

**Students’ Union Guide to Food Safety**

Use this guide following completion of an [event planner](https://www.thesubath.com/new-event/).

Please refer to the SU’s [food risk assessment](https://www.thesubath.com/student-leaders/links/food-safety/) and add in any extra points relevant to your event.

Everyone who prepares food needs to make sure they follow good food hygiene to ensure that the food they serve is safe to eat. Good hygiene prevents food poisoning, allergic reaction, protects your reputation with customers and helps you comply with the law. This guide informs you about food hygiene, outlining why it's important and what your responsibilities are.

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**Keeping Food Safe**

Following the 4Cs of food hygiene will help you prepare, make and store food safely. Please read through each of the following.

The 4Cs of food hygiene are:

* [cleaning](https://www.food.gov.uk/safety-hygiene/cleaning)
* [chilling](https://www.food.gov.uk/safety-hygiene/chilling)
* [cooking](https://www.food.gov.uk/safety-hygiene/cooking-your-food)
* [avoiding cross-contamination](https://www.food.gov.uk/safety-hygiene/avoiding-cross-contamination)

**Making Food for Large Numbers of People**

1. If preparing food in advance, cool promptly, freeze and date label it. Ensure the food is properly defrosted before you use it.
2. Wash your hands regularly with hot soap and water (hand sanitiser is not a suitable substitute).
3. Always wash fresh fruit and vegetables.
4. Keep raw and ready-to-eat foods apart.
5. Check all food used is within its use-by date.
6. Always read any cooking instructions and make sure food is properly cooked before you serve it. Use a temperature prob to check this.
7. Ensure that food preparation areas are suitably cleaned and sanitised after use and wash any equipment you are using in hot soapy water .
8. Keep food out of the fridge for the shortest time possible, ensure fridges and freezer are operating at correct temperatures using food probe or thermometer.

**14 allergens**

**There are legal implications in place to help decrease the risk of a possible allergen reaction or fatality so the below guidelines MUST be followed.**

Some people have very severe allergies to certain foods. Such allergies can be life threatening, even if the allergic person eats just a very tiny amount of the food. Never guess. Food businesses must tell customers if any food they provide contain any of the listed allergens as an ingredient.

The 14 allergens are:

**celery**, **cereals containing gluten** (such as barley and oats), **crustaceans** (such as prawns, crabs and lobsters), **eggs**, **fish**, **lupin**, **milk**, **molluscs** (such as mussels and oysters), **mustard**, **peanuts**, **sesame**, **soybeans**, **sulphur dioxide and sulphites** (if they are at a concentration of more than ten parts per million) and **tree nuts** (such as almonds, hazelnuts, walnuts, brazil nuts, cashews, pecans, pistachios and macadamia nuts).

*This also applies to additives, processing aids and any other substances which are present in the final product.*

By law, you must be able to provide customers with a full list of allergens [14 allergens](https://www.food.gov.uk/safety-hygiene/food-allergy-and-intolerance) for each food served and highlight any allergens present in the food preparation area. All foods that may contain any of the above should be clearly labelled. Remember, even a tiny amount can cause a severe reaction in someone who is sensitive.

Although it is only the 14 allergens which are legally required to be listed, consumers may have other allergies and intolerances. Ensuring you have a full ingredients list for all food products, allergens are clearly labelled and a food matrix is created for all food products sold and served will cover all potential questions so customers are able to make an informed and safe choice. [14 allergen matrix](https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fwww.thesubath.com%2Fpageassets%2Fhealth-and-safety%2Fallergen-chart-1.docx&wdOrigin=BROWSELINK)

If a dish contains any of the foods listed above, make sure this is also reflected in the name or the menu description, for example "carrot and nut salad".

If you think someone is having a severe allergic reaction, do not move them - ring 999, explain that you think they are having an allergic reaction and ask for a paramedic.

**Chilled Food**

You can hold chilled food at room temperature for up to 4 hours, food must be immediately stored back in the fridge otherwise it must be disposed of.

**Barbequing Foods**

 **\*\* please refer to the SU’s** [**Food Risk Assessment**](https://www.thesubath.com/student-leaders/links/food-safety/) **and add in the extra information that is relevant for your event.\*\***

**Please also refer to** <https://www.food.gov.uk/safety-hygiene/barbecues>

Barbequed meat can look cooked when it isn’t properly cooked through. Always use a thermometer to check. Contact your SU department to see if they can supply these.

* Never part-cook on a BBQ and finish cooking later. However, you can part-cook poultry in the kitchen before you cook on the BBQ.
* To light the BBQ always us proper BBQ lighter fuel and not petrol or other flammable liquids.
* If using a gas BBQ ensure the gas lights immediately. If the gas fails to light on the first or second attempt turn off the gas for a few minutes before trying again.
* Position BBQs on level ground away from fences, hedges and tree or anything that could catch fire.
* Ensure you have sufficient food preparation and serving areas.

**Minimum Internal Temperatures for Meat**

Cooking food at the right temperature and for the correct length of time will ensure that any harmful bacteria are killed. Always check the advice on food packaging and follow the cooking instructions provided.

Most pathogenic bacteria are destroyed between 140°F and 160°F (65°c-75°c) but the recommendations for thorough cooking varies between the type of meat or poultry. Over 160°F or 75°c can be used as a general rule if unsure.

**Use by dates**

Use by dates show how long the food remains safe to eat or drink. Check and follow the use-by dates of the food you serve. Food cannot be supplied in any circumstances if its use-by date has passed. This also applies if you are supplying people with packaged food from a food bank. [WRAP date labelling guidance](http://www.wrap.org.uk/food-date-labelling) provides advice on how to safely redistribute surplus food and avoid food waste.

**High Risk Food**

Some foods are more likely to cause food poisoning than others. These include:

* raw milk
* raw shellfish
* soft cheeses
* pâté
* foods containing raw egg
* cooked sliced meats

If you serve any of these foods, consult the Foods which need extra care section in the [Safer food better business pack](https://www.food.gov.uk/business-guidance/safer-food-better-business-for-caterers).

\*\*Please get in touch with **susocieties@bath.ac.uk** if you or your groupwill be handling food on a regular basis. We will then enrol you onto a quick online Food Hygiene course to ensure knowledge is being passed on\*\*

**Food Hygiene and the importance of hand washing**

All food vendors and producers must have access to a regular handwashing facility. If there is no running water nearby, clean hot water and soap in a bowl can act as an appropriate solution but will need regularly refreshing. Hand sanitiser or gloves are NOT an acceptable alternative. Tongs are another solution as long as you are factoring in food preferences (eg, meat, veg) and cross contamination (eg. hot and cold foods) and allergens (eg. GF, Dairy, Nuts etc.) so you will need separate tongs for each of the above.

**Cakes**

**\*\*There is a general** [**cake risk assessment**](https://www.thesubath.com/student-leaders/links/food-safety/) **so please follow this and add in any extras that may be relevant to your event\*\***

You can serve home-made cakes at community events. They should be safe to eat if:

* a recipe from a reputable source is used
* the people who make them follow good food hygiene advice
* the cakes are stored and transported safely

**Making and transporting cakes**

If you make a cake at home:

* use recipes from reputable sources
* always wash your hands before preparing food
* make sure that surfaces, bowls, utensils, and any other equipment are clean
* don't use raw eggs in anything that won't be thoroughly cooked, such as icing or mousse
* keep cheesecakes and any cakes or desserts containing fresh cream in the fridge
* store cakes in a clean, sealable container, away from raw foods

On the day, when you bring in cakes from home or run the stall, you should:

* transport cakes in a clean, sealable container
* make sure that cheesecake and any cakes or desserts containing fresh cream are left out of the fridge for the shortest time possible, ideally not longer than 4 hours
* when handling cakes use tongs or a cake slice

**Storing cakes**

You can keep cakes and baked goods with high sugar content in:

* airtight containers - this will prevent mould growth through absorption of moisture from the atmosphere
* the fridge - cakes will last for longer, but their quality may be affected

Any cakes with high moisture additions, such as cream added after baking, should not be left at room temperature. They must be stored chilled (in the fridge) and eaten within the use-by date of the added product.

There are some types of icing, such as ganache and buttercream, that can be kept outside the fridge. It’s best to store them somewhere cool and dry. Check the guidelines for storage of the particular icing product you will be using.

**Caterers, Restaurants and Takeaways**

If you are planning to use a catering or other food business please email catering@bath.ac.uk to tell them who you want to use. You will also need to check the company has a Food Hygiene Rating Scheme award of a three or above, ideally a 4 or 5. In some cases, we may ask you to get back to the company to ask for their **public liability certificate and food hygiene certificate** depending on the caterer and the nature of the event.

For eg, if you are using Dominoes pizza company, who are a reputable take away business , then checking they have that food hygiene rating is enough. However, if you are wanting to use a small, lesser known company to provide a buffet involving meat or fish then we will probably need their public liability and food hygiene certificates.

If you are using pre-packaged food from a supermarket then they should also have a Food Hygiene Rating Scheme award of a three or above, ideally a 4 or 5

\*\*If you are unsure then please check with The SU whether your event will need to be asking for the public liability and the food hygiene certificate\*\*

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The temperature of the food (hot or cold) should be maintained from the point of purchase/receipt to the time it is served, and thereafter.

**Food Safety: FAQ’s and main points to remember**

**What about allergies outside of the 14 common allergies?**

The server/seller should be able to provide as much information as possible, and should be able to reference ingredients as well as just the allergens matrix, they ideally would have the recipe itself to hand if made themselves. If they had full knowledge that particular ingredient wasn’t included they could say with confidence it didn’t contain it. If the kitchen had also been cooking using that ingredient it would be best practice to mention it and warn of cross contamination, (even if not a common allergen) and the customer can then make a well informed decision based on their own allergy severity.

**What about Students making a home cooking video?**

Make sure you are following the best practice detailed in this document

**Our group will be delivering events involving food on a regular basis- do we need to complete any training?**

Contact susocieties@bath.ac.uk for access to the relevant food safety courses found at [CPL Online | Home](https://nus.cplonline.co.uk/Home.aspx)

You will need to register your group at [https://www.gov.uk/food-business-registration](https://eur01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.gov.uk%2Ffood-business-registration&data=04%7C01%7Csusao%40bath.ac.uk%7C448158d1152247421f7808d9e1a9b9f8%7C377e3d224ea1422db0ad8fcc89406b9e%7C0%7C0%7C637788941342414023%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000&sdata=AHN2giWU7PcU5yiK7ZoHA9mGFUF3NNeo10vtQ1569a4%3D&reserved=0), it is a simple process and do get in contact with susocieties@bath.ac.uk for support if you need it.

It is also a good idea to go over the food safety videos found at [FoodStandardsAgency - YouTube](https://www.youtube.com/user/foodstandardsagency)

**If a group is doing a pot luck type event (all bringing their own dishes cooked from home), what do we need to be consider?**

Questions to ask, how is it being served? How is it being transported? Are you following good food hygiene practices at home? Has the group checked if anyone has any allergies? Is everyone aware of the ingredients in their food and can inform others who have an allergy? Ensure an event planner and a risk assessment is produced that covers the above and other more generic good practice as detailed in this document.

**If a group is bringing in a caterer to provide food ( that is not simply pizzas) , should it be their responsibility to also serve the food? What if the students were wanting to serve it themselves?**

Using the caterer’s staff would be simpler. Students could serve the food but they would have to be provided with the correct training and following food safety guidelines, risk assessed, (think about the risk level – depending on the type of food, how many people, how it’s served, how it’s stored and transported.) Transporting food – need to think about keeping at the correct temperatures. Serving food – knowing who is responsible for this. Liability can lie with the individual- if the vendor or organisation can show they have done everything within reasonable care then they can pass the liability on to the individual e.g. server. Always worth checking food ratings for outside catering. University says three star or above for a suitable hygiene rating.

**What about deliveries from somewhere like dominos?**

This has far fewer risks- they are delivered safely and should be immediately given out and consumed. If there is no delay then there is less of an issue. Don’t forget that The SU and the Lime Tree can provide this kind of food and is the simplest solution for when best practice needs to be considered.

**Can I borrow certain food safety items, urns/soap/bowls/tongs?**

Please get in touch with The SU as we may have these items in stock for groups to borrow.

**Here is a reminder of the main checklist to consider to keep your event/social safe:**

1. Complete the [event planner](https://www.thesubath.com/new-event/)
2. Refer to this guide and the SU’s generic [food risk assessment](https://www.thesubath.com/student-leaders/links/food-safety/) when completing the event planner
3. It is the customers responsibility to tell someone if they have an allergy and your responsibility to provide [clear accurate information](https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fwww.thesubath.com%2Fpageassets%2Fhealth-and-safety%2Fallergen-chart-1.docx&wdOrigin=BROWSELINK) of what allergies are in the food. If there is a risk of cross contamination this should be identified on the RA then an [allergen sign](https://www.thesubath.com/pageassets/health-and-safety/Allergen-Signage.pdf) should be on display to signpost the risk of allergy cross contamination.
4. Hot food should be served as soon as possible and ideally eaten within 2 hours.
5. Cold food should only be on display and eaten for a maximum time of 4 hours
6. If buying food from supermarkets you will need to think about how you keep it cold after purchase
7. Display the [matrix](https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fwww.thesubath.com%2Fpageassets%2Fhealth-and-safety%2Fallergen-chart-1.docx&wdOrigin=BROWSELINK) that lists all the 14 core allergens for all food/cakes, or a copy of the recipe to hand for each cake, and avoid pre packing these in portions before selling
8. The stall should have an anti-bacterial cleaner and paper towel for cleaning as you go. Spray and wipe to keep the area clean
9. Tongs are far more hygienic when handling food. Avoid the use of gloves unless these are single use (new pair for every task). Please get in touch with the relevant SU staff member if you need equipment as we may be able to supply on a loan basis.
10. **There must be provision for hand washing on the stall**. This could be in a flask of warm water, a bowl, paper towel and hand sanitiser.