

# **Harper Adams University Catering Department**

## **Sustainability Policy 2020-2025**

### **Introduction**

HAU catering department is an in-house catering operation running five outlets across the campus, including the dining room for the 400 catered students & retail shop. The department also caters for staff and external functions.

Sustainability is often defined as meeting the needs of the present without compromising the ability of future generations to meet theirs. It has three main principles – economic environmental and social – and which all have to be maintained at the same level in order to be sustainable. For HAU catering department, sustainability is the ability to maintain and increase profits, while ensuring a pleasant working environment and reducing our impact on the environment by using as much produce off our own farm as possible.

This food policy covers all food outlets and food served by the university (excluding vending machines and the student's union).

### **Policy Scope**

This policy aims to

The policy covers all food outlets and food served by the university (excluding vending machines and the student union).

- Graze Café
- Kaldi Café
- QMH Dining Hall
- Costa Cafe

### **Reporting**

The policy and action plan have been developed by the catering department in collaboration with the sustainability team and have been approved by the catering manager and university secretary.

The policy and/or action plan may be amended during this period (2020-2025) or more information or options become available.

The reporting and review process is as follows...

- Annual policy review – carried out in monthly catering department meetings and reported back to senior management team
- Annual review of action plan progress (see annex below)

## Policy

### Food Waste

- Ensure food waste is separated from general waste – food waste is sent to an anaerobic digester via our waste collector
- Reduce volumes of food waste through communication & schemes to give away leftovers.
- Initiate food waste sector research in co ordination with TUCO & WRAP.

### Non-Food Waste

- Eliminate use of single use disposable cups through the 'Reuse Cup' scheme
- To reduce use of disposable takeaway containers and to use 'biodegradable' versions when they are needed
- Reduce use of disposable cutlery and use environmentally friendly versions when they are needed
- Ensure all recyclable materials are separated for recycling
- Reduce the usage of materials which are sent to landfill
- Have reusable water bottles & coffee cups available for purchase and ensure refill stations are available for all staff and students to use – promote & increase use of Refill Scheme

### Energy Consumption

- Keep energy consumption to a minimum regarding food production, transportation and storage
- Continue to support the university's Sustainable Transformation Energy Project (STEP) which is designed to generate 75% of electricity and 80% of heat for the university

### Food Traceability, Provenance & Seasonality

- Meat from the Harper Adams Farm to be used whenever possible
- Ensure local suppliers are used to reduce food miles and support local businesses
- Ensure seasonality of foods is reflected in the menus
- Ensure customers have information regarding origin of their food

### Ethical Sourcing

- Sustainable sourcing of fish such as those accredited by the Marine Stewardship Council – HAU catering department is MSC certified
- Choose Fairtrade certified products where appropriate, for products such as coffee, to help ensure a fairer deal for disadvantaged producers, and promotion of Fairtrade awareness to staff and students

### Health & Wellbeing

- Provide nutrition labelling on menus to help staff and students with their food choices
- Provide ingredient and allergen information on menus
- Use cooking methods that help reduce salt, fat & additives
- Encourage consumption of 5 a day

## Procurement

- Buying decisions to be made based on economic, social and environmental factors e.g. ensuring the best value for money but while covering food safety laws and moral responsibility, and environmental concerns
- Take notice of Fairtrade, organic, free range etc
- Use the TUCO buying framework where appropriate

## Employment

- To provide employment for members of the local community
- To provide flexible working hours to support those with younger children or those looking for better work life balance
- To provide employment and work experience for people who may struggle to find opportunities elsewhere such as people suffering from learning difficulties

## Training & Development

- To provide apprenticeships and degree apprenticeships to current and new members of staff
- To provide short course training to staff members where it is necessary to their work or where it is an area of interest related to their work

## Communication

- Ensure staff, students and visitors have access to the sustainability policies and other related documents
- Ensure staff, students and visitors have the information needed to make sustainable food choices

## Authorised...

Name	Position	Date
Jo Horsburgh	Chief Operating Officer	28 <sup>th</sup> June 2023
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David Nuttall	Head of Catering & Retail	28th June 2023
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## **Action Plan 2020 – 2025**

### Food Waste

1. Improve awareness of volumes of food waste to both staff & students and encourage reduction of food waste through posters and targets
2. Continue with and develop the end of service scheme – where at the end of dinner service, any food which cannot be reused by chefs is available for students to takeaway for free
3. Improve signage & availability of bins to ensure food waste is going in the correct bins
4. Investigate ways to reduce kitchen food waste

### Non-Food Waste

1. Increase returns of the reuse cup through promotion/awareness, and a survey to identify barriers to returning or reusing the cups
2. Work with the estates department to improve disposal of our environmentally friendly food boxes to reduce the environmental impact
3. Improve signage & bins for recycling

### Energy Consumption

1. Carry out an audit of current energy consumption and identify any areas for reduction

### Food Traceability, provenance & seasonality

1. To work with Harper Adams Farm to increase meat used from the farm, e.g. adding beef to the lamb and pork currently used
2. Improve labelling of meat products – promoting meat from sourced from the farm, and traceability of meat from other sources

### Ethical Sourcing

1. Use TUCO frameworks & engage with their sustainable scouring criteria when awarding contracts
2. Identify Fairtrade products currently used and promote this to customers
3. Identify other Fairtrade products we could be using

### Health & Wellbeing

1. Use our stock system to create the nutritional content of meals and to identify ingredients and allergens in meals
2. Use our labelling machine better to provide this information to customers
3. Identify portion sizes of vegetables and salads to give customers an indication of how to achieve 5 a day

### Procurement

1. Identify a list of key sustainability points for suppliers and work with suppliers to ensure they meet our sustainability needs

### Training & Development

1. Continue to offer opportunities for all staff

2. Identify areas in the department which could be improved to ensure any training benefits the whole department

Communication

1. Display the sustainability policy for catering staff
2. Create a sustainability section on our website and staff portal
3. Use menus, posters and social media to promote sustainability initiatives

Authorisation

Name	Position	Date
Jo Horsburgh	Chief Operating Officer	28 <sup>th</sup> June 2023
.....	.....	.....
David Nuttall	Head of Catering & Retail	28 <sup>th</sup> June 2023
.....	.....	.....

## Annex 1: Action Plan Review 2023

Action Plan Point		Progress Update	Key areas to work on	Date & Who Involved
Food Waste	Point 1	See attached social media posts around food waste volumes & awareness raised.	Keep communicating to all student & staff body	Spring 23 David Nuttall
	Point 2	Great success here with leftover scheme (see attached posters & measurements)	Increase awareness through posters & notices on menus etc	Summer 23 David Ashdown (catering administrator)
	Point 3	Ongoing good practice here (see attached pictures) & student project using waste plastics in research	Increase signage & work closely with waste contractors	Summer 23 David Nuttall
	Point 4	On going research with the HE sector / TUCO & WRAP to produce market leading publications & lessons learnt	Good practice shared through research & replicated	Autumn 23 David Nuttall
Non-Food Waste	Point 1	Cup scheme still running well & saved over <b>xxxx</b> single use cups since start of scheme	Going cashless & using a token system no longer returning £1 coins has seen a slight reduction in returns & work to do here	Matthew Thorpe (catering operations Manager) Summer 23

	Point 2	Tender for new waste contractors on site currently underway & front and central discussions around recycling	Ongoing tender discussions with incumbent waste contractors	Adam Van Winsum (head of sustainability) Summer 23
	Point 3	Improved signage & new bins purchased (see picture) to encourage reuse cups returning	Internal bin refuse units need better signage	Adam Van Winsum David Nuttall Summer / autumn 23
Energy Consumption	Point 1	Ongoing monitoring through the estate dept	New stove tops looking at Induction technology & air frying etc to reduce oil usage	Adam Van Winsum Summer 23
Food Traceability Provenance & Seasonality	Point 1	All pork/ beef & Lamb sourced from our onsite farm . Producing xx Kilo of our own sausages.	Ongoing usage of Harper produce	Maggie Naylor (head chef) Amy Bower (Butcher) Summer / autumn 23
	Point 2	More promotional material on menus highlighting the provenance & USP	New streams of `Harper` produce like milk & cheese etc	Maggie Naylor (head chef) Amy Bower (Butcher) Summer / autumn 23
Ethical Sourcing	Point 1	Ongoing using TUCO frameworks.	Maggie Naylor (head chef) attended “menus of change” conference in USA to push on with these principles	Maggie Naylor Summer 23
	Point 2	Fairtrade products still prioritised & promoted	New coffee tender (through TUCO) & Fairtrade	David Nuttall Matthew Thorpe Summer 23

			weighting applied	
Health & Wellbeing	Point 1	Natasha`s law introduced meaning all allergens clearly labelled	Ongoing with more produced in house	Maggie Naylor David Ashdown Summer 23
	Point 2	Date code genie & procurewizard systems aiding this process	Keep labelling of paramount importance as diet preferences are increasing every day	David Nuttall Matthew Thorpe Maggie Naylor David Ashdown Debs Wassell (catering administrator) Summer 23
	Point 3	5 a day constantly highlighted	Salad bars – free access to customers in catered dining	Maggie Naylor Summer / autumn 23
Procurement	Point 1	TUCO framework to highlight sustainable weighting when awarding procurement contracts	Ongoing engagement with TUCO & Harper produce along with local sourcing	David Nuttall Summer autumn 23
Training & Development	Point 1	Ongoing opportunities for example Maggie Naylor (head chef) attended Menus of change summit June 23	Promote through personal development reviews with staff & encourage engagement & training	Matthew Thorpe David Nuttall Maggie Naylor Academic year 23/24
	Point 2	Topic on agenda at weekly staff meetings & suggestions requested	Encourage staff through giving time off	Matthew Thorpe David Nuttall Maggie Naylor Academic year 23/24
Communication	Point 1	Sustainable policy on all staff notice boards & communicated through staff meetings	Ask for staff comments & suggestions throughout the year	Matthew Thorpe David Nuttall Maggie Naylor Academic year 23/24

	Point 2	Section already on website – portal currently in development	Engage with staff on portal suggestions	Matthew Thorpe David Nuttall Maggie Naylor Academic year 23/24
	Point 3	Ongoing promotions through social media & posters & menus	Develop with other mediums such as on-site screens / new social media platforms	David Ashdown academic term 23/24