NEW COLLEGE
OXFORD

NEW COLLEGE CATERING DEPARTMENT
FOOD SAFETY POLICY MANAGEMENT SYSTEM - 2025

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New College has a food production and service operation which provides annually approximately 4000 High Table dinners and 14,000 lunches to Senior Members, 20,000 cafeteria breakfasts and lunches, 44,000 served dinners to Junior Members, 30,000 meals to vacation Conference and Summer School participants, 14,000 private lunches and dinners, 14,400 meals (mostly lunches) to non-academic staff and numerous afternoon teas/snacks for the College choir and other outlets.

New College School provides approximately 180 lunches for the boys and staff during term time only. No other catering occurs outside of this period on the school premises.

The College employs 43 full time plus part time staff in the main Kitchen and ancillary areas, Hall, Buttery, Beer Cellar, Senior Common Room, Junior Common Room and School.

The College is proud of its catering services and shows commitment to food safety and hygiene by issuing this policy document and by introducing and maintaining the highest standards of work practice and procedure.

The policy requires that all food supplied within and by the College will have been produced to the highest standards, complying with all food safety and hygiene legislation, good practice and codes of practice issued within the catering industry. The College has committed itself to ensure that resources, both in staff and finance, will be available to ensure compliance.

The Home Bursar and Catering Manager have been involved in the drafting of this document in line with the College's Hygiene Audit Advisors recommendations as of March 1999 and annually thereafter following consultation with EHO officers

The policy and Codes of Practice include relevant general hygiene, health and safety and fire safety requirements. Training will play a key role in successful policy implementation. The Home Bursar through the senior staff listed below, is responsible for its implementation. Principal responsibilities are:-

HOME BURSAR -
Selection, appointment and training of staff.
Instigating initial and refresher training records for all relevant staff and for the disciplining of non-conforming personnel.
Seeking from the Governing Body the financial resources necessary for compliance;
Reporting annually to the Bursar/Governing Body on the state of food safety and hygiene.

CATERING MANAGER –
Selection, appointment and training of staff including maintenance of individual training records for all staff and for instigating initial and refresher training in accordance with the Training Code of Practice (CP1) and for disciplining of non-conforming personnel.
Implementing the policy in all catering areas and establishing auditing, monitoring and management of control systems in conjunction with HR directives.

HEAD CHEF, FOOD SERVICE MANAGER, SCR BUTLER, BEER CELLAR STEWARD, HEAD COOK AT SCHOOL –
Ensuring that all Codes of Practice are adopted in his/her area of responsibility; for arranging training as specified and ensuring that staff at all times are adhering to the Codes of Practice; for establishing working routines, cleaning schedules and methods of working; for establishment and operation not less frequently than monthly throughout the year a monitoring procedure to ensure compliance; for seeking from the Catering Manager the resources necessary for compliance.

CODES OF PRACTICE –
Will be operated from the date of issue of the policy and as amended from time to time. Additional codes may be introduced at any time.

THE POLICY –
and its Codes of Practice will be reviewed by the Catering Manager annually, and more frequently if legislation is changed or new standards introduced.

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CP1

CODE OF PRACTICE – TRAINING

Responsibility for Training
The Catering Manager and H.R department will establish and maintain adequate training records, and notify heads of departments of training requirements and revalidation's. Heads of Departments are responsible for carrying out the prescribed level and frequency of training, in consultation with the Catering Manager.

Heads of Department are (alphabetically):' Beer Cellar Steward, Food Service Manager, Head Chef, SCR Butler, and School Head Cook.

Code of Practice implementation dates are related to the date of the Governing Body's adoption of the Food Safety Policy.

1. INDUCTION

Formal Induction will be carried out by the Catering Manager. All staff will participate within one month of commencement.

Departmental Induction is the responsibility of the departmental head. It will be carried out on the day of commencement or not later than the end of the first working week.

This comprises: toilet, locker, cloakroom location, meal and security arrangements; hours of work, uniform, smoking*, First Aid*, dangerous machinery*, personal safety*. COSSH*. complaints, pest control, training policy, personal hygiene*, and departmental sickness procedure.

Annual Health and Safety Update by Heads of Department to cover items asterisked above,

2. FOOD SAFETY

Basic Food Hygiene Certificate (such as Institute of Environmental Health Officers Basic Food Hygiene Certificate, the Royal Institute of Public Health and Hygiene's Primary Certificate in Food Hygiene, the Royal Society of Health's Essential Food Hygiene Certificate) will be held by all food handlers on the permanent staff, part and full-time. Competence will be revalidated annually. Unqualified staff must qualify within six weeks of commencement or as soon as a date can be arranged with the Environmental Health Officer.

Intermediate Food Hygiene Certificate or equivalent will be held by the Catering Manager, Chef, 2nd Chefs, and Chef de Parties, Food Service Manager. Head Cook New College School.

Advanced Food Hygiene Certificate or equivalent will be held by the Chef, Senior Sous Chef, and Catering Manager.

3. SKILLS TRAINING

Successful implementation of the Governing Body's policies will be achieved through training of staff undertaken by Heads of Departments.

Craft and Technical Skills: may be instigated by the Catering Manager, Home Bursar or Departmental Head or requested by the employee. Hall assistants will all achieve competence in silver service, and dishwasher operation.

AGENCY STAFF – any staff engaged through a staff or personnel agency must have a current Basic Food Hygiene Certificate.

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CP2

CODE OF PRACTICE – PEST CONTROL

Building Design

Buildings will be as far as possible impervious to infestation by rodents, insects and birds and will incorporate fly screening where desirable. Ultra-violet insect killing devices will be fitted in main food production areas.

Responsibility

Heads of Departments are responsible for pest control in their areas, through training, regular monitoring, inspection and the maintenance of orderly places of work. The Catering Manager will keep a record of all visits by the Pest Control Contractors.

Contractors

The Catering Manager will enter into an agreement with a contractor who is a member of the British Pest Control Association. The contractor will provide quarterly written reports (filed by the Catering Manager) and will visit the Catering Manager not less frequently than once a year on or about the anniversary of the contract.
A written record of each visit and actions if required by the pest control agent is kept in the Head Chef's office and is reviewed quarterly by the Catering Manager.

Infestation

Heads of Departments will report infestation to the Catering Manager on each occasion.

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CP3

CODE OF PRACTICE – CLEANING SCHEDULES

AND MAINTENANCE OF EQUIPMENT

Responsibility

Each head of department is responsible for producing and operating a systemised written cleaning schedule for each room, area, piece of equipment or machinery in his/her area of responsibility. Schedules should be prepared as soon as possible after adoption of the Food Safety Policy.

Policy

Cleaning must take place as part of regular daily work patterns and will be undertaken by all staff on each shift. It is the objective to ensure that all equipment is left in a clean, safe and hygienic condition at the end of each working day.

Design

Schedules will be produced on the pro forma provided and all must specify:-

(i) frequency

(ii) standard of cleanliness (physical and bacteriological)

(iii) chemicals or other materials to be used, together with relevant safety precautions (COSHH)

(iv) COSSH training for all catering staff will take place annually and records kept accordingly.

(v) Who, What, When and How questions should be identified in these schedules.

(vi) Cleaning schedules should be the same for all areas using the same products and procedures.

Monitoring, Control and Audit

Departmental heads may instruct a nominated deputy or assistant to undertake all or part of this work. Departmental heads will monitor the arrangements frequently and cleaning procedures and standards will form part of quarterly audits (see CP13)

External Contractors

Contractors will be engaged for the following:-

(i) window cleaning (by the Clerk of Works)

(ii) cleaning above 2 metres in the main kitchen and dining hall. (Chef/Clerk of Works in consultation with the Catering Manager)

It is the responsibility of each departmental head to notify the Catering Manager if external contractors are required elsewhere.

Preventive Maintenance

The Catering Manager will enter into a contract with a suitably qualified company for preventive maintenance of all catering equipment. In the event of breakdown during the warranty period on new equipment the responsible Head of Department will contact the warranty holder directly. Thereafter, the Catering Manager should normally be consulted when a service call-out is requested.

Service notes may be signed only by the catering manager, departmental heads, their deputies or the Clerk of Works and then only after the equipment has been demonstrated to be in satisfactory working order.

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CP4

CODE OF PRACTICE – SUPPLIERS AND GOODS

1. SUPPLIERS

It is the College's policy to purchase supplies of food and drinks from firms and individuals whose premises and vehicles are hygienic and who operate sound practices through trained staff.

ASL(Acquire Services Limited) are retained by New College via The Oxford Catering Management Group – namely FOODQUAD and are responsible for the inspection of the premises and procedures of all suppliers who are contracted under the aegis of FOODQUAD

The Catering Manager will arrange for the inspection of the premises of 'high risk' suppliers who are not covered by the above arrangements
The Catering Manager may enter into an arrangement with other Colleges for consortia inspection and assessment.

Re-inspection will take place at a suitable interval, and not less frequently than every two years. asl conduct both planned and on the spot inspections of all current suppliers and their vehicles. A time table, record and report of all these inspections are available to all FOODQUAD members and listed on the FOODQUAD website.

2. ORDERING AND RECEIPT OF GOODS

The Catering Manager delegates to the Head Chef and Buyer/Stock Controller the ordering of all foodstuffs. The Head Chef will ensure that stock levels are the minimum compatible with known production requirements, in the case of non-dry stores, up to two weeks ahead. Stock levels should never exceed £12,000 in value. The Buyer/Stock Controller will maintain a duplicate record of goods ordered, the top copy being held at the goods entrance.
All orders must be purchased through the EPSYS purchasing system unless agreed with the Catering Manager.

Only the Buyer/Stock Controller, Head Chef, 2nd Chefs, and Assistant Chefs are authorised to receive or reject fresh vegetables, meat or fish.

The Chef may delegate to any member of the kitchen staff the receipt of frozen and dry stores.

The Chef or person receiving goods will:-

(i) check the goods delivered against the order copy and the delivery note. The delivery note may not be signed before the goods have been checked for quantity and quality.

(ii) make a visible check of boxes, packaging, tins and wrapping.

(iii) check use-by and best-before dates for validity.

(iv) weekly sample test delivery temperatures are recorded on the EPSYS procurement system or on the delivery note/ invoice if the system is unavailable/ offline. Acceptable delivery temperatures are as follows:

below 18c
Frozen foods

-1 to + 5c
Fresh meat, poultry, offal and fish; smoked fish

0 to 5c
Other chilled foods except

0 to 8c
Hard and processed cheeses, yoghurts, butters, margarines and fats.

Chilled and high-risk food items over 8ºC will not be accepted and returned to the supplier.

4. Quality Control Inspectors from Acquire will carry out random inspections of goods from suppliers at the point of delivery to the College Kitchen and submit a written report of such inspections to the catering Manager. A list of approved suppliers has been drawn up to identify possible suppliers who are not approved.

5. STORAGE OF GOODS

The Head Chef is responsible for training staff in proper cleaning, storage and stock rotation procedures and will check all store areas not less than once weekly.

Goods will be stored in accordance with the Food Hygiene Regulations 1990 and Food Safety (General Food Hygiene) Regulations 1995 (details as attached) broadly as follows:-

Frozen Food – 18c
Chilled Food 0 to 5c

Freezer and refrigeration units are monitored by the Hawk Safety System as stipulated in CP5.

6. RECORD KEEPING

The Buyer/Stock Controller and Food Service Manager will keep temperature printouts, manual record sheets and delivery check sheets for six weeks after which they may be destroyed. These will be kept in the head chef's office.

Once a month the Catering Manager will inspect these records.
CP5

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CODE OF PRACTICE – TEMPERATURE MONITORING

For temperature monitoring, the kitchen uses the Hawk Safety System to store all refrigeration and freezer temperatures 24 hours a day. Sensors are located in each unit, continually transmitting to a hub in the main kitchen, which is monitored throughout the day. In addition, alerts are emailed to the Head Chef, Sous Chef and Catering Manager so that any fluctuations in temperatures or loss of signal can be investigated promptly.

Staff are supplied with temperature probes; equipment will have digital temperature readouts. Probes must be sanitised after each use and calibrated monthly as part of preventive maintenance.

Temperatures – food

The temperatures above which chilled foods intended for sale or consumption may NOT be kept are:-

Uncut mould-ripened soft cheeses	8c
Other cold foods	5c

Cooked food for consumption hot must be held and served at or above 75c.

The Head Chef, Food Service Manager and SCR Butler are responsible for ensuring that production is planned and served in such a way to ensure compliance.

Temperature – dish washing

Containers, utensils, crockery, cutlery, glassware etc. must be washed and rinsed at the correct temperatures:-

Machine	-	minimum wash	65c
	-	minimum rinse	82c
Sink	-	minimum wash	50-60c
	-	minimum rinse	80c

Machine temperatures will be monitored by the Departmental Heads and results recorded.

SCHEDULE TO CP5

1. COOLING OF COOKED FOODS.

Any food cooked for the following day's requirements must be correctly processed, cooled and refrigerated.

(**i**) **Food required for the following day. i.e. within 24 hours of cooking should be blast chilled and held below 3 degrees c. and clearly date marked. No high risk food shall be kept longer than its 3 day shelf life after which it should be disposed of as directed in the waste management schedule CP10.**

2. Temperature monitoring record sheets are kept in the Head Chef's and Food Service Manager's Office. The temperatures of relevant food items to be served at lunch and dinner including SCR and banquet meals are to be taken and entered on these record sheets immediately prior to service by the service staff involved. These records should then be returned to the Head Chef's or Food Service Manager's Office.

BUFFET SERVICE

The policy regarding buffet service in College is to top up used food items from refrigerated storage on an as and when required basis. Thus helping to reduce any wastage and maximise temperature control.

Food produced for buffets must be kept under efficient refrigeration to as near the actual buffet service time as practical.

The key element is to ensure that the food is safely prepared and cooked before being put on display.

Once displayed, buffet food remaining unused should not be re-chilled for subsequent resale, but may be used up on that day provided it has been kept under refrigeration from the end of preparation.

N.B. If the buffet service has been served by College staff, i.e. protected from contamination by customers, and if the remaining food items have been on refrigerated display for 2 hours or less, the Chef may decide to return certain food items to refrigerated storage below 5ºc for use within the next 24 hours.

Hot food may drop to 65ºc or below provided it is only displayed for up to 2 hours following from time of completion of cooking/preparation and then discarded.

The food most at risk are minced meat, stews, chicken and sauces, rolled joints, rice. Never place a container of this type of cooked food in a
refrigerator where the thickness or depth is greater than 2°c.

<u>The Use of Sous Vide Cooking</u>

The kitchen uses the sous vide cooking method to obtain the same target temperature as cooking using conventional methods, with the advantage of achieving a more consistent and accurate temperature throughout the product.

Suppliers & Equipment

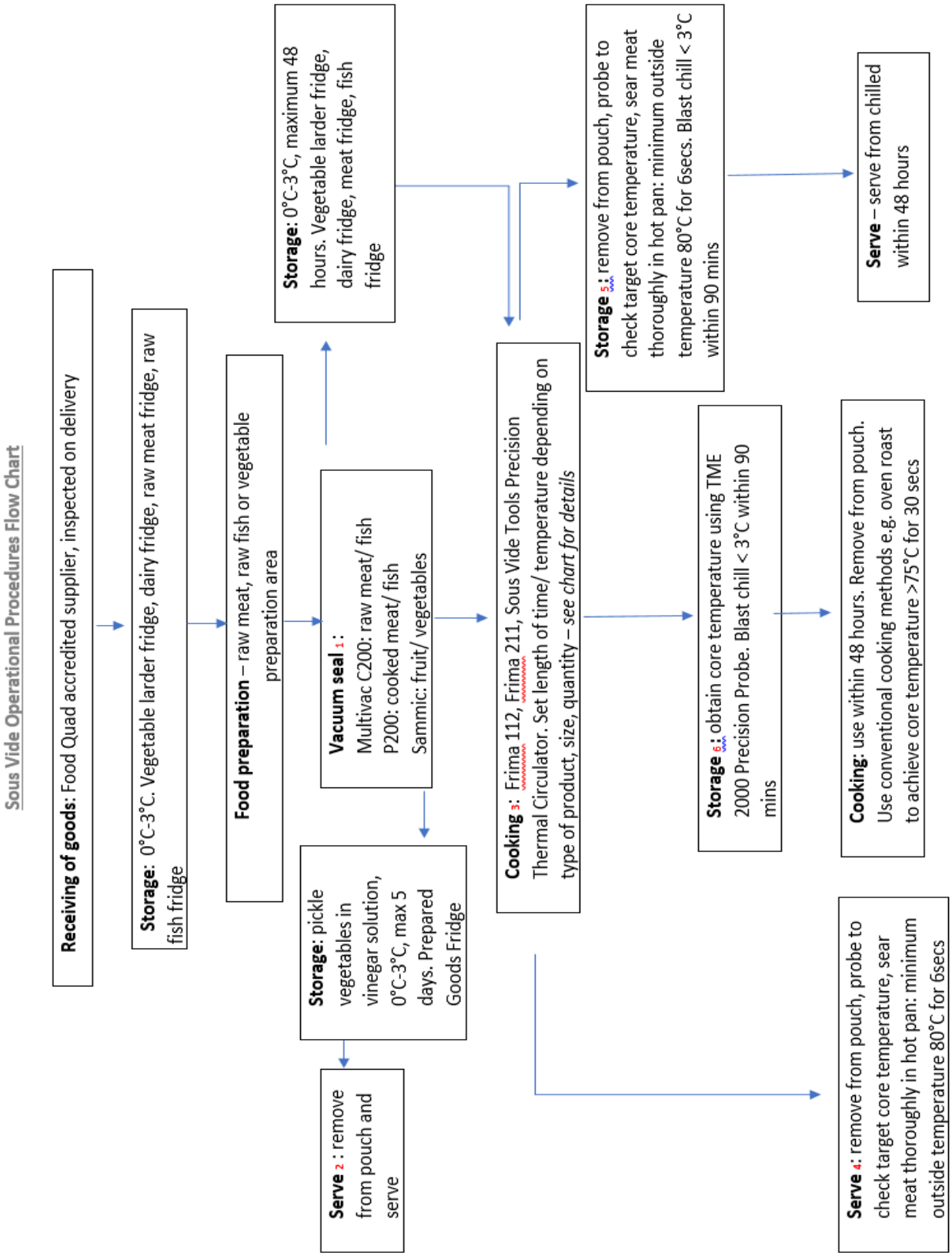
- There are three vac pack machines, each for a designated purpose – Multivac C200 (raw meat/ fish) Multivac P200 (cooked meat/ fish) and Sammic (vegetables/ fruit). The machines are cleaned and sanitised after every use. Multi-Vac technicians service the machines bi-annually.

- Only food safe bags specific to sous vide cooking are used. We use two sizes of bags 400mm x 300mm and 300 x 200mm, codes 105846207 & 105846215. These 65 microns, heavy duty vacuum packing pouches are suitable for both storage applications & for Sous Vide cooking for a maximum of 5 hours at 98°C (lower temperatures can be cooked for longer). All pouches comply with EU and FDA regulations.

- All equipment used for sous vide cooking have been specifically designed for this cooking process. This includes the Frima 112, Frima 211, Sous Vide Tools Precision Thermal Circulator with built-in safety cut out, and occasionally the Lainox Combi ovens using the Sous Vide Precision Probe.

- We use the TME MM2000 Sous Vide Temperature Monitoring Kit to take precise readings of vac-packed products during cooking. All probes used, whether built-in or the high accuracy thermometer, are calibrated and checked for accuracy monthly along with the other kitchen probes.

- We only use fresh quality ingredients from Food Quad accredited suppliers. The suppliers must undergo strict food safety requirements and are monitored within the purchasing group through quality audits. All products are inspected on delivery and before use to ensure the highest quality.


Sous Vide Operational Procedures Flow Chart
Receiving of goods: Food Quad accredited supplier, inspected on delivery
Storage: 0°C-3°C. Vegetable larder fridge, dairy fridge, raw meat fridge, raw fish fridge
Food preparation – raw meat, raw fish or vegetable preparation area
Storage: 0°C-3°C, maximum 48 hours. Vegetable larder fridge, dairy fridge, meat fridge, fish fridge
Vacuum seal 1 : Multivac C200: raw meat/ fish P200: cooked meat/ fish Sammic: fruit/ vegetables
Storage: pickle vegetables in vinegar solution, 0°C-3°C, max 5 days. Prepared Goods Fridge
Serve 2 : remove from pouch and serve
Cooking 3: Frima 112, Frima 211, Sous Vide Tools Precision Thermal Circulator. Set length of time/ temperature depending on type of product, size, quantity – see chart for details
Storage 5: remove from pouch, probe to check target core temperature, sear meat thoroughly in hot pan: minimum outside temperature 80°C for 6secs. Blast chill < 3°C within 90 mins
Serve – serve from chilled within 48 hours
Storage 6: obtain core temperature using TME 2000 Precision Probe. Blast chill < 3°C within 90 mins
Cooking: use within 48 hours. Remove from pouch. Use conventional cooking methods e.g. oven roast to achieve core temperature >75°C for 30 secs
Serve 4: remove from pouch, probe to check target core temperature, sear meat thoroughly in hot pan: minimum outside temperature 80°C for 6secs

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Sous Vide Operations Flow Chart Notes

1. All sous vide products, except for pickled vegetables, are consumed no more than 48 hours after cooking.

2. Raw vegetables are pickled for use in salads. The acidity lowers the ph. level and the product is stored <3°C and consumed within 5 days.

3. All sous vide cooked products are recorded on the Sous Vide Log specifying the details of its use including date, program cooking temperature, final cooking temperature, storage details – template attached.

4. The majority of sous vide foods used at New College are removed from the bag and a core temperature is recorded at the end of the cooking programme. Meat products are seared thoroughly on a very high heat after removing the product from the bag prior to service to achieve an outer temperature of minimum 80°C for 6 secs. Most products are then served immediately for consumption.

5. If the product is to be serve chilled, it is removed from the pouch and the core temperature is checked before being seared evenly in a hot pan to reach >80°C for 6 secs. It is blast chilled and must reach a temperature of < 3°C in 90 minutes with details recorded on the Blast Chiller form and refrigerated accordingly.

6. If the product is to remain in the bag and stored, the core temperature is taken at the end of the cooking process to ensure core temperature has been safely reached using the sous vide foam tape and high accuracy sous vide thermometer. It is then blast chilled to reach < 3°C in 90 minutes with details recorded on the Blast Chiller form and refrigerated accordingly. This product with be used within 48 hours and cooked conventionally reaching a core temperature of >75°C for 30 secs.

CONTROL POINTS		
Stages	**Hazards**	**Control Measures**
Receiving of goods	• Damaged goods, • Poor quality • Contamination	• Food Quad accredited suppliers • Thorough inspection on delivery
Storage of raw food	• Multiplication of bacteria • Cross contamination	• All food covered, labelled and stored <3°C • Electronic monitoring of storage temperatures • Separate fridges for meat, fish, vegetables, dairy, dry goods • Strict cleaning schedule to sanitize all storage areas • Food used within use by date • Daily monitoring by senior staff to check quality of stored items
Food Preparation	• Multiplication of bacteria • Cross contamination	• Clear cleaning procedures to ensure all preparation areas are suitable for use • Separate preparation areas for raw meat, raw fish and pastry • Colour coded boards • Hands washed with anti-bacterial soap before and after preparation • Chilled meat/ fish removed from the fridge and prepared in small manageable batches to reduce length of time in preparation • Equipment and utensils machine washed with detergent and> 75°C to ensure sanitised effectively
Vacuum Sealing	• Cross contamination	• Separate vacuum chambers for raw meat/fish, cooked meat/fish and vegetables/fruit • Sanitising of machines after use
Cooking	• Multiplication of bacteria • Survival of bacteria	• Only whole prime cuts of beef/ lamb are cooked at minimum 57°C (medium rare) • All other cuts of meat cooked at minimum >60°C for 45 mins • All meat products seared thoroughly on a very high heat after removing product from the bag at service - minimum temperature 80°C for 6 secs • All vegetables/fruit cooked at minimum 60°C for 45 mins • Fresh fish delivered for day of consumption • Fish not cooked for longer than 30mins • All products probed manually at the end of the cooking process • Use of precision sous vide temperature probes

		• Monthly calibration of all handheld and machine probes
Serving	• Cross contamination	• Clean utensils used • Hands washed with anti-bacterial soap before serving
Storage of cooked food	• Multiplication of bacteria • Cross contamination	• Blast chilled immediately after cooking <3°C in 90mins • Stored in separate prepared foods fridge <3°C • Used within 48 hours • Documented handling details of product including date, program cooking temperature, duration of cooking, final product cooking temperature, use-by
Reheating of cooked food	• Multiplication of bacteria	• Cooked to achieve minimum core temperature 75°C for 30 secs • Served immediately • Discarded if not used

Monitoring

Monitoring Procedure	Corrective action
Inspection of all products when delivered by stock controller/ chef	• Reject if quality standards are not met
Daily monitoring by senior staff to check quality of stored items	• Discard food if quality has been compromised
Daily monitoring by senior staff to check cleanliness of work areas, equipment including vacuum chambers, utensils, personal hygiene, correct usage of boards	• If any procedures are not undertaken appropriately, staff member/s are corrected and retraining is undertaken – repetitive failure to comply with food safety standards would result in disciplinary action
Monthly calibration of all kitchen and machine probes by senior staff	• Replace batteries or replace unit if probe fluctuate +/- 1°C • Arrange maintenance visit and remove from service if equipment temperature is inaccurate
Documented handling details of all sous vide products including date, cooking temperature, duration of cooking, use-by, blast chilling details, storage details, signature	• Head Chef/ Senior Sous Chef monitor form daily to ensure all details are included – follow up any omissions/

	potential deviations from sous vide criteria with staff accordingly
Electronic monitoring of refrigeration storage temperatures	• Alarm via Hawk Roost and email notifications ensure Head Chef/ Sous Chef are aware of temperature fluctuations outside of specified zone. If unit has failed without remedial action being taken, food is discarded

Sous Vide Meat

Minimum core target temperatures and finishing at high temperatures ensures the food is thoroughly cooked to destroy any potentially harmful organisms and as safe as cooking using conventional methods. The minimum cooking durations used ensure there is ample time to achieve a precise and consistent temperature throughout the product. These minimum times and temperatures have been tested to ensure optimum results in terms of food safety and quality. However, temperatures of the product are always taken at the end of the cooking process to ensure the desired temperature has been reached.

PRODUCT	SIZE/ THICKNESS (approx.)	MINIMUM CORE TEMPERATURE	MINIMUM TIME COOKED [1]	SEARED WELL IN HOT PAN AT END OF COOKING PROCESS (achieving minimum outside temperature of 80°C for 6 secs)
Lamb rump	180g/ 2”	59°C	3 hrs	✔
Lamb eye fillets	630g/ 1”	57°C	45 mins	✔
Lamb neck fillet	500g/ 1”	60°C	18 hrs	✔
Pork belly (boneless)	4.5kg/ 1”	84°C	12hrs	Roast at 250°C until crisp
Pork tenderloin	600g/ 1½”	60°C	75 mins	✔
Beef fillet	150g/ 1”	57°C	60 mins	✔
Beef fillet	1200g/ 2-3”	57°C	2 hrs	✔
Beef sirloin barrels	1200g/ 2-3”	58°C	4 hrs	✔
Venison loin	900g/ 2½”	58°C	90 mins	✔
Rabbit loin	100g/ ¾“	60°C	60 mins	✔
Chicken breast (boneless)	180g/ 1”	71°C	90 mins	✔
Chicken breast (bone in)	180g/ 2”	75°C	90 mins	✔

[1] longer programs for larger quantities/ size may be required – consult duty senior chef prior to cooking

Chicken leg	200g	75°C	4 hrs	Roast at 200C for min 5mins
Guinea Fowl breast	180g/ 1”	62°C	90mins	✔
Duck breast	180g/ 1”	62°C	90mins	✔
Duck leg	200g	80°C	12-18hrs	Roast at 200C for min 5mins
Any product that is stuffed with meat farce/ roulade	200g/ 2”	75°C	90 mins	✔

Sous Vide Fish

Core target temperatures may be slightly lower to avoid drying out the fish – only the freshest fish of the highest quality that are suitable for eating raw are used to ensure lower target temperatures are safe – the minimum core target temperature is 52°C [2]. As soon as the fish has reached the desired core temperature for the minimum time allowed, it is served – no slow cooking is involved. All fish are sourced from Food Quad accredited suppliers, delivered for day of consumption on ice and inspected for quality before use.

PRODUCT	**SIZE/ THICKNESS (approx.)**	**MINIMUM CORE TEMPERATURE**	**MINIMUM TIME COOKED**	**SEARED WELL IN HOT PAN AT END OF COOKING PROCESS (achieving minimum outside temperature of 80°C for 6 secs)**
Salmon fillet	160g/ 1”	52°C	45 mins	Optional
Cod	160g/ 1”	55°C	45mins	Optional
Pollack	160g/ 1”	55°C	45 mins	Optional
Monkfish	160g/ 1”	55°C	45 mins	Optional
Halibut	160g/ 1”	52°C	45 mins	Optional
Mackerel	160g/ 1”	52°C	45 mins	Optional
King Prawns		60°C	45 mins	✔

[2] Cooking at 50> for 1 minute eliminates potential risk, FSA report 2012

PRODUCT	THICKNESS	MINIMUM CORE TEMPERATURE	MINIMUM TIME COOKED	MAXIMUM TIME COOKED
Root vegetables	50mm	84°C	60 mins	4 hrs
Tender vegetables	50mm	84°C	45mins	90 mins
Firm fruit	50mm	84°C	45 mins	2 hrs
Soft fruit	50mm	84°C	30 mins	1 hr

Food Born Pathogens

Pathogen	Control Measures in Place
Clostridium Botulinum	• All food stored at <3°C • Sous vide temperatures used, significantly exceed pathogenic growth temperatures • Vacuum packed ingredients (with the exception of pickled vegetables) used within 48 hrs • Addition of preservatives e.g. brine of 10% Salt; acidity e.g. pickling vegetables
Clostridium Perfingens	• All food stored at <3°C • No food cooked within danger temperature zone (10°C-52°C) for any amount of time • All meat products seared to achieve >80C 6 secs • All food not served is blast chilled <3°C in 90min • Vacuum packed ingredients used within 48 hrs
Ecoli 0157	• All products such as meat/ dairy purchased through Food Quad accredited suppliers • Strict measures in place to avoid cross contamination – separate areas for handling of raw and cooked products i.e. refrigerators, preparation areas, vacuum chambers • Strict cleaning program in place to ensure all areas and equipment are disinfected • Strict food hygiene procedures in place to ensure food handlers work safely to avoid food cross contamination • No sous vide cooking of rolled meat or offal is undertaken. • All prime meat cuts are seared evenly >80°C for 6 secs
Campylobactor	• Strict food hygiene procedures in place to ensure food handlers work safely to avoid food cross contamination – thorough washing of hands after handling raw meat and poultry • separate areas for handling of raw and cooked products i.e. refrigerators, preparation areas, vacuum chambers • Poultry cooked to core temperature of >71°C 2 mins, seared evenly >80°C 6 secs

Salmonella	• Strict food hygiene procedures in place to ensure food handlers work safely to avoid food cross contamination – thorough washing of hands after handling raw meat and poultry • separate areas for handling of raw and cooked products i.e. refrigerators, preparation areas, vacuum chambers • Use of pasteurized eggs only for pastry/ dessert products • Poultry cooked to core temperature of >71°C for 2 mins and seared evenly >80°C for 6 secs • All meat seared evenly >80°C for 6 secs
Listeria Monocytogenes	• All food stored at <3°C • All food used within the date code requirement • Strict measures in place to avoid cross contamination – separate areas for handling of raw and cooked products i.e. refrigerators, preparation areas, vacuum chambers • Strict cleaning program in place to ensure all areas and equipment are disinfected • Strict food hygiene procedures in place to ensure food handlers work safely to avoid food cross contamination

[2] Cooking at 50> for 1 minute eliminates potential risk, FSA report 2012

Training

All chefs have been trained by the Head Chef on how to use the vacuum pack machines and are aware of the steps required to cook sous vide food safely. This includes:

- using the correct machines to avoid cross contamination i.e C200 raw foods, P200 cooked foods, Sammic vegetables/fruit

- complying with food safety protocol in terms of personal hygiene, sanitisation of work areas, correct storage of foods and avoiding cross contamination
- using the correct sous vide specific program on the chosen unit
- not overloading the water baths and allowing space between the bags to allow water to circulate
- ensuring the water reaches the required temperature before adding the food
- ensuring portion size consistency in each bag with space between each item
- using the Sous Vide Cooking Chart for reference whilst aware that a longer program for larger quantities may be required and the duty senior chef to be consulted prior to cooking
- recording all required details on the Sous Vide Log form.

The Head Chef has Level 4 training in Food Micro Biology.

Eleven chefs have a minimum Level 3 in Supervising Food Safety in Catering. The other two chefs have NVQ Level 3 Professional Chef Diplomas and have a good understanding of food safety procedures.

NEW COLLEGE KITCHEN: SOUS VIDE LOG

DATE	TIME	DISH/ PRODUCT	PROGRAMME		MANUAL TEMPERATURE AT END OF PROGRAMME °C	USE		IF BLAST CHILLED, DATE SERVED	INITIALS
			DURATION	TEMP °C		BLAST CHILLED ✓ OR X	SERVED ✓ OR X		

FOOD STORAGE/CROSS CONTAMINATION
Unprocessed and processed foods must not be stored together unless they are totally wrapped and sealed with no possible chance of cross contamination. This applies to deep freeze units. In the refrigerators, all food must be wrapped and unprocessed food kept on the lower shelves. No raw food must be kept above or by the side of cooked food.

All foods within refrigerated storage should be labelled and date coded with the daily labels provided.

The kitchen has separate fridges or storage areas for dairy, vegetables, fruit and veg.
Additionally there are refrigerated areas solely for the storage of raw meats.
Cooked foods and salads are kept in separate cold rooms.

At no time must any foods be stored in incorrect areas. It is the responsibility of the Senior Chef in charge to enforce this and to instigate appropriate disciplinary measures if contravened.

All kitchen and service staff have been trained on food allergy and cross contamination policy and risk.

Daily allergen sheets are prepared by the chefs on duty and checked by the senior chef daily. The information is given to the senior food service manager before each service.

FOOD PREPARATION/CROSS CONTAMINATION
Different colour coded preparation boards are provided for differing foods.

Red – Raw Meat
Yellow – Cooked Meat
Blue – Raw Fish
Green – Fruit
White – Bread and Dairy
Brown – Raw Vegetables

These are clearly marked with pictorial storage areas for eases of identification.
Each board is machine washed and rinsed to 80 degree C after use.

There are designated pastry, raw and cooked food preparation areas in the kitchen which all staff are aware of.

All nut products are clearly marked and kept in sealed containers once opened from their packaging. Peanuts are not stored or used in the kitchen.

The pastry section only use bought in pasteurised egg yolks and whites.

Worktops are sanitised with a cleaning sanitiser after each use before another task is performed.

Leg/Arm Hand washing facilities are clearly signposted with soap, paper towels, hand sanitiser.

Laser and needle temperature probes are used and probe wiped between use.

Separate serving utensils are used for each dish including salad items and sauces.

Staff are trained and regularly updated re allergen and cross contamination potential.

1. Summary
2. Process for students with dietary requirements
3. Process for clients when booking Conference functions
4. Handling Allergens in the Kitchen
5. Handling Allergens at Service: Front of House Staff
6. Handling Allergens: Other Departments
7. Control Points
8. Managing Allergens & Dietary Requirements Flow Chart

1. SUMMARY

New College readily caters for students with genuine dietary and allergen requirements. Information on how we manage dietary requirements is communicated to clients/ students via our website https://www.new.ox.ac.uk/stay and fresher induction packs.

In addition, we hold individual meetings with students who have specific concerns or complex dietary requirements in order to ensure they are catered for appropriately.

Students' individual dietary requirements are recorded on their personal file and generated each time they sign up for themselves (and guests), relevant individual dishes are then prepared accordingly. Notice boards are displayed at each point of service for self-service/ buffet events informing students and guests to inform a member of the Front of House team of any dietary requirement or food allergy.

For dinners without a seating plan, such as Formal Hall or Guest Night, the student/ client is responsible for notifying the serving staff of any dietary requirement. A seating plan is encouraged for conference events to enable the smooth delivery of any pre-ordered requests. Good communication and dialogue between departments and with the consumer is strongly encouraged to manage the safe delivery of meals.

All kitchen/buttery supervisory staff have attended an official Allergy Awareness in the Workplace course, or Allergy Awareness Induction. The Head Chef holds an Allergy Awareness Induction Course for all new kitchen staff to ensure a good understanding of how to manage dietary requirements safely. In addition, all kitchen staff are obliged to complete the online Government Allergy Awareness module. https://allergytraining.food.gov.uk/.

Due to a large number of students with peanut allergies in the college, the catering department does not use peanuts or peanut products in order to reduce risk. All staff remain aware that all products must still be checked to ensure there is no peanut content.

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2. PROCESS FOR STUDENTS WITH DIETARY REQUIREMENTS

- Students are made aware that New College operates a very robust and individually tailored allergen catering provision for all students, our kitchens do produce a multitude of varying dishes using ingredients that include those listed as possible causes of allergic reactions. Whilst every precaution is taken and strict procedures in place, we cannot absolutely guarantee that are dishes are 100% trace-free from all allergy-causing ingredients.
- During their induction, students have the opportunity to specify if they have any dietary requirements —this information will automatically appear whenever they sign up for a meal online using the Mercury booking portal.
- Individual meetings are held with students who have specific concerns or complex dietary requirements.

- *New College readily caters for students with genuine dietary and allergen requirements given sufficient notice. To help us manage these and ensure complete customer satisfaction we ask that you register you dietary/allergen request in the appropriate column when booking on using the College booking portal. These notes will only be changed through notification to the catering manager. This information will appear for each meal you are signed up for and the kitchen will prepare your meal accordingly. As there is no seating plan for Guest Nights and Formal Halls, it is your responsibility to notify the waiting staff of your dietary requirements* ***for each course.*** *We do provide dietary cards to aid with this process, which you can collect and must show the waiting staff at service to allow them to deliver you the correct meal. Please note, due to the very large numbers of special dietary and allergen requests and the requirement to get these right we cannot cater for individual likes/dislikes.*

- Use of Allergen ingredients

- 'New College operates a very robust and individually tailored allergen catering provision for all guests. It should be noted however that our kitchens do produce a multitude of varying dishes using ingredients that include those listed as possible causes of allergic reactions.

Students should be aware that whilst we will take every precaution and have strict procedures in place, we cannot absolutely guarantee that are dishes are 100% trace free from all allergy-causing ingredients. Advice is readily available for those with severe allergies and dietary requirements - please contact the Catering Manager Brian Cole if you would like any more information'.

3. PROCESS FOR CLIENTS WHEN BOOKING CONFERENCE FUNCTIONS

- The client must notify New College Catering of any dietary requirements as far in advance as possible and no less than 48 hours before the event takes place.

- Clients are made aware prior to the event and within the contract's terms and conditions that whilst New College operates a very robust and individually tailored allergen catering operation, we cannot guarantee that all dishes are trace-free from allergy-causing ingredients.
- We recommend the organiser provide a table plan for each event and where this is not taken up, all guests must notify the waiting staff of any dietary requirements before the meal begins and for each subsequent course.

The following statements are included with our information booklet sent out with any initial booking queries as well as the client's contract, terms and conditions

Allergen and Dietary Requests

'New College readily caters for guests with genuine dietary and allergen requirements given sufficient notice. To help us manage these and ensure complete customer satisfaction we ask that all such requests are made 48 hours prior to each event. Once notified the kitchen will prepare appropriate dishes for each course for each named individual - which can be a considerable number particularly at larger multi-course events. Where a seating plan is not used, we do ask that those guests who have ordered specially-made dishes identify themselves to a member of staff before the dinner begins and before each course to enable us to deliver their chosen alternatives. College is unable to produce Kosher food however given sufficient notice – minimum of 10 days – we can source Kosher dishes from authorized suppliers. There will be additional costs in providing this service which are often substantial thus it is strongly advised that all such requests are discussed in advance.

Whilst we will endeavour to manage last minute menu requests by the organiser or individuals concerned, we cannot guarantee that alternatives are available and that where we are able to do so, an extra charge will be incurred chargeable to the conference/event organiser. Event coordinators of dinners at which there are a considerable amount of dietary expectations might consider the option of a seating plan to help identify individuals thus aiding this process'.

Use of Allergen ingredients

'New College operates a very robust and individually tailored allergen catering provision for all guests. It should be noted however that our kitchens do produce a multitude of varying dishes using ingredients that include those listed as possible causes of allergic reactions.

Guests should be aware that whilst we will take every precaution and have strict procedures in place, we cannot absolutely guarantee that are dishes are 100% trace free from all allergy-causing ingredients. Advice is readily available for those with severe allergies and dietary requirements - please contact us if you would like any more information.

- **4. HANDLING ALLERGENS: KITCHEN STAFF**

The Head Chef and Sous Chefs are responsible for ensuring all staff within their department meet the standards required when dealing with dietary requirements as set out below.

- Responsible always for providing the correct allergen information to the relevant people.
- Adhere to training regarding Cross Contamination i.e. correct storage of ingredients, clean preparation areas, correct equipment, clean and correct utensils, clean hands and cloths.
- Label all dishes using the Allergen stickers.
- Be aware of every ingredient being used in each dish and what allergens are present - never guess about what allergens may or may not be present in a dish — always check.
- Complete the daily record sheet for each dish specifying allergen content 45 minutes before service
- Ensure this information is passed on to the Front of House Supervisor for referral during service who will then complete individual allergy cards for each buffet dish to be placed next to the corresponding item.
- Buffet/ salad items not to be returned to kitchen after being on display — risk of cross contamination keep quantities small & top up if necessary.
- Be present during service in case of further customer queries regarding ingredients.
- After 10am each day the duty Sous Chef prints the daily reports containing any dietary requirements. This information is used to prepare the necessary meals. The Head/ Sous Chefs must cross-reference this information with the line chef before service to ensure all requirements are correctly met.
- Prior to Lunch/ Early hall sittings, any specially-made meal must be correctly labelled and the Duty Hall
Supervisor must be notified of where it is stored —these must be ready before service commences.
- For plated meals, dietary specific dishes should be prepared and cooked in a clean separate area and labelled accordingly. For people with severe dietary requirements e.g. nuts, individual plates must be covered and stored separately.

3

- For large dinners, a separate serving area is used to cater for all dietary requirements where one or two chefs if necessary, are solely designated to ensure correct delivery of specific dishes to the serving staff.

5. HANDLING ALLERGENS AT SERVICE: FRONT OF HOUSE STAFF

The Front of House Supervisor and Hall Supervisors are responsible for ensuring all staff within their department meet the standards required when dealing with dietary requirements as set out below.

- Collect Daily Allergen Record sheet from the kitchen prior to service
- Cross contamination — traces of allergens can be transferred on hands, cutlery, serving dishes, tea towels/ cloths—ensure all items/ hands are clean when dealing with any dietary requirements. Use designated toaster for Gluten Free Bread
- Consult chef if any of the information is unclear. Establish details of each dish and location of pre-ordered dietary requirements prior to service commencing.
- Food allergy notices visible for customers to see whenever a buffet function is taking place — A4 signs available from the Front of House Supervisor.
- Regarding further customer queries during service, use the Daily Allergen Record for reference and consult Duty Chef if necessary.
- Hall Supervisor briefs their staff of the dietary requirements for the forthcoming service.
- Allocated members of staff must be sure what dietary requirement they are serving - single plates should be taken to avoid confusion when serving if necessary.
- Never guess about what allergens may or may not be present in a dish — always get the correct information from the Supervising Chef on duty.
- For conference/ student meals without seating plans, dietary tickets are given to the appropriate customers prior to the start of the meal. This may not always be straight-forward. Front of House Supervisor must communicate with the Event Organisor upon arrival and when the guests are seating to identify the location of people with severe allergies. The Front of House Supervisor must be proactive and not solely rely on the customers to make themselves known.

6. OTHER DEPARTMENTS

- SCR member are able to specify their dietary requirements for each meal using the online booking portal. The SCR team are familiar with each individual and therefore able to take the individually prepared meals to the appropriate person.
- When dining at non-SCR dinners, SCR members are asked to specify their dietary requirements at each event.
- Should any other department other than the catering team be involved in front of house responsibilities,
they are to be briefed on special dietary requirements to ensure correct procedures are adhered to.'

7. CONTROL POINTS		
Stages	Hazards	Control Measures
Purchasing & delivery	Unclear labelling e.g. missing/ damaged Damaged items on delivery, split packages, cross contamination	• Delivery check, read labels • Reject if label is not clear or ensure information is provided by supplier • Reject delivery if other products have been contaminated or if an open item could have been exposed to cross contamination in transit
Storage	Cross contamination — spillages, open packages	• Decant carefully, use only clean containers, do not store in open packets with cling film, seal with lids, store in correct designated areas • Do not discard packets/ boxes with allergen information or decant food items before replicating details on an Allergen sticker

Preparation, production & cooking	Cross contamination from many sources e.g. utensils, pots, spillages, dirty oven cloth, unclean works surfaces, dirty hands, dirty sinks, dirty knives	• Careful use of utensils, not reusing for different items • Correct cloths used - specific colour coded for designated purpose i.e. yellow poly fibre for dirty areas e.g. bins, blue poly fibre for work surfaces and washing up, blue J cloth for food use only. Oven cloths for handling hot items only, not cleaning • Work surfaces cleaned thoroughly — remove debris with blue paper, wash area with warm soapy water using blue poly fibre cloth, ensure minimal water on work surface, sanitise, leave for 1 minute, wipe dry with blue paper • Hands washed after handling each type of food so that no allergens are present on skin — not relying on just changing gloves as allergens may still be present • Any spillages cleaned immediately, ensure that if any items are cross-contaminated they are labelled accordingly or discarded if necessary • Sinks washed after each use — not to be left until later and risk being used whilst dirty — not always visible • Colour coded boards correctly used • Designated food preparation areas and equipment • When deep-frying, small amount of clean oil used in small amounts so that main fryers are not contaminated with allergen ingredients. Where a deep fat fryer has been used, label accordingly and only use for food with same allergens.
	Cross-contamination from incorrect labelling, Miscommunication from shift changes	• Use specific allergen labels for all dishes • Ensure all items that are blast chilled have correct label • Ensure Daily Record sheet is completed for each dish
	Cross-contamination from use of incorrect ingredients	• Understand the ingredients—always read labels. All chefs have undertaken a course in controlling the use of allergens in the kitchen • Keep a clear record of allergen content in dishes using the Daily Record sheet

5

Service — Food Display	Cross contamination from use of utensils Cross-contamination from different dishes positioned next to each other and being allergens being spread during self-service Cross-contamination from use of equipment i.e. toaster Allergens present in a variety of dishes	• Only use clean utensils for designated dish — do not mix • Salads and desserts placed in separate display fridges • Nuts not present in salads to reduce risk • Clear signage and labels used for each dish • Display fridges thoroughly cleaned after each service • Designated toaster for Gluten-Free bread • Serving staff use Daily Allergen sheet provided by the chef and replicate on individual allergen cards visible to the customer • Good dialogue with the chef to ensure a clear understanding of what dishes correlate to each menu item
Service — Plated Meals	Serving incorrect food to customers with dietary requirements due to miscommunication Unclear where people with dietary requirements are sitting	• Referral to the Allergen Daily Record to obtain understanding of allergen content in each dish • Communication between the Front of House Supervisor and Chef prior to the meal commencing to establish what dietary requirements require separately plated meals • Clear information given to the chef when asking for plated meals for dietary requirements — awareness that the presentation may look similar to the standard meals — one plate taken if necessary to avoid confusion • Good dialogue between the Front of House and Kitchen staff to ensure all smooth delivery of dietary requirements • Where there is no table plan, students and guests asked to notify the serving staff of their dietary requirements. The guest upon entry may collect name specific or colour-coded dietary cards to aid with this process. Guests are asked to show these cards to the waiting staff before each meal. Waiting staff are trained to be extra vigilant when looking for dietary cards • The Front of House Supervisor is proactive to aid in this process, noting where possible the seating location of those with severe allergies and liaising with the Event Organiser to ensure the necessary people are identified.

	Last minute dietary requests or changes	• Any such requests are communicated to the kitchen — alternative dishes will be provided where possible although this may involve a delay in service

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CP7

CODE OF PRACTICE – THAWING/DEFROSTING

Policy:

It is the College's policy to purchase fresh (not previously frozen) produce whenever possible.

Thawing/Defrosting Rules

1. Whenever using frozen produce, food production must be planned allowing sufficient time for frozen produce to defrost naturally. It is not permissible to defrost produce at ambient temperatures (e.g. in a warm room), nor is it permitted to force-defrost (e.g. by immersion in hot, cold and/or running water).

2. Produce must always defrost in a refrigerator, in a shallow container. The customary rules of separation must apply to ensure that cross-contamination is prevented: i.e. raw poultry, meat, fish separately on the lowest shelves.

3. Never purchase produce with the purpose of freezing for later use, unless specific arrangements are agreed between the Head Chef and the Catering Manager. This will take place only in exceptional circumstances.

The procedures to be followed in the case of fresh (not previously frozen) produce has been bought for a particular service but was after all surplus to requirements, are described in the Schedule to CP5.

Examination for satisfactory defrosting.

1. On completion of defrosting the flesh should be pliable.

2. The temperatures of all parts should not be lower than -1ºc prior to the cooking or refrigerated storage.

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CP8

CODE OF PRACTICE – HEALTH & PERSONAL HYGIENE

The health and personal hygiene and practices of each individual are of particular importance. The practices covering this area should be read in conjunction with the appropriate risk assessment document.

Responsibility

Departmental heads are responsible for instructing staff in personal hygiene (initially at induction training), for monitoring standards and re-instructing as required. Among the rules to be observed are:-

1. Kitchen: clean overalls are to be worn and outside clothes, bags etc. are not permitted in the kitchen. Hair must be covered with a white hat and, if necessary, a hairnet.

Hall, Buttery and Common Rooms: Departmental heads will draw up their own uniform standards ensuring that staff are always attired in clean uniforms; white overalls may be worn by service staff only for cleaning duties when customers are not present. Service staff must cover their hair with a clean hat and/or hairnet.

Jewellery is not to be worn except for stud earrings, plain wedding rings. Kitchen and cafeteria staff are not permitted to use nail-polish.

2. THE HIGHEST STANDARDS OF PERSONAL HYGIENE WILL BE OBSERVED.

Food handlers must ensure that the head, neck, face, hands and arms are scrupulously clean. Hands and wrists should be washed in hot water using soap and a nylon bristle brush, dried on a clean towel or air dryer: a bactericidal rub must then be applied. Departmental heads will instruct staff to wash hands and wrists at the start of work, after using the toilet, after eating, after blowing the nose or touching any part of the body likely to harbour bacteria and otherwise frequently during periods of work. Only wash hand basins will be used. Wash hand basins may not be used for other purposes.

It is the responsibility of departmental heads to ensure that wash hand basins are always supplied with soap, bacterial rub, nylon brush, plug and clean towels.

3. For reasons of hygiene, health, safety and consideration for customers and fellow staff all areas of work the College has a no smoking policy.
Smoking is only permitted in the designated smoking areas – away from all the College buildings. Those smoking should ensure that hands are thoroughly cleaned and disinfected before re-entering catering areas.

Declarations of Fitness to Work and Return to Work Policy

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Employment of food handlers is conditional upon satisfactory completion of the College's medical questionnaire for which the Catering Manager will be responsible. A medical examination may also be required.

The Catering Manager will maintain a staff sickness record for each member of the Catering Staff.

After all periods of absenteeism due to sickness or holiday periods, the employee must report to the Catering Manager to ensure that they are fit to resume their duties.

Persons reporting diarrhoea must be clear of all symptoms for 48 hours before being able to return to work.

A return to work interview will be held and a return to work form (attached) must be completed and kept on file.

CP9

CODE OF PRACTICE – NON-CATERING PERSONNEL & VISITORS

Restricted Areas

The Kitchen, including the storerooms, and vegetable preparation room are restricted areas and will normally be entered only by catering staff in clean uniforms. Food handlers may not bring or wear outside clothing in the restricted areas and must go through the proper hygiene procedures before entering the restricted area.

Visitors

Members of the College, staff, representatives and bona fide business visitors calling on the Chef in his office are permitted in the normal way, but anyone wishing to have access to other parts of the restricted areas must be offered a white coat and hat by the senior chef on duty and asked to observe proper practice. This includes members of the Governing Body and Environmental Health Officers.

Tourist visits to the kitchen are not to be permitted without express permission of the Catering Manager on each occasion: senior members wishing to bring personal visitors to view the kitchen may be extended every courtesy compatible with good hygiene practice.

Maintenance Personnel and Contractors

Arrangements should be made with the Head Chef or Catering manager.

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CP10

CODE OF PRACTICE – ENVIRONMENTAL HEALTH INSPECTIONS

Policy

The College will have a pro-active policy and, in the absence of a spontaneous inspection visit by an Environmental Health Officer, will invite inspection not less frequently than every two years, commencing on implementation of this policy.

Visits by Environmental Health Officers

In the case of an un-notified visit the inspecting Officer will be invited to contact the Catering Manager. The Catering Manager will make appropriate inspection arrangements with the Chef and other relevant departmental heads and advise the Home Bursar.

EHOs will be offered a white coat and hat by the senior chef on duty.

The Catering Manager will maintain a record of visits.

Documentation

College staff are not permitted to receive, sign or otherwise acknowledge any correspondence or documentation from an Environmental Health Officer, nor to make undertakings or statements whether verbal or written. All such matters are the responsibility of the Catering Manager.

Correspondence

Official correspondence will be between the Chief Environmental Health Officer and the Home Bursar/catering Manager of New College. Formal notices under the Act, viz. Improvement and Emergency Prohibition Notices, should be directed through the Home Bursar.

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CP11

CODE OF PRACTICE – WASTE

Responsibility

Departmental heads are responsible for the safe, secure and hygienic collection, storage and disposal of waste in and from their working areas. The College has legal obligations under the Food Safety Act, 1990 and the Environmental Protection Act, 1990. Waste Regulations 2011.Hazardous waste Regulations 2005

Non-food waste stored externally under cover becomes the responsibility of the Clerk of Works/Housekeeper.

Documentation

The Home Bursar is responsible for discharging the College's responsibilities in respect of the Duty of Care Regulations under the Environmental Protection Act, including the four main duties of:-

1. Registration of collection agencies
2. Secure packaging or containment of waste
3. Provision of description of waste
4. Completion to collectors of waste transfer notes
5. The implementation of recycling initiatives

In particular the Home Bursar in conjunction with the store keeper will personally examine not less frequently than once in every calendar year the waste disposal or waste management licences (or waste registration certificates) of the agencies, including the City Council, collecting waste from the College.

The Clerk of Works will retain waste transfer notes of up to two years.

All food waste from all areas should be disposed of either –

Through the waste food processor which separates the waste in to pellets and liquid the former which are then collected by the council in designated food waste containers or -
Directly into bio-degradable sacks again which are stored in designated food bins and collected as part of the local council waste to energy scheme.
Collections are 5 times per week.

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CP12

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CODE OF PRACTICE – COMPLAINTS

Responsibility

Importance is placed on the proper and efficient handling of complaints because experience has shown that serious mishaps are often preceded by customer complaints.

It is the responsibility of departmental heads to ensure that staff are instructed to bring any and every customer complaint to his/her departmental head's attention. Thereafter, it is the departmental head's responsibility to investigate the matter and, if necessary, bring it to the attention of the Catering Manager.

Serious complaints including those about actual or alleged foreign body contamination, the unfitness of food for consumption or food allegedly below acceptable stands must always be brought to the Catering Manager's attention, and a complaint form completed.

Channels of Comment and Complaint

Whilst all customers should be encouraged to make their observations to senior staff at the time of a complaint or incident, senior and junior members also have the opportunity to express their views to the Catering Manager through their appointed food representatives.

Response to Complaints

The departmental head on duty must take whatever action he/she thinks fit to remedy the complaint at the time.

It is the Catering Manager's responsibility to instigate wide remedial or investigative action and only the Catering Manager may contact statutory or external bodies.

College staff must not bind or commit the College by admitted liability.

CP13

BBQ, OUTSIDE CATERING/BUFFET PROVISION WITHIN THE COLLEGE.

On occasions, we are required to cater for BBQs and other buffet type provision within the College.

Hot Foods should be finished on the BBQ and temperatures recorded to ensure H&S compliance as per CP5.

High Risk Buffet items should be kept under refrigeration until immediately required and subject to the same policy as in CP5.

At all times a supply of hot soap and water, paper towels should be present.

The purpose bought fencing to protect clients should be erected in front of the BBQ before and during use with the correct warning signage.

CP14

CODE OF PRACTICE – SUPERVISORY CHECKS AND AUDITS

SUPERVISORY CHECKS

Heads of department are responsible for checking on the work of their staff, the operation of their equipment and procedures and the effectiveness of training.

Heads of departments will visit all parts of their department weekly for visual checks on plant and procedure.

INTERNAL AUDITS

The Catering Manager will make regular and frequent visits to all catering areas during and outside service times. The Home Bursar and Catering Manager will also undertake a formal audit or departmental inspection not less frequently than annually (excepting when an external audit is to take place).

The Catering Manager will compile a written record, noting non-compliances and action taken, which will be countersigned and retained by the Home Bursar.

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SENIOR COMMON ROOM

RECORD OF PANTRY - F/L - BAR - KITCHEN REFRIGERATORS/HOT CUPBOARD TEMPERATURE READINGS

MONTH _____

DATE	TIME	TEMPERATURE				CHECKED BY	REMARKS
		F / L		Pantry	KIT/BAR		
		Chillers	Hot Cupboards	Fridge	Fridge		
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
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29							
30							
31							

NOTE: COLD FOOD/ DRINKS MUST BE AT 5C

H.Hamed MIH

NEW COLLEGE KITCHEN: PROBE CALIBERATION – MONTHLY RECORD

PROBE ACCURACY RECORD: °C

DATE TESTED	SIGNED	BLUE	WHITE	YELLOW 1	YELLOW 2 BLAST CHILLER	PASTRY: WHITE 1	PASTRY: WHITE 2	BUTTERY	FRIMA 112		FRIMA 211	SOUS VIDE PRECISION PROBE
									L	R		

AGITATE PROBE IN BOILING UNSALTED WATER UNTIL A STEADY READING IS ACHIEVED,**THIS SHOULD BE BETWEEN 99°C AND 101°**
IF OUTSIDE THIS RANGE - THE UNIT MUST BE REPAIRED/REPLACED

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NEW COLLEGE KITCHEN: BLAST CHILLING LOG

DATE	DISH/ PRODUCT	FINAL COOKING		BLAST CHILLING PROGRAM (MINS)	END OF CYCLE		INITIALS
		TIME	TEMP °C		TIME	TEMP °C	

Allergen and Temperature Log

Date & Event Title

NEW COLLEGE UNIVERSITY OF OXFORD	Cereals containing Gluten	Crustaceans	Molluscs	Fish	Eggs	Peanuts	Soya Beans	Milk	Nuts	Pine Nuts	Celery	Mustard	Sesame	Sulphites	Lupin	Gelatin	Alcohol	Cooking Temperature Log (Office use only)		
																		Time	Temp (°C)	Employee
DISHES AND THEIR ALLERGEN CONTENT T indicates that the dish may contain traces of a specific allergen/ingredient																				

If you would like any further information regarding allergen content, please speak to a member of staff.

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NEW COLLEGE KITCHEN: SOUS VIDE LOG

|

DATE	TIME	DISH/ PRODUCT	PROGRAMME		MANUAL TEMPERATURE AT END OF PROGRAMME °C	USE		INITIALS
			DURATION	TEMP °C		BLAST CHILLED ✓ OR X	SERVED ✓ OR X	

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CALIBRATION OF FOOD PROBES

STAFF SHOULD CARRY OUT A MONTHLY PROBE CHECK, BY USING SIMPLE PROCEDRES

- **COLD** – AGITATE THE PROBE IN A MIXTURE OF ICE AND A SMALL AMOUNT OF WATER UNTIL A STEADY READING IS ACHIEVED: **THIS SHOULD BE BETWEEN -1 DEGREE C TO +1 DEGREE C,**

OR

- **HOT** – AGITATE PROBE IN BOILING UNSALTED WATER UNTIL A STEADY READING IS ACHIEVED: **THIS SHOULD BE BETWEEN 99DEGREE C AND 101 DEGREE C.**

IF THE READINGS ARE OUTSIDE THE ABOVE RANGE, THEN THE UNIT SHOULD BE REPAIRED/REPLACED

CALIBRATION RECORDS SHOULD BE MAINTAINED

DEPT. **SCR**

YEAR	PROBE (C)	PROBE (H)	SIGN
MONTH			
JAN.			
FEB.			
MAR.			
APR.			
MAY.			
JUN.			
JUL.			
AUG.			
SEP.			
OCT.			
NOV.			
DEC.			

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OXFORD

SCR FOOD TEMPERATURE CHECK SHEET

1- FOOD TEMPERATURE MUST BE CHECKED AT THE START OF THE SERVICE USING THE PROBE AND THE WIPES PROVIDED.

2- HOT FOOD TEMPERATURE MUST BE AT LEAST 63 C OR ABOVE & COLD FOOD AT 5 C.

3- MAKE SURE THE PROBE IS WIPED PRIOR TO CHECKING TEMPERATURE AND BETWEEN EACH CHECK.

Date.....Time:.....

	Food type	TEMPERATURE	CHECKED BY	REMARKS	ACTION TAKEN
Lunch	Cold				
	Hot				

Date.....Time:.....

	Food type	TEMPERATURE	CHECKED BY	REMARKS	ACTION TAKEN
Lunch	Cold				
	Hot				

Date.....Time:.....

	Food type	TEMPERATURE	CHECKED BY	REMARKS	ACTION TAKEN
Lunch	Cold				
	Hot				

Date.....Time:.....

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Date.....Time:.....

	Food type	TEMPERATURE	CHECKED BY	REMARKS	ACTION TAKEN
Lunch	Cold				
	hot				

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