shall ensure that the appropriate resources are made readily available to enable compliance with this policy.

### **7.0 Food handler's**

7.1 Must ensure that they comply with the contents of this policy, delegated procedures and their legal obligations.

7.3 Shall report to their manager, with immediate effect any short coming in the arrangements for compliance with this policy.

### **8.0 Health & Safety Adviser for CCSG**

8.1 Shall implement and monitor policy and delegated procedures by setting up food safety management control systems and reviewing them on a regular basis.

8.2 Shall identify, implement and monitor control procedures in relation to food safety.

8.3 Will ensure that all hazards and associated risk pertaining to food safety are identified, assessed, documented and reviewed on a regular basis, in line with the fundamental principles of Hazard Analysis.

8.4 Shall undertake at least one food safety/food allergen inspection of each food area within the allocated time frame or as and when deemed necessary.

8.5 Will ensure that post-inspection reports include observations made, recommendations for resolve where appropriate and subsequently work with managers in a bid to secure both short and long-term control.

8.5 Shall offer positive advice, assistance and support in food safety, food hygiene and food allergen related matters to all 'stakeholders' within this policy to enable compliance with the appropriate legislation, policy and delegated procedures, codes of practice, industry guidelines and 'best-practice'.

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