

Food Safety Guidelines for Your Societies (2018/19)

Your Societies may want to provide food for their social activities and events as food is a great way of bringing people together.

It's **really important** that the safety of anyone consuming or coming into contact with the food is a key consideration in any activity involving food. This document explains the rules and regulations that apply to food being brought on University of Sunderland campus or at any official event off campus by any Society. This does not apply to individuals bringing food for personal consumption.

You can find out more here: <https://www.food.gov.uk/safety-hygiene/providing-food-at-community-and-charity-events>

Food on Campus	
Snacks / Hot or Cold Food	Any food required for a society activity should be prearranged through University Catering. Email your requirements to yoursocieties@sunderland.ac.uk telling us the type of food you want, the number of people, your budget, any dietary requirements, the number of people and where and when the food is needed for. Please allow one weeks' notice to make sure your requirements can be met.
Specialist Food	If University Catering is unable to provide the food you want you may be able to use an external catering company. This should be arranged with the Activities and Opportunities Team so that we can liaise with University Catering and check that the external caterer has public liability insurance and all required documentation. Please allow two weeks' notice to make sure your requirements can be met.
Bake Sales	Societies are able to run bake sales within University of Sunderland by selling shop bought goods and homemade items, as long as the items can be served at room temperature. Students who are making foods must follow good hygiene and food production processes and they must state any food allergens from the food they are supplying. This is part of new government legislation from December 2014. We have provided guidance within this document a checklist / allergens card that have been produced by the Food Standards Agency (FSA). It is important that these are filled in and displayed so people are aware of what they are purchasing. The list does not include if an item includes meat products so please remember to state if it does for those with specific dietary requirements.

Food off Campus

Snacks	It is fine to buy in shop brought snacks for an activity off campus. Foods such as biscuits, cakes, crisps, sweets, sandwiches etc. are classed as snacks if bought prepared from a shop and can be served at room temperature and do not require any specific storage requirements.
Hot / Cold Food	Society Members should not make hot or cold food at home and bring it to a society activity reheat the food/chill unless it is for personal consumption (individual). This is because the Students' Union is unable to proof that the food has been made to the correct food standards. Any student/s who do this will be personally liable as the SU does not allow this.

Personal Hygiene

- Ensure hands are washed (and dried) thoroughly with soap and warm water before working with or around food. Avoid using anything to dry the hands that will re-contaminate. Hands should be further washed on a regular basis during food preparation to ensure cleanliness is maintained.
- Clothing and any appropriate protective wear must always be clean so that it will not give rise to contamination of food, for example pet hairs, woollen fibres, and loose buttons.
- All jewellery should be removed before food preparation. These items store dirt and bacteria that can transfer into food.
- All cuts or break in skin must be completely covered with a waterproof dressing; gauze dressings are not acceptable as they are permeable.
- You must not prepare or handle food for the consumption of others if you have any of the below symptoms, conditions or circumstances: Sores / Boils / Septic legions / Any other skin disorders / Acute cough / Cold symptoms / Vomiting / Diarrhoea / Radioisotope Therapy (consult medical practitioner for advice).
Food preparation must not be attempted until at least 48 hours have passed since any illness symptoms have stopped. For clarification, stopped means from the time that symptoms cease at their own accord or from the end of any successful treatment of the symptoms with medicine.

Kitchen and food preparation area

- All food-contact surfaces, bowls and utensils must be clean before preparing food.
- Equipment and/or utensils for raw foods must never be used or come into contact with cooked foods without thorough cleansing and decontamination.
- Pets must not be allowed into the kitchen or food preparation area due to risk of bacteria and hair contamination.
- Any person(s) not involved in direct food preparation must be limited access to the kitchen/food preparation area so they are not a risk to food safety.

Ingredients














- Food or ingredients that are out-of-date, for example "best-before" or "use-by" must not be used.
- Raw egg (yolk or white) must never be added to a ready-to-eat product, for example as an ingredient for icing or mousse etc.

Safe storage of food:

- Cover food - all products must be protected from contamination, for example: - Bacterial contamination from - raw foods, refuse, dirty hands, animals, insects etc. / Chemical contamination from - cleaning agents, disinfectants etc. / Physical contamination from - hair, jewellery, buttons, pet hair, etc.
- Keep ready-to-eat foods, for example cakes and biscuits away from raw foods, such as raw meat and poultry.
- Butter-cream icing must be kept in a refrigerator at $< 8^{\circ}\text{C}$.
- Transporting food: Ensure any transportation vehicle is clean and does not present a risk of contamination to such products.
- Products should be placed into a food-grade container, preferably with a tight-fitting lid.
- Products that contain cream/butter-cream icing should be kept cool with the aid of frozen ice block if possible.

DISHES AND THEIR ALLERGEN CONTENT

(Note – Please state the name of the cereal(s) containing gluten** in that column AND/OR the name of the nut(s)* in that column)

DISHES														
	Celery	Cereals containing gluten**	Crustaceans	Eggs	Fish	Lupin	Milk	Molluscs	Mustard	Nuts*	Peanuts	Sesame seeds	Soya	Sulphur dioxide
Tuna Salad [example]	✓			✓	✓		✓		✓					

Review date:

Reviewed by: