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| **SOC007****EXTERNAL FOOD POLICY** | C:\Users\99906353\AppData\Local\Microsoft\Windows\INetCache\Content.Word\SU_logo(main)-01.png |

**Document Owner: Societies Development Coordinator**

**Introduction**

1. The document outlines procedures and Students’ Union expectations for our groups in regards to preparing and cooking food

***Purpose of Policy***

1. The purpose of this document is to outline the policy that should be applied to the preparing and/or cooking of food at home or off-campus for use at an event within the University of Northampton or University of Northampton Students’ Union premises.
2. A copy of this document will be available to any member of the University of Northampton Students’ Union online at [www.northamptonunion.com](http://www.northamptonunion.com) or on request by emailing societies@northampton.ac.uk.

***Definition***

1. **Food supply**
	1. There are four methods in which student groups can supply food for their members.
		1. Cold buffet-style food
		2. Hot food
		3. Pre-prepared and pre-packaged food
		4. Cake Stalls
2. **Cold buffet-style food**
	1. Cold buffet-style food that is prepared and/or cooked at home or off-campus is acceptable, provided it is not reheated on site.
	2. A committee member of the respective student group is to hold a Food Hygiene certificate in order to supply cold buffet-style food to their members.
	3. Please observe and follow the guidance section of the policy if you wish to supply this type of food to your members.
3. **Hot food**
	1. Hot food is not to be supplied by a student group unless prepared and/or cooked by a reputable external catering company.
	2. If an external catering company is to be used, then the following is to be supplied to the relevant Coordinator no less than **two weeks** prior to the event:
		1. Public Liability Insurance
		2. Food Hygiene certificate
4. **Pre-prepared and Pre-packaged food**
	1. Pre-prepared and pre-packaged food that is prepared and/or cooked by a reputable external provider is acceptable, for instance food bought from a supermarket like *Tesco* or a fast food outlet such as *Dominoes*.
	2. All packaging is to be kept until after the event or activity so that information on ingredients and allergens can be provided for those consuming the food.
5. **Cake Stalls**
	1. Cake stalls are permitted provided the student group observes and follows the guidance section of the policy prior to the supply of food. Locations must be pre agreed and booked in advance.
	2. When holding a cake stall for charity to collect donations, a committee member of the respective student group must contact su.volunteering@northampton.ac.uk at least two weeks prior to the date of the stall for guidance on fundraising.
6. **Cake Stalls – Process**
	1. Email su.volunteering@northampton.ac.uk with the date and time you would like to request for your cake stall. Locations can be discussed but not guaranteed.
	2. Read and follow the guidelines set out in the policy (section 9). By informing us of your cake sale date and being receipt of these guidelines you are agreeing to abide by them when baking.
	3. Table and chairs will be provided by a member of the Societies team; ask a member of the bar staff for cleaning equipment if required.
	4. After you have finished, make sure you clean all surfaces and areas around the stall; remove all rubbish and dispose of it responsibly in the bins provided.
	5. If you have collected any donations, do not open your donation pots; these should be taken to the Engine Shed Reception (Waterside Campus) where it will be counted and verified by the Volunteer Coordinator. Should your event be held at Avenue Campus, please take them to the Avenue Students’ Union and ask the Bar staff to get a member of the finance department to take them off you.
	6. Should reception be closed, leave your donation pots with a member of staff who will arrange to have them put into the safe until reception is open. Do not take the pots/money home.
	7. Once the money has been paid through the till you will be given a receipt as proof, please retain this for your records.
	8. When the money has been paid into your club/society account, your Treasurer can request a Purchase Order (PO) for a cheque to be raised and then sent to the charity. Please note, it can take up to **two weeks** for the money to be paid into your club/society account.
7. ***BBQ***
	1. *When supplying food to your members, there are a few exceptions to bear in mind, specifically BBQs.*
	2. *BBQs are not permitted on campus unless you use the Students’ Union BBQ equipment and personnel.*

**Guidelines**

1. **Personal Hygiene**
	1. Hair should be tied back when preparing food.
	2. You should not smoke, drink, eat or chew gum while handling food. You should also avoid touching your face or nose, or coughing and sneezing over or near food, and wash hands thoroughly if you do.
	3. Ensure hands are washed thoroughly before handling any food or changing from raw to cooked foods.
	4. Always wear clean clothes that will not give rise to contamination of food, for example pet hairs, woollen fibres, loose buttons etc. Ideally wear a clean apron before preparing food, remove excess jewellery such as rings, bracelets, broaches etc. as jewellery harbours dirt and bacteria and can fall into food.
	5. If you have a cut or wound make sure you cover it with a waterproof detectable dressing, not a gauze dressing.
	6. If you have sores, boils, septic lesions or any other type of skin condition do not attempt to prepare and handle food for consumption by other persons.
	7. If you have an acute cough or cold do not attempt to prepare food.
	8. If you have symptoms of vomiting and/or diarrhoea do not attempt to prepare food until at least 48hours after a bout of diarrhoea or sickness.
2. **Kitchen / Preparation Area**
	1. If you have symptoms of vomiting and/or diarrhoea do not attempt to prepare food until at least 48hours after a bout of diarrhoea or sickness.
	2. Make sure work surfaces, chopping boards, knives etc. are clean and disinfected.
	3. Ideally, use separate chopping boards and utensils for ready-to-eat and raw foods.
	4. Do not allow pets into the kitchen as they harbour bacteria and potential hair contamination.
	5. Ensure all equipment is clean and fit for purpose before use.
	6. Prepare raw meat/poultry and other foods in different areas. If this is not possible, separate by preparing them at different times and clean and then disinfect thoroughly between tasks.
3. **Kitchen / Preparation Area**
	1. Make sure all ingredients are and have been stored correctly, for example, in a fridge below 8’C.
	2. Make sure ingredients are of good quality by inspecting them prior to use.
	3. Always source your ingredients from a reputable supplier for example *Tesco’s*.
	4. Do not use food that is out-of-date, for example ‘best-before’ or ‘use-by’.
	5. Keep ready-to-eat foods, for example cakes and biscuits away from raw foods, such as raw meat and poultry.
	6. Never add raw shell egg (yolk or white) to a ready-to eat product, for example as an ingredient for icing or mousse etc. Always use pasteurised eggs for this purpose.
4. **Ready to Eat Foods**
	1. Ready-to-eat food is food that will not be cooked or reheated before serving. This includes salads, cooked meats, smoked fish, desserts, sandwiches, cheese and food that you have cooked in advance to serve cold.
	2. When preparing and handling food, you should:
		1. Keep ready-to-eat food completely separate from raw meat, poultry, fish, eggs and

 unwashed vegetables

* + 1. Keep ready-to-eat food covered at all times during preparation and storage.

 This protects food from harmful bacteria and allergens. This is especially

 important for ready-to-eat food because it will not be cooked or reheated

 before serving.

* + 1. Follow the manufacturer’s instructions on how to store and prepare the

 food, if these are available. The manufacturer’s instructions are designed to

 keep the food safe.

* + 1. Do not use ready-to-eat food after the ‘use by’ date.
		2. For food you have prepared, or removed from its original packaging, you

 should have a method of keeping track of when food should be used or

 thrown away.

* 1. When preparing fruit, vegetables and salad ingredients:
		1. Peel, trim, or remove the outer parts, as appropriate
		2. Wash them thoroughly under cold running water
		3. Keep away from raw food such as raw meat
1. **Defrosting Food**
	1. Food should be thoroughly defrosted before cooking (unless the manufacturer’s instructions tell you to cook from frozen or you have a proven safe method).
	2. Ideally, plan ahead to leave enough time and space to defrost small amounts of food in the fridge.
	3. If you cannot defrost food in the fridge, you could put it in a container and then place it under cold running water. Cold water will help to speed up defrosting without allowing the outside of the food to get too warm.
	4. Raw meat and poultry (including large joints and whole birds), **should not** be defrosted under cold running water unless they are in a sealed container.
	5. If you use the sink to defrost some foods, make sure the sink is clean and empty. The sink should be cleaned and then disinfected after being used for defrosting.
	6. Or you could defrost food in the microwave on the ‘defrost’ setting.
	7. If necessary, you could defrost food at room temperature. Follow the manufacturer’s defrosting instructions. Food should be left out at room temperature for the shortest time possible. Ideally, defrost all foods in the fridge.
2. **Cooking Food**
	1. Follow the manufacturer’s cooking instructions for food products. The manufacturer has tried and tested safe cooking methods specifically for its products.
	2. Preheat equipment such as ovens and grills before cooking. If you use equipment before it has preheated, food will take longer to cook.
	3. Do not let raw food touch or drip onto cooked food.
	4. Cook all Food items to a minimum core temperature of 75C.
	5. Cook eggs and foods containing eggs thoroughly until they are steaming hot. Eggs can contain harmful bacteria. If you cook them thoroughly this kills any bacteria.
	6. Use pasteurised egg (not ordinary eggs) in any food that will not be cooked, or only lightly cooked e.g. mayonnaise and mousse. Pasteurisation also kills bacteria, which is why pasteurised egg is the safest option.
	7. Do not use eggs after the ‘best before’ date. Make sure you rotate stock and use the oldest eggs first.
	8. Store eggs in a cool, dry place.
	9. If you have cooked food that you will not serve immediately, chill it down as quickly as possible following provided guidelines and then put it in the fridge. Harmful bacteria can grow in food that is left to chill slowly.
3. **Methods of Cooling Food Quickly**
	1. Divide food into smaller portions, Smaller amounts of food chill down more quickly.
	2. Cover pans of hot food and move them to a colder area e.g. a storage room, or stand them in cold water. You can also use ice to speed up chilling. Stir food regularly while it is chilling down. Stirring helps food chill more evenly.
		1. Cover hot food and move it to a colder area (e.g. a larder). Food will chill

 more quickly in a colder place.

* 1. Spread food out on a tray e.g. rice. Spreading the food out will help it cool more quickly.
		1. If you have a ‘cool’ setting on your oven, use it to chill down food.
1. **Storage**
	1. Store raw meat, poultry, fish and eggs below ready-to-eat food. Unwashed fruit and vegetables should also be kept separate from ready-to-eat food and above raw meat.
	2. Food that is to be stored in the fridge must be kept covered and in a refrigerator at 8’c or below.
	3. Cover food; all products must be protected from contamination, either in an airtight container, sealed original packaging, cling film or food grade bag.
2. **Food Allergies**
	1. You must provide information about allergens to the consumers if they are used as ingredients in the food and drink that you provide.
	2. Keep a record of the ingredient information of any ready-made food and drink you use to cook or serve.
	3. Separating and labelling ingredients is very important when preparing food to help you identify what is in each dish, easily.
	4. Allergens information must be provided for:
		1. **Nuts** (Namely almonds, hazelnuts, walnuts, pecan nuts, Brazil nuts,

pistachio, cashew, Macadamia or Queensland nut, don’t forget groundnut oil

 and peanut flour.

* + 1. **Eggs** In cakes, mousses, sauces, pasta, quiche, some meat products. Don’t

forget foods containing mayonnaise or brushed with egg.

* + 1. **Milk** In yoghurt, cream, cheese, butter, milk powders. Also check for foods

glazed with milk.

* + 1. **Fish** In some salad dressings, pizzas, relishes, fish sauce. You might also find

fish in some soy and Worcestershire sauces.

* + 1. **Crustaceans** Such as prawns, lobster, scampi, crab, shrimp paste.
		2. **Molluscs** These include mussels, whelks, squid, land snails, oyster sauce.
		3. **Cereals containing gluten** (namely wheat (such as spelt and Khorasan

wheat), barley, rye and oats) Also check foods containing flour, such as

 bread, pasta, cakes, pastry, meat products, sauces, soups, batter, stock

 cubes, breadcrumbs, foods dusted with flour.

* + 1. **Celery** This includes celery stalks, leaves and seeds and celeriac. Also look

out for celery in salads, soups, celery salt, some meat products.

* + 1. **Lupin**, Lupin seeds and flour in some types of bread and pastries.
		2. **Mustard** Including liquid mustard, mustard powder and mustard seeds, in

salad dressings, marinades, soups, sauces, curries, meat products.

* + 1. **Sesame** seeds in bread, breadsticks, tahini, humous, and sesame oil.
		2. **Soya** As tofu or beancurd, soya flour and textured soya protein, in some ice

cream, sauces, desserts, meat products, vegetarian products.

* + 1. **Sulphur dioxide** (when added and above 10mg/ kg in the finished food and

drink) in meat products, fruit juice drinks, dried fruit and vegetables, wine,

 beer.

1. **Transport or Food**
	1. Products must be placed into a food-grade container, preferably with a tight-fitting lid or sealed well using cling film.
	2. Any foods that require refrigeration should be kept below 8’c with the aid of frozen ice- blocks.
	3. Make sure the vehicle used to transport prepared food is clean and does not present a risk of contamination to such food items.
	4. Keep food covered at all times and ensure transportation time is minimal as this will contribute to the overall display time (**maximum of 4 hours**).
2. **Serving**
	1. Tongs, spoons and other serving utensils must be provided for each different item of food so as to prevent cross contamination.
	2. When you display cold food on a buffet, you should use suitable chilled display equipment to keep food at 8°C or below. If this is not possible, you can display food out of chilled storage for up to **four hours**, but you can only do this **once**. Make sure you know how long food has been on display or kept out, and check its core temperature regularly. Food that has not been used within four hours can be put back in the fridge and kept at 8°C or below until it is used. If it has been out for more than four hours it should be thrown away.
	3. If you do take food out of chilled storage to display it, remember not to mix new food with the food that is already on display. This could lead to the older food being left out for too long.
3. **Labelling**
	1. A list of ingredients should be available
		1. If products contain irradiated and/or genetically modified ingredients then

 this would need to be declared.

* + 1. Products must be clearly labelled if they contain any of the 14 known

 allergens.

* + 1. Product name should be clearly displayed.
1. **Restrictions**
	1. The following foods should not be prepared, cooked or provided as a whole or part of any dish brought into the Students Union venue (unless forming part of a buffet from an external reputable catering company) as they are classed as high risk items
		1. **Seafood –** Including prawns, salmon, oysters, mussels
		2. **Rice**
		3. **Sushi**
		4. **Fresh Yoghurt**
		5. **Fresh cream**

***REVIEW***

1. This policy will be reviewed annually by the Societies Development Coordinator and approved at the Membership Services Managers Meeting.

**Last Review Date:** 29/11/2018

**Next Review Date:** 29/11/2019