

Food Safety Series (No.11)

December 2016

# Food Safety for Charity Events

## A Guide for Departments and Faculties

### WEB VERSION



#### General

This guidance applies to small one-off or annual events organised by departments or groups of staff in aid of a charity e.g. MacMillan, Comic Relief, Children in Need.

It does not apply to large fund raising events and organisers of such events should follow the University Food Safety Policy.

#### Planning and hazard analysis

It is essential that a written hazard analysis is completed for any event to highlight any food safety hazards.

At the planning stage consideration should be given to:-

- Where the event will be held - what facilities are available e.g. size/number of fridges, handwashing facilities etc.
- Who will be attending - University staff and students, members of the public, children etc.
- How long the event will last.
- What type of food will be provided - low-risk or high-risk (see below\*).
- Who will be providing the food - an external supplier or departmental staff.

#### \*Low and high-risk food

In general it is always preferable to keep to low-risk foods such as cakes, biscuits and crisps, purchased from a reputable supplier (such as a leading supermarket) in order to minimise the hazards and keep the requirements for transport and storage simple. Low-risk foods can be stored in sealed containers at room temperature in a dry place (free from sources of contamination) until required.

High-risk foods such as sandwiches, salads,

cream cakes, desserts and items containing meat e.g. sausage rolls etc should be avoided where possible due to the additional hazards and controls required, and they should not be homemade.

High-risk foods (inc. any cakes or desserts containing cream or butter icing) must be stored in a refrigerator at or below 8°C. If they cannot be kept at that temperature they must be consumed within 4 hours of removal from refrigerated conditions or thrown away as there is no guarantee they will be fit for consumption after that time.

If you choose to provide high-risk foods they should be purchased either from a caterer listed with the University or from a leading supermarket and receipts kept. Strict controls must be implemented to ensure that the foods are stored correctly and those that require temperature control remain within safe temperature limits during transport, storage or service.

You must also be able to provide information on allergens that may be present in the dishes. This should be accurate and freely available. Packaging must be retained to ensure you can provide information on any allergens within the items.

Removing packaging from food items puts them at risk of contamination, including allergens, and must be taken into account when advising consumers.

#### Home baking

Should you choose to bake low-risk cakes and biscuits at home it is essential that the people making them observe good hygiene practices and ensure the food is protected from any risk of contamination at all times. This includes the

risk of foreign body contamination such as glass. They must also provide information on any allergens included as an ingredient or risk of cross contamination. Domestic pets must be kept out of the kitchen / preparation area during food preparation to prevent contamination of work surfaces, food and utensils etc. All ingredients/foods must be purchased from a reputable supplier, receipts kept and be within their 'use by' and 'best before' dates. Eggs must be purchased from a reputable source and should have the Lion Brand mark on them. Raw eggs must not be used in anything that will not be thoroughly cooked (e.g. icing). Hands must be washed before preparing food; surfaces, bowls and utensils etc must be cleaned and disinfected before use.

The homemade food must be stored and transported in clean, sealed food-safe containers to prevent contamination. If people are to bake at home, this should be limited to personnel who have knowledge of the principles of food safety and are provided with a copy of this leaflet. They must also sign a form confirming they and members of their family are in good health.

### **Display and service**

Avoid touching the cakes using bare hands, use clean tongs or cake slices instead.

Ensure that any high-risk foods are removed from the fridge only when needed (it is better to have smaller amounts of food on display and replenish it more frequently).

### **Labelling**

You do not have to label foods with allergen information but you must ensure you have the details available so that individuals with food

allergies or intolerance can make informed decisions as to whether they can eat the foods.

When food has been purchased from a supermarket the packaging should be displayed or at least retained in order to provide the necessary information.

If foods have been made at home, you must keep details of who made it, what it is and list of all the ingredients. In addition it would be wise to have a sign stating that home made foods cannot be guaranteed to be completely free from traces of nuts and other allergens.

If you do label food, you must make sure that the information you provide is accurate.

### **Important information**

It is important that individuals choosing to bake foods at home for these events are made aware of their personal responsibility. Should the food provided cause illness or injury to a consumer it is possible that the individual could be held personally liable and legal action taken against them.

### **Key Points to Remember**

- Plan ahead and keep it simple.
- Low-risk food purchased from a supermarket is best.
- If homemade food, allow low-risk food only and ensure people understand food safety principles.
- High-risk food = greater responsibilities.

### **Further information**

- Food Standards Agency website ([www.food.gov.uk](http://www.food.gov.uk))
- Other leaflets in the Food Safety Series

- from MAS Environmental ([www.masenv.co.uk/fsq](http://www.masenv.co.uk/fsq))

### **Other leaflets in the Food Safety Guidance**

#### **Notes Series**

- 1 **Food Safety** – An introduction to legislation for University premises
- 2 **Catering Options** - A guide for departments and faculties
- 3 **Staff Kitchens and Tearooms** – General hygiene requirements
- 4 **Food Hygiene Training Requirements**
- 5 **Guidance on Departmental Barbecue Safety**
- 6 **Purchase, Delivery and Storage of Food**
- 7 **Preparation and Service of Food**
- 8 **Personal Hygiene Requirements for People Preparing or Serving Food**
- 9 **Cleaning and Pest Control in Food Preparation Areas**
- 10 **Food Safety Guidance for Departmental Christmas Parties**
- 12 **Food Complaints** - A guide for departments and University operated food outlets
- 13 **Allergens**

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