

SCHOOL OF ORIENTAL AND AFRICAN STUDIES

FOOD SAFETY POLICY

Policy Statement

The Governing Body of the School of Oriental and African Studies acknowledges its responsibility for food safety, and the provision of safe and wholesome food for staff, students and visitors. It also acknowledges its responsibility under all relevant legislation.

It is my responsibility as Director & Principal of the School to see that this policy is implemented.

Each member of the School, employee or student, is responsible for ensuring strict adherence to the School's rules and guidelines in maintaining good standards of food safety.

The implementation of this policy has been delegated to those executives and heads of sections as set out in the Statement of Organisation.

Statement of Organisation

The Director & Principal through the Secretary & Registrar and the Deputy Secretary is responsible for ensuring the adequacy of facilities and equipment for the production of safe and wholesome food. He is also responsible for communication of School rules and guidelines on food safety to management, employees and students. To assist with this responsibility each catering section is provided with the Food Safety Policy set out above and is required to draw up and implement a Code of Practice.

In the case of those catering sections under the control of Gardner Merchant Limited the responsibility for Food Safety is their contractual undertaking. They provide their own Food Safety Policy, Statement of Organisation and rule book for the conduct of all their catering operations.

All other catering sections within the School shall operate under the School's Food Safety Policy and must have all relevant sections of their procedures codified to ensure full compliance with current legislation. This is carried out as follows:

- i. In those areas within the control of the Deputy Secretary and/or the Secretary & Registrar they are responsible for ensuring that all necessary arrangements for full compliance have been agreed, are implemented and can be satisfactorily subject to outside scrutiny;

- ii. In all other areas the Secretary & Registrar is authorized to act on behalf of Governing Body and the Director & Principal to ensure that catering does not take place except where the Secretary & Registrar is satisfied that all necessary arrangements for full compliance have been agreed, are implemented and can be satisfactorily subject to outside scrutiny.

Signed
(Director & Principal)

Date