

SECTION 1 - POLICY

POL/04: Updating of policy and procedures

1.0 Introduction

- 1.1 CCSG is committed to ensuring that this policy and delegated procedures are reviewed and amended whenever deemed necessary in order to reflect compliance with and change to the appropriate legislation, codes of practice, industry guidelines and 'best-practice'.

2.0 Review of policy and procedures

- 2.1 Review of policy and procedures will take place as and when deemed necessary, for example to reflect changes in legislation, codes of practice, industry guidelines, and 'best-practice'.
- 2.2 Any review will be undertaken by the appropriate Health & Safety Adviser authorised by the University of Warwick.
- 2.3 Where deemed appropriate procedures will be presented to the Directors' for agreement and sign-off.
- 2.4 Upon amendment or formulation of procedures they will be forwarded via email to local managers who are holders of a copy of the food safety manual.
- 2.5 A 'read-receipt' will be accepted as acknowledgement that the local manager has read and fully understood any changes made.

3.0 Keeping the food safety manual in an accessible location and current

- 3.1 It will be the responsibility of an authorised officer/s as appointed by CCSG to ensure that a copy of the current food safety manual is stored in an easily accessible location. A copy may be kept electronically either on the departmental web-pages or locally on a desktop.
- 3.2 The authorised officer/s will ensure that any new and/or amended procedures are stored in the appropriate location and that any procedures that have been revoked are removed.
- 3.3 All departmental heads, managers and posts of a supervisory nature must have ease of access to the food safety manual, however in the event that a food handler wishes to gain access to the manual as a point of reference then this request must be granted.
- 3.4 A full updated copy of this manual will be displayed on the Health, Safety & Well-being website.

4.0 Communicating changes to employees

- 4.1 Upon implementation of the revised food safety manual managers are responsible for ensuring that food handlers under their control are aware of the new manual and are instructed on procedures and requirements.

Version	Date of issue	Author	Endorsed by
V3	June 2019	Graham Day; Health & Safety Adviser	Graham Hakes; Senior Health & Safety Adviser