



ORGANISATION AND RESPONSIBILITIES FOR FOOD SAFETY

This document specifies the responsibilities for Food Safety at all levels within the Compass Group UK & Ireland.

Chief Executive Officer, Compass Group UK and Ireland

The Chief Executive Officer, Compass Group UK and Ireland is responsible for:

- Ensuring the application of the HSE Policy and the subsequent monitoring of arrangements for implementation throughout Compass Group UK & Ireland Business Sectors and Support Functions
- Specifying food safety objectives
- Ensuring that the necessary resources are available for implementing the HSE Policy and detailed arrangements, together with the subsequent monitoring of performance
- Reviewing the Company HSE Policy as necessary.

Purchasing and Supply Chain Director, Compass Group UK and Ireland

The Purchasing and Supply Chain Director, Compass Group UK and Ireland is responsible for:

- Ensuring that adequate arrangements are in place for the selection and appointment of competent contractors who will provide services and equipment to Business Sectors and Support Functions within Compass Group UK and Ireland

The Chief Finance Officer, Compass Group UK and Ireland

The Chief Finance Officer, Compass Group UK and Ireland is responsible for:

- ensuring that contracts with clients, where possible, state responsibilities for food safety issues
- ensuring that adequate legal representation is provided in the event of legal action against the business in respect of food safety
- ensuring that where any claims for compensation are received, that these are processed with reference to the Company insurers as appropriate.

The Chief People Officer, Compass Group UK and Ireland

The Chief People Officer, Compass Group UK and Ireland is responsible for:

- Ensuring that the appropriate information, instruction and training programmes are available
- Ensuring that the Compass Group UK and Ireland Director of HSE is informed of any employee reorganisation or re-designation of posts and/or responsibilities that could affect the arrangements for food safety provision within the Company
- Ensuring that adequate arrangements are made for consultation with employees on matters that may affect food safety
- Liaising with the Director of HSE and ensuring that the Compass Group UK and Ireland Executive Committee is aware of the statistical records of all accidents and HSE, including food safety incidents.

The Director of HSE

The Director of HSE, Compass Group UK and Ireland is responsible for:

- Continuously updating the Company on legislation development and industry standards where they affect the business
- Regular review of the Company HSE Policy with the Health, Safety and Environmental Committee
- Advising the HR Director and the Health, Safety and Environmental Committee on food safety matters for report to the Compass Group UK and Ireland Executive
- Providing specialist advice to all levels of management on food safety matters
- Offering guidance to employees on specific matters relating to food safety
- Developing and reviewing the Company HSE Policy and objectives with the Company Health, Safety and Environmental Committee.
- Communicating health and safety statistics to the UK and Ireland Executive and all Compass Group UK & Ireland Business Sector Managing Directors and Support Functions Department Heads

Compass Group UK and Ireland Health, Safety and Environmental Committee (UK HSEC)

The Compass Group UK and Ireland Health, Safety and Environmental Committee (UK HSEC) is the cross sector steering group responsible for:

- Reviewing food safety policy and procedures, communicating policy to the Compass Group UK & Ireland Business Sectors and Support Functions, monitoring food safety performance and reviewing results
- Recommending changes to HSE policy and procedures, proposing food safety objectives and for reporting food safety performance to the Compass Group UK and Ireland Executive for approval via the Director of HSE.

Heads of Support Function Departments

Support Function Heads of Departments are responsible for:

- Ensuring the implementation of food safety procedures, including review of hazard analysis, in all operating units within their area of responsibility
- Ensuring the monitoring and review of food safety performance in all units for which they have responsibility
- Reviewing food safety statistics supplied by the Director of HSE and acting upon results by implementing strategies to reduce incidents
- Ensuring appropriate cascade of all food safety communications and other food safety information to Operating or Department Teams as appropriate
- Ensuring that the appropriate information, instruction and training is provided to all employees within their control
- Ensuring food safety is a minuted agenda item at management meetings with reporting of issues as appropriate.

People Directors and People Business Partners

The People Directors and People Business Partners are responsible for:

- Undertaking consultation with employees and representatives as appropriate on food safety matters
- Ensuring that the appropriate information, instruction and training is available to all employees
- Ensuring the revision, updating and implementation as appropriate of all training materials in relation to food safety.

UK Sales Director and Sector Sales Directors

The Sales Directors for Business Sectors are responsible for:

- Ensuring that in any negotiations for new business opportunities, responsibility for compliance with food safety legislation is clearly defined and understood by all parties concerned
- Ensuring that the contract includes a provision for any remedial works identified in the New Unit & Temporary Catering Facility Assessment to be completed within agreed timescales.

Sector CEO's, Business Directors, OPLs and OPMs

The Operations Management of Business Sectors and Support Functions are responsible for:

- Ensuring the implementation of food safety procedures including the review of hazard analysis, in all operating units within their business
- Ensuring that the incident reporting procedures are implemented in line with Company policy
- Monitoring and reviewing systems of work in all units under their control to ensure food safety hazards are controlled
- Ensuring that a food safety audit program is implemented, monitored and reviewed
- Ensuring that every unit under their control responds to the food safety audits and effectively follows up the results
- Ensuring that the appropriate information, instruction and training is provided to all employees within their control, maintaining up to date training records
- Consulting and co-operating with clients on matters of food safety to ensure that effective arrangements are implemented and maintained
- Ensuring food safety is a minuted agenda item at Team meetings with reporting of issues as appropriate
- Ensuring that a New Unit & Temporary Catering Facility Assessment is carried out before, or as soon as is practicable after the opening of a new contract or before moving into temporary catering facilities, to establish food safety standards of premises, plant and equipment. Where unsatisfactory standards are identified, an action plan to achieve the required level of compliance must be agreed with the client or other responsible person.

Site/Unit Management

Site/Unit Management are responsible for:

- Implementing food safety procedures including the carrying out of food safety hazard analysis
- Completing, implementing, monitoring and reviewing systems of work to ensure food safety hazards are controlled
- Recording any potential food safety hazards beyond their control and reporting these to the Line Manager/Client as appropriate
- Ensuring all allegations of food poisoning or food contamination and all food complaints are investigated and reported
- Reporting enforcement officer inspections and visits to the Line Manager

- Ensuring that the appropriate information, instruction, training and supervision is provided to all employees within their control, maintaining up to date training records
- Ensuring copies of the Food Safety Management System, hazard analysis and safe systems of work are available at all times
- Supervising all employees under their control Consulting with Clients employees on food safety matters including minuted HSE meetings.

All Company Employees

All Company Employees are responsible for:

- Co-operating with their employer on matters of food safety
- Correctly using work items provided by the employer, including uniform, protective wear and equipment in accordance with training and instructions
- Not interfering with or misusing anything provided for purposes of food safety
- Reporting food safety hazards, food safety incidents, illnesses and diseases to the Line Manager.

Responsibilities for co-operation on food safety with Clients and others

Maintenance and provision of premises, plant and equipment

- Business Sector Sales Director, Managing Director or Operations Management shall establish by written agreement with the Client the responsibilities for the provision and maintenance of appropriate premises, plant and work equipment in line with the manufacturers instructions and legal requirements
- The Client and the Site Manager and/or Operations Management should retain a copy of this arrangement.