



Undeb Aber Food Hygiene and Allergen Guidelines

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Volunteering: svolunteering@aber.ac.uk | **Other:** union.marketing@aber.ac.uk

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.



Undeb Aber 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.

Below you can find information on the activities involving food the SU is able to permit, with adequate notice, adherence to food safety guidelines and risk assessment:

- Baking & Cake Sales
- BBQs & Picnics
- External Catering
- Food Safety Guidelines
- Food Allergies & Intolerances

Baking & Cake Sales

The food you are preparing, cooking and selling will be consumed by your members, students, and/or the public and therefore it is important that the food is hygienically handled and safe to eat. You must therefore comply with the following requirements for the safe preparation, cooking and handling of cakes & biscuits for sale/consumption:

Protective Clothing and Personal Hygiene Standards

- Protective clothing is worn to protect the food from contamination from external sources such as human hair, pet hair, dust, etc. It is sufficient to wear a clean top/tee shirt and a clean or disposable apron.
- Tie or clip back long hair/long fringes to prevent you touching your hair and then touching the food and to prevent any hair from dropping into the food.
- Nails should ideally be short but as long as they're clean then that's fine; no nail varnish please as this could chip off into the food.
- Jewellery should be kept to a minimum, take all jewellery off if possible, specifically rings, bracelets, watches.
- Hands must be washed before starting the preparation, after handling raw eggs, after visiting the toilet; after touching face/nose/mouth/hair/blowing nose, after smoking and after handling money.
- Any cuts on hands must be fully covered with a clean waterproof plaster (ideally blue).

Safe Preparation and Cooking

- All surfaces to be worked on should be wiped down with hot water, detergent/sanitiser and a clean cloth and dried before starting the preparation.
- All equipment to be used during preparation, cooking, transportation and serving should be clean and solely for food use.
- Ingredients should be purchased from a reputable supplier (such as a supermarket) and be well within 'Use by' or 'Sell by' dates. The storage of these ingredients should be as instructed on the packaging i.e.: butter should be kept in the fridge; flour should be kept in a cool dry environment.
- When preparing the ingredients/mixture do not dip fingers into food to test its flavour/quality: use a spoon and wash it before using it to taste the food again.
- Protect food from cross-contamination between raw and cooked products and between allergens such as gluten, nuts, dairy, etc.
- Keep all information on ingredients for the sale day so it is accessible to those requiring information on allergens.

IMPORTANT: always check the [UK government's advice on allergens and food intolerances](#) before offering food to society members and/or the general public



Storage, Transportation and Sale Day

- When cakes/biscuits are baked, cool fully in a safe, clean environment and store in a clean container, clean disposable bags or tin foil for protection during transportation.
- On the day of the cake sale display cakes on clean plates/trays and keep covered as much as possible. Serve using tongs if available, if not clean disposable plastic gloves are fine to cover hands. Hands as usual should be clean; all the personal hygiene rules still apply.
- Have allergen information easily accessible on the products for sale for the customers requiring it. Ideally display the allergen information on the table so everyone can see it as required.
- Don't forget money is very dirty so if possible one person should handle the coins and another person should handle the food.
- Think about the service of the cakes, do you need bags, napkins, kitchen roll; If so you will need to make sure you bring plenty for the day of the cake sale.
- The Bake Sale Disclaimer / Stall Notice should be clearly displayed on the sale table along with a copy of these Guidelines which must be read and signed by the organiser of the sale.

It's also worth thinking about purchasing ready made items from a supermarket. These may work out cheaper than homemade cakes after taking into account purchasing the separate ingredients, fuel costs to cook and your time spent baking! Also all allergen information will be easily available on pre-packaged goods.

BBQs & Picnics

Barbecues can be great fun if the sun is shining and the company is good but you must ensure that food you are serving has been prepared, stored, cooked and dished up safely. If you follow a few basic rules, you can be sure your guests will go home feeling pleasantly satisfied not peaky:

- Keep all your perishable ingredients in the fridge until you're ready to serve them. Often with a barbecue people are grazing over a period of time so you want to avoid taking food out before it's necessary.
- All frozen meat should be thoroughly thawed out before you put it on the barbecue, otherwise it may appear to be cooked on the outside but will be raw on the inside.
- Wash your hands before handling food to avoid any cross-contamination. If you touch raw meat or fish, wash your hands before touching ready-to-eat foods and do not put ready-to-eat foods on plates that have been used to carry raw meat or fish. You also want to avoid using any utensils for both raw and ready-to-eat foods. This is also advice to prevent cross contamination between allergens - such as gluten, nuts, dairy, etc.
- Make sure your barbecue is hot enough before you start and turn the meat/fish/ vegetables during cooking time so that it cooks evenly throughout.
- For extra safety, ensure all meat and fish, particularly chicken, pork, sausages and burgers are cooked throughout.
- Watch out for dripping meat and fish juices, avoid trailing raw meat or fish over cooked and do not use leftover marinade as a sauce as this will have raw meat/fish juices in it and is a food safety risk if it's served uncooked.
- Don't leave food out in direct sunlight, pick a shady spot or indoors for your buffet table. Don't leave food out for more than two hours. The safest option is often to throw away leftovers. But here's our guide to the do's and don'ts.
- If you are planning to be serving food over the course of an afternoon, put salads, meats and other perishable foods out in batches in fresh bowls.
- Keep desserts in the fridge until the main course is over, again avoiding unnecessary time standing around.
- Keep all information on ingredients packaging for the BBQ day so it is accessible to those requiring information on allergens.

IMPORTANT: Barbecues can be dangerous so take a look at the [Fire Service advice](#) to ensure you stay safe and see more information for the [Food Standards Agency](#) on BBQ food safety.



External Catering

For external caterers to be approved to cater your event within the Students' Union building you'll need prior approval from union.marketing@aber.ac.uk and the following from your catering choice:

- At least Level 2 Food & Hygiene Certificate
- 4-star Food Safety Rating (both of these are required to ensure the food is prepared in an establishment, and by an individual, who fully understands the relevant health & safety guidelines to prevent the risk of disease / illness)
- A copy of their Public Liability Insurance (this insurance shows that the caterers are liable - not you - should anyone fall ill or anything serious occur)
- Risk Assessment
- Method Statements: i.e. how will the food be cooked, transported and maintained? Would they be bringing in their own equipment? If so, does this have a recent PAT testing certificate?

We normally require at least three weeks notice to obtain these documents and discuss with the caterers how the food would be supplied.

Food Safety Guidelines

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.



When handling food

- Pay attention to personal hygiene (washing hands, not touching face or hair). Wear clean, protective clothing and jewellery should be kept to a minimum (take all jewellery off if possible, specifically rings, bracelets, watches).

When serving food

- Protect food from cross-contamination between raw and cooked products and between allergens such as gluten, nuts, dairy, etc.

When preparing food:

- Hands must be washed frequently with hot water, antibacterial soap and dried with paper towels or a hot air dryer. Gloves can be worn but must be changed frequently.
- You must wash your hands: before handling food; after handling meat, poultry, fish and eggs; after visiting the toilet; after touching face or hair; after smoking; after blowing your nose.
- Cuts must be covered with a waterproof plaster (ideally blue).
- Use a spoon (not finger) to taste food and wash it before re-tasting.
- Separate chopping boards/knives must be used to prepare raw meat, fish, unwashed fruit and vegetables.

Food Allergies & Intolerances

Allergen Labelling Guidance

Information regarding allergens must be provided for any food and drink that is sold or given away within the Students' Union whether this is packaged or unpackaged.

For homemade items you must display an allergen card and disclaimer found [here](#).
This must be completed by the individual who made the item.

Unpackaged food

Information must be available for consumers on whether the food contains any of the 14 allergens which are required to be declared by food law.

Consumers may be allergic or have intolerance to other ingredients, but only the [14 allergens](#) are required to be listed.

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 information can be available in any format as long as it is available should a consumer request it. It must be accurate, clear and up to date.

Do not guess what allergens are in a food item, if you do not know when asked then say that you do not know. It is then the consumer's responsibility to decide whether it is safe for them to consume. It is our responsibility to provide the information and the consumer's responsibility to request it.



Packaged Food (and Natashas' Law)

Under Natasha's Law, you must list all the ingredients on individual packaging of products that are considered pre-packed for direct sale (PPDS). Products made at a customer's request do not need to carry an allergen label, but this information must be available to customers if they ask for it.

Food which is packaged needs to be labelled clearly with the name of the food and the ingredients list with the 14 allergens required to be declared by law. The 14 allergens must be emphasised within the ingredients list. This can be done, for example, by using bold, italic or coloured type, to make the allergen ingredients easier to spot.

Packaged food is food that is packaged at the same place it is offered or sold to consumers and is in this packaging before it is ordered or selected, this includes food sold or given away on clubs and societies stalls.

Packaging is defined as anything which needs to be opened to be consumed - this could be cling film, wrapped in foil or a plastic takeaway container.

It can include food that consumers select themselves (e.g. from a display unit), as well as products kept behind a counter and some food sold at mobile or temporary outlets.

Avoiding allergen cross-contamination

It is important that steps are also taken to avoid cross-contamination in food preparation to protect consumers with a food allergy.

There are a number of actions you can take to prevent cross-contamination with allergens. These include:

- cleaning utensils before each usage, especially if they were used to prepare meals containing allergens
- washing hands thoroughly between preparing dishes with and without certain allergens
- storing ingredients and prepared foods separately in closed and labelled containers
- keeping ingredients that contain allergens separate from other ingredients
- Allergen cross-contamination can also happen through using the same cooking oil. To cook gluten-free chips, you can't use the same oil which has been previously used for cooking battered fish.

If you can't avoid cross-contamination in food preparation, you should inform customers that you can't provide an allergen-free dish.

**For more information on food allergens and access to downloadable allergen charts head for <https://www.food.gov.uk/>*

