



# Step 1 - Purchase

## Summary

**Only good quality, safe food, should be purchased for use in the organisation. This will mean that it will be simpler to ensure the safety of all food produced and all safety controls in place will have the most beneficial effect.**

## What could happen?

**Food which is unsafe, or of poor quality, is delivered to the premises.**

**This will mean that an effective food safety system which is in place will have little effect, and could result in unsafe food being produced and served to customers.**

## Procedure

Purchase from approved suppliers via the FoodBuy EPSYS system.

Reject food from any other supplier and advise the Head Chef when problems occur.

Any food outlet wishing to use a non-registered supplier must first notify the central catering contact responsible for procurement, in order for an assessment of their suitability to be carried out.

### Procurement of outside catering companies for events (for example hog roasts etc.)

In the first instance anyone wishing to use outside catering companies should contact the university catering department as they need to be approved.

### Where an outside caterer is used the following rules apply:

- Students are not permitted to manage nor supervise these events, the vendor must take full responsibility for this.
- The vendor must be able to demonstrate that persons onsite have a suitable level of food safety training.
- The vendor must have a full Food Safety Policy and food safety management system. This shows how they will source, prepare, deliver, cook and serve your food safely for your event. If unsure ask either University Catering or the Health & Safety Service for advice.
- The vendor must provide details of their food registration with the Local Environmental Health Department.

# **Step 1 - Purchase HACCP Summary**

## **Hazard**

- Food contamination with pathogens.
- Product unavailability impacting food allergen content.
- Untrustworthy source of food.

## **Controls**

- Use FoodBuy EPSYS food ordering system.
- Select least hazardous foods for use e.g. buy hard cheese as opposed to soft cheese as less risk of bacteria multiplying.
- Receive supplies from approved supplier.
- Suppliers to identify unavailability of product, instead of sending alternative which may have a different food allergen content.
- Expected food safety standards are known to suppliers, allowing them to comply with these requirements.

## **Critical limits**

- Ensure that the 'Controls', above, are followed at all times.

## **Checks & Records**

- Menu checks carried out pre-event.
- Check compliance on delivery, especially ingredients.
- Audit suppliers.
- Ensure all suppliers have an effective Hazard Analysis Critical Control Points (HACCP) system and Good Hygiene Practice (GHP) in place.
- Check HACCP documentation of the supplier(s).

## **Corrective action**

- Review supplier.
- Review menus.
- Advise supplier of problems.
- Replace supplier.

## **Other documentation / action**

- Records of purchases should be kept, allowing it be identified whether or not food deliveries have met the orders made.