

### OS/01: Purchasing of food

#### 1.0 Introduction

- 1.1 All foods must be purchased from an 'Approved' supplier. A copy of the University's 'Approved' supplier list may be found on the Finance web-page by clicking the appropriate link.
- 1.2 If a department intends to use a company for the supply of foodstuffs which is not included on the 'Approved' suppliers list then the Head of Department must follow the appropriate 'Procurement' procedures as set out on the Finance web-page.

#### 2.0 Procedure

- 2.1 Where a new food supplier is to be taken on then the departmental head must first enter into discussion with Procurement (CCSG) before instigating any 'take-on' process.
- 2.2 Prior to selecting and engaging a food supplier that is not on the 'Approved' supplier list the departmental head must ascertain whether or not it is reputable.
- 2.3 In all instances a 'Supplier Questionnaire' will be sent to potential food suppliers by Procurement (CCSG)
- 2.4 The supply of 'high' and/or 'low' risk products will dictate the means of ascertaining suitability, as will the food supplier's current score as awarded under the National Food Hygiene Rating scheme.
- 2.5 Should the rating of a food supplier's business (as described in 2.4) be lower than that of the outlet wishing to procure food then there must be a strong case put forward for instigating the 'take-on' process.
- 2.6 For the supply of 'high-risk' products the:
  - undertaking of a physical inspection of the premises and audit of appropriate documentation ..... will be deemed appropriate
- 2.7 For the supply of 'low-risk' products the:
  - submission of a supplier questionnaire may suffice.
- 2.8 If a supplier is 'exempt' from the National Food Hygiene Rating scheme, for whatever reason (e.g. manufacturer/packer) this would then warrant all actions as listed in 2.6
- 2.9 A copy of the 'Supplier Inspection/Audit Checklist' can be obtained from the appropriate Health & Safety Adviser (CCSG) upon request.
- 2.10 If deemed necessary the Health & Safety Adviser (CCSG) will be able to assist in the undertaking of any such inspection/audit.
- 2.11 Those responsible for undertaking an inspection/audit of a potential food supplier must complete all sections of the checklist wherever appropriate and gain sufficient evidence to ensure the supplier is complying with its legal obligations in respect to both food safety and the control of allergenic ingredients. Failure to do so may result in the supplier not being considered for the supply of goods or may cause a delay in the 'take-on' process.

## SECTION 2 - OPERATIONAL STANDARDS

- 2.12 In the event that a manager undertakes an inspection/audit of a potential food supplier then a copy of the checklist must be forwarded to the Health & Safety Adviser (CCSG) for evaluation and endorsement for placement on to the 'Approved' supplier list.
- 2.13 If the company meets the required standards set out in the inspection/questionnaire criteria it may be regarded as 'Approved' for the supply of food, from a food safety perspective.
- 2.14 If the company does not meet the required standards set out in the inspection/ questionnaire or falls short of appropriate legislative requirements then the company **will not** be regarded as 'Approved' and therefore will not be considered for the supply of food.

Version	Date of issue	Author	Endorsed by
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