



Ark[®]
People
Housing
Care

Food Safety

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Owner:	Brian Gunn	Job Title:	H&S Manager
To be issued to:		Board of Management Senior Leadership Team Policy Review Group All Staff Ark Working Group	
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Version Control

Date	Owner	Version	Reason for Change
September 2021	Brian Gunn	5.0	Cyclical review

Summary of Changes

Section	Change
Whole Policy	New format



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1.0 Ark`s Values

Arks values are true to the core purpose of the organisation and the services we deliver. They determine our behaviours towards one another and what we should expect in our relationships with one another. Working within the following values will guide and help us deliver our vision and mission of Ark being an organisation where everyone is equal:

Trust

We have confidence in our people to deliver excellent services and trust in them to do so. We will develop trusting and honest relationships and our customers will feel assured that they can rely on us to deliver.

Respect

We treat everyone fairly and we listen. We are respectful of each person with whom we come into contact and expect our people to respond professionally and treat others as they would wish to be treated.

Understanding

We will operate with empathy and compassion and approach each situation with an open mind. We will question and challenge to ensure we achieve the right outcomes for customers and our people.

Equality

We believe everyone is equal and expect our people to create positive experiences where everyone feels valued and included.

Integrity

We will do the right thing and take responsibility for our actions. We will work together to uphold the highest standards of behaviour and practice.

2.0 Purpose

The purpose of this policy is to describe how Ark employees will implement its duties and responsibilities under the Food Safety Act 1990 and the Food Hygiene (Scotland) Regulations 2006, to ensure that all elements of food safety relevant to Ark's support of people and our employees are carried out without causing injury or harm.

3.0 Policy Statement

This policy describes the approach taken to implement high standards of food safety and hygiene in line with all statutory requirements and regulations:

- supported people benefit from having food provided for them that is stored safely prepared and is nutritionally sound; and

- protects staff and supported people from food-related illness.

4.0 Scope

The policy applies to all employees of Ark and to all people using or visiting the workplace e.g. visitors, relief employees, agency staff, contractors and supported people.

Not all of the requirements of this policy and its procedures will be applicable at each project or location. There is a difference between cooking, and supporting (assisting) people to cook, which defines the extent to which the legislative requirements will apply in each case.

5.0 Legal/Regulatory Framework

5.1 Food Safety Act 1990

This Act is the encompassing Act for all aspects of food safety and has the requirement of providing food which is not injurious to health. It covers supply, preparation, storage, labelling, packaging, cooking and is targeted at 'businesses' carrying out any of these activities. Businesses are defined as a cost involved in any of the above steps.

5.2 Food (Scotland) Act 2015

The 2015 Act sets out the objectives, general functions and powers of Food Standards Scotland (FSS).

The main objectives of the FSS is protect the public from risks to health which may arise in connection with the consumption of food.

5.3 Food Hygiene (Scotland) Regulations 2006

These Regulations were introduced to provide guidance on safe working practices arising from the requirements of the Food Safety Act. The regulations provide additional information to the food provider on cleaning, preparation, storage, pest control and hygiene.

6.0 Responsibilities

6.1 Board of Management

Ark's Board of Management is responsible for consideration and approval of this policy, and for ensuring that its decisions are taken in accordance with relevant legislation, regulatory expectations, training and guidance.

6.2 Executive Team

Ark's Executive Team is responsible for ensuring that this policy is reviewed in accordance with Ark's schedule for review of policies, or sooner if required. The Executive Team is responsible for ensuring that its decisions, and that the decision of officers, are taken in accordance with relevant legislation, regulatory expectations, training and guidance.

6.3 Senior Leadership Team

Ark's Senior Leadership Team is responsible for review of the policy, and for ensuring that its decisions, and that the decision of officers, are taken in accordance with relevant legislation, regulatory expectations, training and guidance.

6.4 Managers

Ark Managers will be responsible for the effective implementation of this policy and procedure within their area of responsibility. They must also ensure that each member of their staff, through induction, and team meetings, is made aware of this policy and participates in relevant training.

6.5 All Staff

All employees have a responsibility to ensure that they are complying with the health and safety procedures and requirements appropriate to their job. To achieve this, in relation to food safety, employees should:

- comply with the arrangements made for food safety;
- attend and complete any identified training related to food safety;
- liaise with their manager regarding requirements for food safety; and
- advise their manager of any difficulties in complying with the arrangements.

7.0 Food Safety

Non-compliance breaches of Ark's Food Safety Policy but also the Health and Safety Policy will be viewed seriously and will be investigated in accordance with Ark's Disciplinary Policy and Procedures.

8.0 Related Policies & Procedures

This policy should be read in conjunction with Ark's:

HS10 Control of Infection.

9.0 Equality Impact Assessment (EIA)

An Equality Impact Assessment has not been completed in relation to the development of this policy.

10.0 Data Protection Impact Assessment (DPIA)

No data protection implications have been identified in relation to the development of this policy, and consequently a DPIA has not been completed.

11.0 Stakeholder Consultation

In developing this policy the following groups were consulted:

- Ark Board of Management.
- Ark Executive Team.
- Ark Senior Leadership Team.
- Ark Policy Review Group.
- Ark Working Group. TBC
- Ark Staff.

12.0 Monitoring and Review

12.1 Monitoring

Ark's Executive and Senior Leadership Teams will monitor implementation of this policy on an ongoing basis, particularly in relation to ensuring delivery of Equalities Impact Assessments, and in relation to ensuring that relevant decisions within Ark are taken in line with the obligations and expectations set out in this policy.

12.2 Review

This policy will be reviewed within 3 years from the date of approval by our Board of Management, in accordance with Ark's policy review framework.