




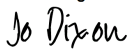
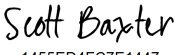
Food Safety Policy

Version control

The version history must reflect the current status of a document, i.e., whether it is in its draft or approval status. The table shall reflect the date issued / approved, who by, the current version, and a brief statement outlining the amendments made.

Rev:	Status / amendments	By	Date
1_01	Draft created	C. Warden	28.11.2022
1_02	Document amended following client's comments	C. Warden	06.07.2023
1_03	Final draft issued to sportscotland	A. MacDonald	11.08.2023
1_04	Comments received from Health and Safety Operational Group Document amended	M. Fraser	24.10.2023

Document creation / approval

	Signature	Title	Date
Prepared by: Christopher Warden (Amalgamate – Safety Risk Management Ltd)		Health & Safety Consultant	11.08.2023
Approved By: Jo Dixon on behalf of the H&S Committee	DocuSigned by:  880E62E8056342B...	Head of Human Resources	07-Nov-23 11:46:06 GMT
Approved By: Scott Baxter on behalf of PCS Union	DocuSigned by:  1455ED4FC7E1447...	Trade Union Representative	07-Nov-23 11:48:19 GMT

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Introduction

Food borne illnesses, or food poisoning, occurs when food spoilage takes place. This can be caused by contaminated food, pathogenic bacteria's, viruses or parasites that contaminate food items.

The best way to ensure that the risk is minimised by ensuring that all key stages of your HACCP are being monitored and recorded. Safe storage, minimal preparation time to ensure that temperature control is being effectively managed and good cooking records (ensuring that you food reaches core temperatures) will help to reduce the risk posed by these bacterias.

Whilst the ultimate responsibility is vested in the Chief Executive Officer, the success of this policy will require the involvement and commitment of everybody within the organisation. **sportscotland** will ensure that adequate resources are made available to fulfil this policy and employees will, where appropriate, be consulted with and involved at every relevant stage.

Scope

The following arrangements have been prepared for all **sportscotland** premises as detailed in the Health and Safety Policy.

This policy applies to all managers, employees, contractors, visitors, members of the public and others who may be affected by the activities of **sportscotland**.

Definitions

HACCP – Hazard analysis critical control point.

Policy statement

sportscotland aims to ensure that service users benefit from having food provided for them that is of high quality, well presented and prepared and is nutritionally sound and protect employees and visitors from food-related illness.

We will so far as is reasonably practical, ensure the health and safety of all persons affected by our catering and the production of food for human consumption. The minimum standard we will adopt will be compliance with legal requirements and the associated appropriate codes of practice. We will assess the risks from our activities and will operate according to the procedures that best promote health and safety at work.

sportscotland accepts its responsibilities for food safety and food hygiene. We will ensure that the resources necessary to achieve the objectives of this Food Safety Policy are made available to all. We require co-operation from all applicable employees to enable us to fulfil our legal duties and objectives.

We have a duty to provide safe wholesome food. Some of our consumers may suffer allergies. To prevent the risk of a consumer suffering an allergic reaction we will ensure that we have clear written information available to all employees to identify which food stuffs contain the 14 allergens listed in the retained EU law "EU Food Information for Consumers Regulations". To reduce the risk of cross contamination with food preparation and serving, all employees are instructed to follow the documented procedures stated within the HACCP plan as anaphylaxis can be fatal. If they do not understand they must ask.

Cleanliness is an essential part in helping us to ensure food is safe for consumption. We have devised cleaning schedules to cover all aspects of cleaning. This includes:

- Information of what is to be cleaned;
- Details of methods, equipment and detergents to be used with appropriate cleaning materials;
- The recommended frequency for cleaning;
- Safety precautions.

All employees are to maintain good hygiene standards to prevent pests and we will maintain the premises in good repair and condition to prevent the entry of pests.

All stock is to be regularly rotated and any food that is no longer fit for consumption is to be disposed of correctly to prevent pest activity. Any spilled liquids or food debris is to be cleaned up immediately.

To allow us to comply with current food safety legislation we will ensure:

- All work is carried out to the standards required by the regulatory authorities;
- Specific high-risk foods and processes will be identified and specific HACCP plans will be maintained;
- HACCP plans will consider microbiological, chemical and physical risk. This will include the risk from allergens;
- Standard operating procedures will be detailed by way of the “COOK SAFE” publication in Scotland;
- Food suppliers will be monitored;
- The risk from infection by low level contamination sources such as E.coli and Campylobacter will be recognised and specifically assessed;
- Controls on critical monitoring equipment such as probe thermometers will be in place and will be enforced;
- All employees will maintain standards of dress and personal hygiene required by local legislative requirements;
- Food grade sanitiser will be provided and will be used in food operation areas where food is being handled;
- The management of the organisation will ensure that standards conform to the requirements of all relevant guidance and food safety legislation;
- Food handling employees will be trained to the appropriate level required for their role;
- The organisation will employ the services of qualified competent advisors to ensure compliance with current food safety standards and legislation;
- All materials, plant and equipment brought into food areas will be monitored to maintain food safety standards; and
- The organisation will at all times co-operate with the local Environmental Health Officer and will make available any possible support to assist the Environmental Health Officer in his or her duties.

Equipment that enables tasks to be carried out safely will be provided and maintained to ensure their safe operation. Employees will be provided with appropriate training and instructions considered necessary, to ensure that they know how to work safely. Risk assessments will be documented for significant tasks and where exposure to hazards cannot be prevented by any other means, appropriate personal protective equipment will be provided and instruction in its use and maintenance given.

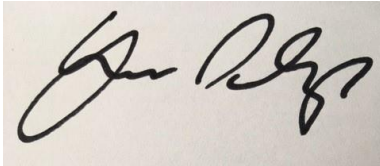
sportscotland's policies and procedures will adhere fully with all current UK legislation in relation to health, safety and welfare including (but not limited to) the Health & Safety at Work etc. Act 1974, Management of Health and Safety at Work regulations 1999, The Food

Safety Act 1990, The Food (Scotland) Act 2015, The General Food Regulations 2004, The Food Hygiene (Scotland) Regulations 2006, The Food Hygiene (Scotland) Amendment Regulations 2016 and all subsequent regulations.

Policy review

This policy and the arrangements contained within, will be reviewed at least annually by the Health and Safety Committee and will be updated as necessary. The Senior Management Team endorses this policy and is fully committed to its implementation.

Signed on behalf of **sportscotland**

A handwritten signature in black ink, appearing to read 'Forbes Dunlop', is shown on a light-colored background.

Name: Forbes Dunlop

Position: Chief Executive Officer

Dated: 7 November 2023

Roles and responsibilities

Chief Executive Officer

sportscotland's Chief Executive Officer is ultimately responsible for the health and safety of employees and others affected by our activities.

The Chief Executive Officer has delegated executive responsibility for health and safety to the Director of Operations. The delegated role is supported by the Head of Human Resources.

Director of Operations and the Head of Human Resources

Together, they will:

- Be responsible for implementing the Food Safety Policy;
- Ensure that adequate resource is made available to comply with legislation and policy;
- Ensure that arrangements are clearly communicated to all relevant employees, especially those responsible for completing food safety risk assessments and the HACCP plan;
- Facilitate audits to ensure that the arrangements outlined in this policy are being met;
- Ensure Head Chefs/Catering Manager/Contract Sponsor are competent in their duties and have received adequate training to carry out a HACCP plan and train other chefs in safe handling of food;
- Ensure a robust, efficient and effective reporting system is in place; and
- Regularly review of the Food Safety Policy and arrangements.

Head Chefs/Catering Manager/Contract Sponsor

They will:

- Ensure that a food safety risk assessment has been carried out if the premises contains a cafeteria or kitchen area that cooks or stores food;
- Ensure that the Head Chef/catering supplier has completed a HACCP plan, that looks to minimise risks at each stage of the food production system;
- Look for safer alternatives in the supply chain;
- Ensure adequate control measures are in place to eliminate or reduce food risks on **sportscotland** premises;
- Ensure a system is in place to effectively communicate allergies or intolerances to catering personnel;

- Provide adequate training to the other chefs in regard to the control measures outlined in the risk assessment;
- Provide instruction to any employee or visitor to the premises, who may have intolerances to some foods contained inside food;
- Ensure adequate records are kept on the food supply chain, production chain and training records;
- Ensure any incidents or ill-health due to food related illnesses is reported appropriately; and
- Review the food safety risks on a regular basis and update risk assessments as necessary if further controls can be introduced to reduce the risk to food related illness.

All other kitchen personnel

They will:

- Familiarise themselves with this policy and the HACCP, and co-operate in implementing its contents;
- All kitchen personnel, irrespective of their position shall take reasonable care for their own health and safety and that of other persons who may be adversely affected by food related illnesses, including other employees, visitors and contractors;
- Co-operate as appropriate with other chefs and agencies to ensure compliance with this policy and all other legal requirements; and
- Report any accidents, incidents or near misses on the Accident/Incident Reporting Form (AIRF).

All employees

They will:

- Familiarise themselves with this policy and the procedures it contains, and co-operate in implementing its contents;
- Ensure that allergy information is communicated effectively to catering team;
- Take reasonable care for their own health and safety and read any warnings of food allergens in the food they are eating or drinking; and
- Report any incidents of food related illnesses that have resulted from **sportscotland's** kitchen and cafe cooking or storage.