

If you require food for a society event there are some rules and regulations on health and safety. This guide informs you about food hygiene, outlining why it's important and what your responsibilities are as society officers. Your society has a duty of care to ensure that the food you serve is safe to eat. If someone becomes ill as a result of the food you have prepared you could be liable.

Caterers & Restaurants

If you are planning to use the services of a restaurant or caterer for your event you must submit a copy of their Public Liability Certificate (PLC). For caterers and restaurants, having a PLC is best practice in ensuring customers can seek legal recourse should they become injured or ill after dining with them. If you are dining on the premise of the business or buying food from a supermarket you do not need to submit this.

Bake Sales

The only cooked foods the Students' Union permits is baked goods such as cakes and biscuits. This is because they are a 'low risk food'. A low risk food is something that is not likely to cause food poisoning because pathogens do not survive well in them. They are generally foods that are ambient-stable foods and do not need to be stored at a particular temperature i.e. they don't need refrigeration or to be heated.

Foods in this category would include:

- Crisps and corn snacks
- Pastries and Cakes **without** dairy cream
- Sweets and Sugar Confectionary
- Biscuits/Crackers

Cakes should be safe to eat as long as they are prepared correctly, stored and transported safely. You should always follow these tips:

- Always wash your hands before preparing food.
- Make sure that surfaces, bowls and utensils are clean.
- Don't use raw eggs in anything that will not be cooked such as icing or mousse.
- Keep cheesecakes and any cakes/ desserts containing cream or butter in the refrigerator.
- Store cakes in a clean, sealable container away from raw food, especially raw meat.
- Avoid handling cakes. Use tongs or a cake slice.
- Always keep long hair tied back when preparing and serving food.

Allergies

Ensure that all allergens contained within the food are recorded and prominently displayed, there are 14 main allergens to mention when used as ingredients in food, please find more information here:

<https://www.food.gov.uk/sites/default/files/media/document/top-allergy-types.pdf>