# FOOD HYGIENE POLICY

## Policy Checklist

<table>
<thead>
<tr>
<th>Name of Policy:</th>
<th>Food Hygiene</th>
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</thead>
<tbody>
<tr>
<td>Purpose of Policy:</td>
<td>To ensure that the Trust has in place suitable and robust governance arrangements to support the delivery and maintenance of good hygiene and food safety practices which conform to current food safety legislation.</td>
</tr>
<tr>
<td>Directorate responsible for Policy</td>
<td>Acute Services</td>
</tr>
</tbody>
</table>
| Name & Title of Author: | Dorothy Morton  
Locality Support Services Manager  
Functional Support Services |
| Does this meet criteria of a Policy? | Yes |
| Staff side consultation? | Yes |
| Equality Screened by:   | Dorothy Morton  
Locality Support Services Manager  
Functional Support Services |
| Date Policy submitted to Policy Scrutiny Committee: | Not Required |
| Members of Policy Scrutiny Committee in Attendance: | |
| Policy Approved/Rejected/Amended | Approved |
| Policy Implementation Plan included? | Place on Trust Intranet |
| Any other comments:     | |
| Date presented to SMT | Version 1.0 presented to SMT 16 April 2008 |
| Director Responsible | Director of Acute Services |
| SMT Approved | Approved subject to amendment as stated below |
| SMT Comments | Within section 6 – Roles and Responsibilities – para 6.5 refers to role of Director of Performance and Reform and the wording of para 6.5.1 has consequence for funding and availability for capital programmes of work. Therefore it will be important that issues from Food Hygiene Committee are risk assessed and raised through SMT Governance steering group and so the policy should have an additional paragraph included that reflects this. This could follow para 6.6 and refer to the arrangements included in the Integrated Governance strategy. |
| Date received by Employee Engagement & Relations for database/Intranet/Internet | Jan 2014 |
| **Title** | Title: Food Hygiene Policy  
Version: 2.2  
Reference number/document name: |
|-----------|--------------------------------------------------------------------------------|
| **Supersedes** | Supersedes: Food Hygiene Policy  
Description of Amendments(s)/Previous Policy or Version: 2.1 |
| **Originator** | Name of Author: Dorothy Morton  
Title: Locality Support Services Manager, Functional Support Services |
| **Policy Scrutiny Committee & SMT approval** | Referred for approval by: Anita Carroll, Assistant Director of Functional Support Services  
Date of Referral: 8 Jan 2014  
Policy Scrutiny Committee Approval (Date): Not Required  
SMT approval (Date): Not Required |
| **Circulation** | Issue Date:  
Circulated By:  
Issued To: |
| **Review** | Review Date: Jan 2015  
Responsibility of (Name): Dorothy Morton  
Title: Locality Support Services Manager, Functional Support Services |
## Change Log

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<td>1.0</td>
<td>February 2008</td>
<td>Dorothy Morton</td>
<td></td>
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<td>2.0</td>
<td>Nov 2011</td>
<td>Dorothy Morton</td>
<td>Amendments to definitions, responsibilities and legislation.</td>
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<td>May 2013</td>
<td>Dorothy Morton</td>
<td>Change to definition of food handler</td>
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<tr>
<td>2.2</td>
<td>Jan 2014</td>
<td>Dorothy Morton</td>
<td>Changes to 6.3.5 and 6.4.1</td>
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1.0 *Introduction*

1.1 The Southern Health and Social Care Trust (hereafter referred to as the “Trust”), is responsible for ensuring that:

1.1.1 Trust premises from which food is sourced, stored, prepared or served, complies with current food safety legislation.

1.1.2 A safe and nutritious catering service is provided to patients, clients, visitors and staff by suitably trained staff.

1.2 Good hygiene (both environmental and personal) and sound food safety practices together with informed and trained staff are vital in the storage, preparation, distribution and service of food.

1.3 This policy has been developed in accordance with the Trust’s Key Principles for policy development.

1.4 This policy has been developed in consultation with the appropriate internal and external stakeholders.

2.0 *Definitions*

For clarity, the following definitions are provided:-

2.1 **Food handler** – A food handler is a person who handles, prepares or serves food, whether wrapped or packaged, in the course of their employment by the Trust on a regular or occasional basis. Food includes drinks and ice. However, it also includes anyone who may touch food contact surfaces or other surfaces in rooms where open food is handled. This applies to Trust employed staff, agency, work placements, volunteers, clients and contractors working in a food handling area.

2.2 **Hazards Analysis Critical Control Points** - (hereafter referred to as HACCP), is a food safety management system used to identify the critical food safety steps within the business and take appropriate control measures to reduce any associated risks.

3.0 *Purpose and Aims*

The purpose and aims of this policy are to:

3.1 Ensure that the Trust has in place suitable and robust governance arrangements to support the delivery and maintenance of good hygiene and food safety practices which conform to current food safety legislation.
3.2 Ensure Board level responsibility for food hygiene is clearly defined and there are clear lines of accountability throughout the Trust leading to the Board.

3.3 Ensure that all food premises are registered with the local Council and that they comply with the structural requirements of the Food Hygiene Regulations (NI) 2006.

3.4 Ensure that all food and ingredients used by suppliers, catering, wards and departments are sourced in accordance with a known standard purchasing specification, which is used by all suppliers, contractors and catering management and are from accredited suppliers.

3.5 Ensure all foods are stored in appropriate conditions and protected from contamination and deterioration, including protection against pests.

3.6 Ensure all food preparation, processing, manufacturing, distribution and transportation, is carried out in hygienic conditions.

3.7 Ensure all foods, including raw materials, ingredients, intermediate products and finished products, are received and stored at temperatures which comply with the Food Hygiene Regulations (NI) 2006.

3.8 Ensure food safety assessments are carried out with the aim of identifying the critical food safety steps within the business and taking appropriate control measures to reduce any associated risks. This should entail the implementation, maintenance and review of procedures based on HACCP principles.

3.9 Ensure all food handlers maintain a high standard of personal hygiene.

3.10 Ensure food incidents and complaints are dealt with in accordance with the Trust’s Complaints Policy.

3.11 Ensure legislative requirements for Food Standards Agency and local Council guidance are adhered to.

3.12 Ensure all food handlers are given supervision, instruction and/or training in accordance with their level of work activity and responsibility.

3.13 Ensure there is access to up-to-date legislation and guidance relating to food hygiene.
3.14 Ensure that appropriate levels of monitoring and audit are undertaken.

3.15 Ensure compliance with the Trust’s Environmental Cleanliness Policy.

3.16 Ensure compliance with the Trust’s Pest Control Procedure.

4.0 Policy Statement

4.1 The Trust is committed to providing a high quality catering service to its patients, clients, visitors and staff.

4.2 The Trust has a legal obligation to ensure that food production and service complies with the provisions and requirements of current food hygiene legislation and Departmental (HPSS) guidelines.

4.3 The Trust has a legal obligation to comply with the provisions and requirements of food safety legislation as detailed in 7.1.

5.0 Scope of the Policy

5.1 This policy applies to all facilities within the Trust where food is sourced, stored, prepared or served.

5.2 This policy is relevant to all managers and staff who source, store, prepare, distribute or serve food.

6.0 Roles and Responsibilities

6.1 Chief Executive

6.1.1 The Trust’s Chief Executive, as “Accountable Officer” has overall responsibility for ensuring the aims of this policy are met.

6.1.2 The Chief Executive delegates the day to day responsibility for establishing and monitoring the implementation of this policy to the Director of Acute Services.

6.1.3 The Chief Executive is responsible for ensuring periodic review of the Trust’s management of Food Hygiene.
6.2 **Director of Acute Services**

6.2.1 The Director of Acute Services is the designated Executive Director with lead responsibility for Food Hygiene.

6.2.2 The Director of Acute Services will report to SMT Governance Committee and Trust Board on matters relating to Food Hygiene.

6.3 **Senior Management**

6.3.1 Directors are responsible for ensuring that Trust premises are maintained in an acceptable condition and comply with the structural requirements of the Food Hygiene Regulations (NI) 2006.

6.3.2 All Directors, Assistant Directors, Heads of Service and Senior Managers including Ward Managers and Heads of Homes/Facilities are responsible for ensuring that staff who are involved with food handling receive training on food hygiene matters commensurate with their work activities and that appropriate training records are kept.

6.3.3 Senior Managers including Locality Support Services Managers, Ward Managers and Heads of Homes/Facilities are responsible for the operational day to day management of ward and facility kitchens.

6.3.4 Senior Managers including Locality Support Services Managers, Ward Managers and Heads of Homes/Facilities are responsible for the management and provision of catering services including the implementation of HACCP to ensure standards of food safety and good hygiene practices are met.

6.3.5 Senior Managers are responsible for ensuring that all food consumed by patients, clients and staff within their area of responsibility is sourced from reputable suppliers and handled in a safe way.

6.3.6 Senior Managers must comply with Use of Premises Procedures.

6.4 **Assistant Director of Acute Services – Functional Support Services**

6.4.1 The Assistant Director of Functional Support Services is responsible for ensuring that appropriate systems, processes and training are in place to ensure that food...
within main production kitchens is sourced, stored, prepared, distributed and served in safe and hygienic conditions which comply with current food safety legislation.

6.4.2 The Assistant Director is responsible for ensuring that appropriate measures are in place to monitor and review food safety standards and compliance with food safety legislation.

6.4.3 The Assistant Director is responsible for developing and advising on the implementation of the Trust policy and associated procedural arrangements for food hygiene.

6.4.4 The Assistant Director will chair the Food Hygiene Committee.

6.5 **Director of Performance and Reform**

6.5.1 The Director is responsible for ensuring that food premises are designed and constructed so as to permit good food hygiene practices, including the prevention of contamination, provision of adequate cleaning and attainment of correct temperature controls.

6.5.2 The Director is responsible for ensuring that a planned preventative maintenance programme and responsive maintenance arrangements are in place for all catering equipment.

6.5.3 The Director is responsible for ensuring that adequate utility supplies are provided to catering departments to include lighting and ventilation.

6.5.4 The Director is responsible for ensuring that direct labour or contractors providing a service to food production areas are conversant with food hygiene legislation when awarding contracts and ensure compliance.

6.5.5 The Director is responsible for ensuring that Estates consult with the relevant Locality Support Services Manager for professional advice relating to food safety issues affecting leased premises if the intended use of the premises will involve food production/service.

6.5.6 The Director is responsible for ensuring that Contracts Department consult with a Locality Support Services Manager for professional advice relating to food safety issues affecting meals contracts with independent providers.
6.6 **Food Hygiene Committee**

The remit of the Trust Food Hygiene Committee is to ensure that all food production and service throughout the Trust complies with the requirements of current food safety legislation.

The Trust Food Hygiene Committee is responsible for:-

6.6.1 The development and implementation of the Food Hygiene Policy and establishment and implementation of supporting procedures and guidelines.

6.6.2 Monitoring and reviewing compliance with the Food Hygiene Controls Assurance Standard.

6.6.3 The development and implementation of an annual Food Hygiene action plan.

6.6.4 Identifying and prioritising resource needs and seeking appropriate funding to ensure compliance with legislative requirements and controls assurance standards. Funding requirements will be prioritised using a risk based approach and raised through the SMT Governance Committee.

6.6.5 Audit and review of food safety systems and processes to ensure they are working effectively and delivering compliance with legislative requirements and controls assurance standards

6.6.6 Monitoring and reviewing internal and external audit arrangements and results and overseeing implementation of remedial action plans where appropriate.

7.0 **Legislative Compliance, Relevant Policies, Procedures and Guidance**

7.1 The Trust has a legal obligation to comply with the provisions and requirements of food safety legislation in particular:-

- Food Safety (NI) Order 1991 (as amended)
- Food Hygiene Regulations (NI) 2006
- General Food Regulations (NI) 2004
- Food Labelling Regulations (NI) 1996 (as amended)
- Regulation (EC) No. 852/2004
- Regulation (EC) No. 178/2002
- (Micro Criteri) Regulation (EC) 2073/2005 (as amended)
- Department of Health Chilled and Frozen Guidelines on Cook-Chill and Cook-Freeze Catering
- Management Executive Circular HSS (PDD) 1/94 – Management of Food Services and Food Hygiene in the Health and Personal Social Services.
- Food Standards Agency E-coli O157 Control of Cross-Contamination Guidance February 2011

7.2 The Trust must comply with the DHSSPS Controls Assurance Standard on Food Hygiene (April 2010).

7.3 All other Statutory guidance, circulars and other guidance relevant to this policy are listed in the HPSS Controls Assurance Standard for Food Hygiene and can be located at http://www.dhsspsni.gov.uk/index/hss/governance/governance-controls.htm

8.0 **Equality and Human Rights Considerations**

8.1 This policy has been screened for equality implications as required by Section 75, Schedule 9, of the Northern Ireland Act, 1998. Equality Commission for Northern Ireland guidance states that the purpose of screening is to identify those policies which are likely to have a significant impact on equality of opportunity so that greatest resources can be targeted at them.

8.2 Using the Equality Commission’s screening criteria, no significant equality implications have been identified. This policy will therefore not be subject to an equality impact assessment.

8.3 This policy has been considered under the terms of the Human Rights Act, 1998, and was deemed to be compatible with the European Convention Rights contained in that Act.

8.4 This policy will be included in the Trust’s register of screening documentation and maintained for inspection whilst it remains in force.

8.5 This document can be made available on request in alternative formats, eg Braille, disc, audio cassette and in other languages to meet the needs of those who are not fluent in English.

9.0 **Policy Approval**

9.1 During development, this policy was considered in draft form by the Assistant Director of Acute Services – Functional Support Services, the Consultant in Communicable Disease Control, Public Health Agency, an Environmental Health Officer representing the Southern Group Environmental Health Committee and circulated for consultation to Trust Directors and Assistant Directors.
9.2 Version 1.0 of this policy was approved by the Trust Records Management and Policy Committee on 18 March 2008 and by the Trust Senior Management Team on 16 April 2008.

9.3 Version 2.0 of this policy was approved by the Trust Policy Scrutiny Committee on 12 December 2011.

10.0 **Policy Implementation, Training and Education**

10.1 The Assistant Director of Acute Services – Functional Support Services will facilitate the training with regard to this policy.

10.2 A copy of this policy is available on the Trust's intranet.

10.3 All Trust Managers must ensure that relevant staff have access to this policy, understand its content and are aware of its aims and purpose immediately upon its release.

10.4 All Trust staff who are responsible for the sourcing, storage, production, distribution or service of food or who are involved in food handling must comply with this policy.

11.0 **Review of Policy**

11.1 The Trust is committed to ensuring that all policies are kept under review to ensure that they remain compliant with relevant legislation.

11.2 This policy will be reviewed by the Food Hygiene Committee in January 2015 or earlier if relevant guidance is issued. That review will be noted on a subsequent version of this policy, even where there are no substantive changes made or required.

12.0 **Sources of Advice and Further Information**

12.1 Further advice and information regarding this document can be obtained from the Assistant Director of Acute Services – Functional Support Services.