



## Aberystwyth Students' Union Food Hygiene and Allergen Guidelines

**Disclaimer:** The information in this guide provides only general guidance and should not be regarded or relied upon as a complete or authoritative statement. Any student or group that is unsure or concerned about any aspect of an event or activity they are organising should contact the Students' Union to discuss further.



## **Food Hygiene and Allergen Guidelines**

Aberystwyth Students' Union recognises that it has a duty of care to all of its members and to ensure that they take appropriate measure to reduce the likelihood of harm.

Food hygiene legislation typically does not allow for students and groups to cook or prepare food at home, and serve to lots of people with the exception of some Low Risk Foods (see below) such as cakes, biscuits and treats as long as you follow the guidance below.

While sales of Low Risk Foods are often used as a way of fundraising, we always ask groups to consider trying something different. Food sales generally do not yield high returns once you consider the cost of ingredients and time involved in making and selling your items.

Come and chat to our Coordinators if you'd like some help thinking up alternative ideas.

### **High Risk Foods**

High-risk food can be defined as "any ready-to-eat food that will support the growth of pathogenic bacteria easily, and does not require any further heat treatment or constant refrigeration". These types of food are often implicated in food poisoning and include:

- Cooked meat and poultry;
- Cooked meat products;
- Dairy products;
- Egg products;
- Shellfish and other seafoods
- Starch based dishes including rice, pasta and couscous.

**Such foods are not permitted to be served by students at events or stalls.**

### **Low Risk Foods**

Low-risk foods are ambient-stable such as; bread, biscuits, cereals, crisps and cakes (not cream/dairy cakes). Such foods are unlikely to be implicated in food poisoning and include:

- Foods that have been preserved;
- Dry goods, that contain minimal amounts of moisture;
- Acidic foods;
- Fermented products;
- Foods with high sugar/fat content;
- Tinned food, whilst unopened.



## **Food and Bake Sales – Low Risk Foods Only**

Students or groups organising a food or bake sale in the Union Building must complete and submit the appropriate risk assessments beforehand. Available spaces can be booked at reception, where it should be made clear that you plan to use the space for a food or bake sale.

A template risk assessment along with this guidance can be found on the Team Aber Resource Hub. If you need help at any stage please get in contact Matt Lukasiak our Media, Sales and Events Co-ordinator by emailing [mul8@aber.ac.uk](mailto:mul8@aber.ac.uk) for more information or support.

Anyone preparing Low-risk foods must comply with the following guidelines. Many of them are legal requirements; others are set out in order to protect you and those who buy your items. Please read them carefully, and ensure that everyone cooking adheres to them fully.

Don't hesitate to ask if you have any questions.

- Always wash hands before preparing food. Remove nail varnish, jewellery etc. Tie back long hair.
- Make sure that all of the surfaces, bowls, utensils, etc. that you use for preparation are thoroughly clean.
- Store snacks in a clean, sealed container, away from raw foods, especially raw meat.
- Use clean tongs or napkins to serve food.
- Don't use raw eggs in anything that won't be thoroughly cooked, such as icing or mousse.
- You are required by law to provide a list of allergens when selling food. Please use the tick list below to show whether any of your cakes contain allergens, and display this clearly with the snacks.
- If there are any allergens in your snacks (e.g. nuts) prepare and store these snacks separately to ones that do not contain allergens.
- It will also be useful to keep a full list of ingredients on hand in case anyone asks – if you have not made the snacks and have not been given a list, do not guess if someone asks you about the ingredients!
- Finally, remember that when raising funds food cannot be a fixed price, only a 'suggested donation', technically someone could donate 1p for a cake if that's all they think it's worth, but most of the time people are more generous than that! Any price labels must say suggested donation and you must say this when you tell people the price.

For more information we recommend you visit the food standards agency website using the link, below where additional guidance is available.

<https://www.food.gov.uk/business-industry/caterers/food-hygiene/charity-community-groups>

















# Allergens Declaration















To be completed by the person cooking the snack, after checking all of the ingredients. If you have not cooked the item, do not guess – wrongly labelling your food could cause severe allergic reactions.

**PLEASE DISPLAY ONE OF THESE CARDS WITH EACH OF YOUR PRODUCTS.**















**This contains the following allergens:**

 Celery <input type="checkbox"/>	 Cereals containing gluten <input type="checkbox"/>	 Crustaceans <input type="checkbox"/>	 Eggs <input type="checkbox"/>	 Fish <input type="checkbox"/>
 <u>Lupin</u> <input type="checkbox"/>	 Milk <input type="checkbox"/>	 <u>Mollusc</u> <input type="checkbox"/>	 Mustard <input type="checkbox"/>	 Nuts <input type="checkbox"/>
 Peanuts <input type="checkbox"/>	 Sesame seeds <input type="checkbox"/>	 Soya <input type="checkbox"/>	 Sulphur Dioxide <input type="checkbox"/>	<b>TICK THE ALLERGENS WHICH ARE IN THE DISH</b> <input checked="" type="checkbox"/>















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