



BBC Studioworks

# Food Hygiene

Health & Safety Arrangements

# Food Hygiene

## **POLICY STATEMENT**

It is the policy of BBC Studioworks to provide a safe and healthy environment for all staff and visitors. The management of food hygiene is considered a priority.

Where BBC Studioworks provide and maintain facilities for productions and contracted caterers to use for food preparation. Responsibility for food preparation and hygiene is held by the respective contractor and / or production.

## **Responsibilities**

The respective contractor and / or production responsible for the implementation of this policy in their respective food preparation areas.

### ***They will ensure that:***

- Good hygiene practices are followed
- Hands are washed thoroughly before touching the mouth e.g. eating or drinking
- Qualified home economists or qualified chefs will be in charge of preparing/cooking food for any cookery based programmes.
- Any contestants taking part in cookery programmes will be briefed on good hygiene procedures that must be followed
- All food stored in sealed containers and waste disposed of properly
- Rubbish must be taken out and the studio and/or food prep area cleaned regularly
- Where food may contain ingredients that can trigger allergic reactions, these must be clearly labelled to the consumer

## **Specific Caterer Responsibilities**

The caterer is responsible for the maintenance of good standards of food safety and hygiene, and for ensuring compliance with the law and that established best practice is followed.

The caterer will prepare and keep up to date a written statement setting out the policy and arrangements for food safety and hygiene. The Caterer statement of policy and arrangements will include emergency procedures and will be reviewed annually. Copies of the statement and all revisions can be supplied to BBC Studioworks and Productions at their request.

The caterer will nominate a qualified competent member of staff to be in control of food safety and hygiene in the catering operation.

Records required by the caterer policy and arrangements will be kept up to date and available for inspection on site at any reasonable time.

BBC Studioworks will require copies of 'Hazard Analysis Critical Control Points' procedures and an outline of 'Critical Control Points' in key locations, where applicable.

In addition, BBC Studioworks reserves the right to conduct unannounced visits to all food preparation and service areas to monitor and assess compliance.