



Fundraising Events – Food Safety Guide.

If you are running a fundraising event involving food, such as barbeques, soup & sweet or coffee mornings, and are managing food safety, we hope these guidelines give you an outline of the standards expected.

You may need to register with us as a food business if you provide food on a 'regular and organised' basis. However, if you handle, prepare, store or serve food only on an occasional or one-off basis, it is unlikely that you will need to register as a food business. This guide is intended for one-off events.

Ask yourself- 'What Could Go Wrong?'

Although your event may not require registration as a food business, your group has a responsibility to provide safe food. When organising your event you should consider the following:

- Identify the main food safety hazards related to your event and include allergen management, cross contamination controls and the provision of accurate allergen information.
- As the organiser you are advised to safeguard your event and ensure that you can provide accurate ingredient and allergen information to your consumers. The more accurate information you can provide to consumers about allergens, either orally or in written format, the better and the safer it is for your customers to make informed choices about the food they consume.
- Carry out visual checks within your event premises to ensure safe and hygienic conditions.
- Make records of any important checks relevant to your event e.g. cleaning, cooking, chilling of food or preventing cross contamination

Donated Food

If members wish to donate foods to the event, made in their own homes, consider the following:

- No high-risk foods e.g. fresh cream cakes, cooked meat products, cooked rice
- No products which require temperature control (for cake and candy stalls)
- All foods must be covered prior to leaving home (this maybe in large cake boxes or food grade bags)
- All donated foodstuffs must be accompanied with ingredient and allergen information
- Food for display must be covered either by domes or food grade wrapping.
- Follow the guidelines below during preparation and cooking in domestic settings. No one enjoys finding a hair from a family pet in their fine piece!

Food for Consumption at the Event

Where it is not possible to prepare food using on-site cooking facilities, food handlers must follow these guidelines at home:

- All cooked food to reach a minimum core temperature of 75°C
- Once cooked, foods must be cooled as quickly as possible (within 90 minutes) and then refrigerated.
- Foods must be taken directly from the home fridge and transported by the quickest means possible to the event and either refrigerated immediately or reheated.
- Reheated foods must achieve a core temperature of 82°C
- When hot holding, foods must be above the 'danger zone' ie over 63°C at all times; therefore it is not recommended to transfer hot food from home to the event as this temperature is unlikely to be achieved or maintained.
- Food may only be reheated once.

Service of Food at the Event

Apply the following guidelines:

- Avoid direct hand contact with the food, use clean and appropriate serving equipment
- Use separate serving equipment for different food stuffs - think about allergens.
- Food handlers should demonstrate excellent personal hygiene practices.
- Limit access to food preparation areas and take steps to reduce customers handling of open foods,

- Foods must be kept out of the 'danger zone for bacterial growth' ie keep hot food hot, above 63°C, and cold food cold below 5°C.

Cold Food

Food within a refrigerator should be below 5°C. Frozen food in the freezer should be at -18°C or lower. Use shelf thermometers to monitor their operating temperatures, both at homes and within the event premises.

Hand Washing Facilities

A separate facility must be provided for hand washing purposes which is reasonably accessible from the food handling area. This facility must be provided with hot & cold running water, soap & hygienic hand drying facilities, e.g. single use paper towels. For extra protection against cross-contamination, consider using a liquid hand wash with disinfectant properties (check for BS EN 1499:1997 on the label). Gloves and gels are NOT a suitable alternative to hand washing. Gloves are only used where other hazards are apparent i.e. skin conditions.

Training

At least two members of the organising committee should have a reasonable degree of knowledge of food safe practices, e.g. the Elementary Food Hygiene Certificate. These individuals would be responsible for establishing the safe working practices for the event such as event rules and procedures and would be on hand to supervise the event with regards to food safety. Additionally, free training on allergens is available online via-

<https://www.foodstandards.gov.scot/business-and-industry/safety-and-regulation/food-allergies-2/allergen-training-tool>

Anyone handling open food at the event, e.g. serving food or displaying cake & candy should be briefed on hand hygiene and must read and any procedures developed for your event.

Premises and Structure

All parts of the venue used for food preparation and storage must be kept in good repair and all surfaces kept clean and be capable of being thoroughly cleaned. This guidance sheet should be available to each person producing food for your event. Good lighting is needed to operate hygienically. Adequate ventilation is needed to remove odours, steam and to keep your premises cool. Toilet facilities must be in good repair and maintained in a clean condition. With infection control in mind, food handlers should not be tasked with cleaning toilet areas.

Equipment

All equipment should be safe to use, in good order, clean and capable of being thoroughly cleaned.

Washing Facilities

A commercial dishwasher is ideal. Or, Twin sinks, where one sink is for the preparation/washing of foods, & the other for the washing of equipment. Where a single sink only, this situation requires careful selection of cleaning and disinfecting chemicals.

It is important that you use the correct type of cleaning chemicals: -

- **Detergents or Degreasers (e.g. washing up liquid)** - clean greasy or oily residues from surfaces, however, these products do not kill bacteria.
- **Disinfectants** - kill bacteria. These should be used on food contact surfaces or hands and must be of a 'food safe' type. It is important to clean items or areas with detergent first, before using disinfectants.
- **Sanitisers** - chemicals which have detergent and disinfectant properties. When used in food preparation areas they must be of a 'food safe' variety.
- **Dilution rate** - Most chemicals are concentrated so you need to add water to dilute them. It is important to follow the manufacturer's instructions regarding dilution rates.

- **Contact time** - this is how long a cleaning chemical needs to be left on an item requiring cleaning. It is important to follow the manufacturer's instructions on contact times for chemicals to work effectively.

★**Disinfecting chemicals must meet the officially recognised standards of:**

BS EN1276:1997 OR BS EN 13697: 2001.

Refuse, pests and pets

Waste stored in the kitchen must be in a hygienic bin e.g. a pedal bin. The premises must be free from rodent, bird and insect infestation and proofed to reduce the risk of such infestation. Pets and their feed should be kept well away from all food preparation and storage areas at **all** times.

First Aid

First aid materials must be available within the kitchen at the event in the form of visible (blue) food grade waterproof dressings.

Personal Hygiene

Clean protective clothing must be worn by all persons engaged in the handling of food for public consumption and a high standard of personal cleanliness maintained. This can be either by the wearing of washable or disposable aprons, covering the neck to knee area. Ideally hair should be tied or held back from the face to avoid touching with the hands. Anyone who is suffering from cold, flu, throat infections or any infection of the intestines must NOT handle open food. Apply the '48-hour symptom free' rule to prevent passing on infectious illness.

Washing machines

Ideally washing machines should be sited away from food preparation and storage areas. When washing drying cloths or aprons at home avoid the use of scented fabric conditioners and always wash separate from personal clothing.

Water Supply

Only potable (wholesome) water should be used. If your water is not supplied by mains water, you must by law have the private supply treated and tested to prove it is wholesome. Tests can be arranged via <https://www.aberdeenshire.gov.uk/environment/environmental-health/private-water-supplies/>

This list is not exhaustive and other actions specific to any particular venue may be necessary.

Please contact environmental@aberdeenshire.gov.uk if this guide does not provide all the information your fund raising event requires.