Safety Policy Arrangement 35-2008 (rev. 2010) Catering at Organised Events within the University

Policy Statement
The University of Dundee recognises the risks to health from incorrectly prepared or stored food served at organised events within the University and will take all reasonable measures to reduce these risks.

Definition
An organised event is a formal gathering of people to fulfil a specified function. It does not include informal or social gatherings of staff within the workplace when staff may bring in food either prepared by themselves or purchased.

Arrangements
Health and Safety responsibilities are detailed in the University Health and Safety Policy. Essentially, health and safety tasks can be delegated to staff, but the responsibility for ensuring these tasks are properly undertaken remains with the delegating manager. Ultimate responsibility resides within the University Court.

Specific arrangements for catering are detailed below:
The member of staff directing the event should ensure no-one suffers ill health as a result of eating or drinking incorrectly prepared or stored food at the event. This duty can be fulfilled by using Campus Catering, University Residences. If Campus Catering are not used then the staff member should ensure the Catering Contractor is meeting acceptable standards. This can be achieved by appointing a competent contractor using Checklist 1, and monitoring their performance before, during and at the end of the event using Checklist 2.

Checklist 1 - Competency
- Check Contractor is registered with Environmental Health Department, Dundee City Council
- Ask Contractor for a copy of their H&S policy that includes the name of the person responsible for overseeing a food safety management system based upon the principles of Hazard Analysis and Critical Care Points (HACCP)
- Ask Contractor for a copy of their House Rules for training, personal hygiene, cleaning, temperature control, cross contamination prevention, pest control, waste control, maintenance and stock control as detailed in CookSafe, Food Safety Assurance System, Food Standards Agency, Scotland
Ensure Contractor inspects venue in advance to identify specific hazards and to explain how these hazards will be controlled

Checklist 2 - Monitoring

- Check food is delivered in a suitably hygienic and safe method, and is stored correctly (ie covered, stored in fridge)
- Check staff are wearing suitable and clean clothing and shoes, with long hair tied back
- Check food preparation area is clean and tidy during use, and at the end of the event
- Check waste is stored correctly