



Ufton Court Educational Trust Ltd

Safe Food Policy Arrangements

Adopted and Delivered on behalf of Ufton Court Educational Trust Ltd by

Signature:  Date: 23rd February 2022
Position: **Trustee with overview of Health and Safety**

Signature:  Date: 23rd February 2022
Position: **Managing Director responsible for implementation**

Signature:  Date: 23rd February 2022
Position: **Senior Leadership Team**

Signature:  Date: 23rd February 2022
Position: **Senior Leadership Team**

Company Address: Ufton Court Trust, Green Lane, Ufton Nervet, Berkshire RG7 4HD

General enquiries: 0118 983 2099

Reviewed annually unless changes in law, regulations or site

Issue Number: 6

Last review: Feb 2022

Next Review: Feb 2023

Specific Roles and Responsibilities: Safe Food

Health and Safety Arrangements

The Safe Food Policy Arrangements document is one of 9 sub policies which support the overarching Occupational Health and Safety Policy.

Standards and Guidance

Mandatory common standards and guidance are issued periodically as health and safety instructions and procedures and are held by the Company. These are issued to relevant managers, or employees. Where internal guidance does not cover a specific issue, the Company will adopt the practices or standards recommended in Health and Safety Executive (HSE), Health and Safety Authority (HAS) publications or relevant British or European Standards.

Recording and Reporting Accidents and Incidents

Please refer to the Working On-Site Policy for information and details

COVID-19 Secure Arrangements

Information is contained within the overarching Occupational Health and Safety Policy.

Consultation and Cooperation

Information is contained within the overarching Occupational Health and Safety Policy.

Specific Management Arrangements for Health and Safety Compliance [all departments]

1. The Safe Food Policy is one of 9 sub policies which supports the overarching Health, Safety and Welfare Policy.

Risk Management Strategy and Controls

2. All activities that make up Ufton Court Educational Trust Ltd will be subject to a risk management program that reflects the risks identified and the controls required to negate the effects of the risk. Such a risk management program will include as a minimum:
 - Activity Risk Assessments designed to identify risks that may occur during the activity, and its probable causes.
 - Activity and Facility Fire Risk Assessment, including when hot works are involved or sources of heat are used, or for those locations where the public or staff work or congregate.
 - Method statements or RAMS Documents devised for all activities and tasks usually completed by the staff of Ufton Court Educational Trust Ltd. Please see Appendix 1 for a list of all associated RAMS documents
 - Separate risk assessments are in place for various Ufton activities which outlines the requirements that must be adhered to in order to minimise the risk of employees and others spreading, or becoming infected by, COVID-19 when at work and undertaking activities. These risk assessments have been communicated to employees and other interested parties, and will be reviewed in line with Government Regulation, guidance and Public Health England advice to ensure that we provide a COVID-19 secure environment for our employees, volunteers, visitors, pupils and others.
 - Any foreseeable emergencies identified and the provisions made to manage that emergency should it arise

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Departmental Specific Managements Arrangements

The Management of Safe Food

3. All activities are subject to regular reviews of risk assessments throughout the season and are inspected by external competent persons.
4. The Catering manager hold current certificates in Health and Safety for food Handlers, Level 2 Food Hygiene and Safety for Catering, Food Allergen Awareness and Principles of HACCP. These are all renewed every 3 years
5. All members of staff carry a radio on site which enables them to make contact with others and be contacted
6. All members of staff have a Lone working procedure in place which has been agreed with their manager and is regularly revised
7. Any activity which is organised and managed by an external organisation, but facilitated by the Ufton Court Educational Trust Ltd, will be required to complete the statutory assessments and management documentation applicable for their activities e.g. one first aider, appropriate food hygiene training, electrical equipment PAT tested, ladder training for event dressers, liability insurance, appropriately qualified and trained staff, appropriate certification
8. All activities and provisions at Ufton Court Educational Trust Ltd will be fully compliant with the current requirements of legislation and in particular “The Management of Health and Safety Regulations 1999”.

Food Safety

9. Ufton Court Educational Trust Ltd is registered with the West Berkshire District Council and has achieved a 5 star rating for their application of food standard hygiene and controls.
10. Ufton Court Educational Trust Ltd maintains all relevant standard safety practices and records required under the Food Safety Act 1990 and associated regulations.
11. All staff involved in the handling and cooking of food hold current certificates in Level 2 Food Hygiene and Safety for Catering and Food Allergen Awareness. These are renewed every 3 years
12. All members of staff are required to ensure they understand the necessity of maintaining high food safety standards and are well versed in what is required.
13. All members of staff are required to ensure they understand the need to apply constraints place within their skills and knowledge and only carry out the activities they are authorised to complete.
14. All members of staff are required to understand the need to apply proper hygiene controls when working with any aspect of food.
15. All stock control procedures must be followed
16. All members of staff need to be aware of dietary requirements, including allergies, religion (including veganism) and vegetarian.
17. Food is prepared and served in accordance with Government and Public Health COVID guidance and Regulation

Contractors – Safe Food

18. All contractors working with Ufton Court Educational Trust Ltd are required to:
 - Observe best working practice, comply with all legislation relevant to their business and take all reasonably practicable steps to safeguard their employees and those who may be affected by what they do
 - They will comply with our contractor management requirement and all CDM 2015 regulations
 - Ensure they have submitted details of their Public/Product Liability Insurance, Employers Liability Insurance, Professional Indemnity Insurance [where applicable], and statutory training assurances for the staff or persons they seek to use before the project or activity commences.

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- Ensure any sub-contractor they employ is able to demonstrate the requirements detailed in the paragraph above before they start work.
- Provide Method Statements or RAMS documents for major or complex tasks or tasks that will involve interface with visiting public and approved before the task commences. This will be extended to any installation or maintenance on services that may result in service interruption, loss of efficiency or contamination.
- Key members of their staff must hold a current certificates in Level 2 Food Hygiene and Safety for Catering and Ufton Court request sight of certificate every two years.

19. Ufton Court Educational Trust Ltd reserves the right to stop proceedings where they believe the health, safety and welfare of persons are being compromised.

Location Facilities, Structures, Infrastructure Management and Work Equipment associated with Safe Food

Please refer to Working On-Site Policy

Appendix 1
Associated RAMS documents

Stock Rotation
Provision of Safe Food
Working in the Kitchen

RAMS review date before: 31.03.2023
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