



Running a Fundraising Event involving Food.

If you are running a fundraising event involving food such as Soup & Sweet or Coffee Mornings and are concerned about the implications of food safety legislation, please read the following guidelines which we hope will give you brief outline of the standards expected of you.

If you require more detailed information or advice please contact the local Environmental Health Department. An Officer will gladly advise you over the telephone, or make an informal visit to your event location to give advice specific to the event you are organising.

Regulation (EC) 852/2004 Article 5 Para 1

Before you organise your event you should think very carefully how you will make sure that food made or sold at your event will be safe to eat. You must also write down simple details of what you will do and what records you will keep to make sure food that is safe to eat.

You must consider the following:

- Possible food safety hazards related to your operation
- Things that must be checked in your event premises to ensure food is safe
- Records of any important checks adapted to and relevant to your event on things like cleaning correct cooking, chilling of food or the prevention of cross contamination

In order to comply I suggest that you follow the guidance issued by the Food Standards Agency Cook Safe (Scotland) which will guide you through how to comply and provide the necessary documentation

Donated Food

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

- No fresh cream or meat products
- No products which require temperature control (for cake and candy stalls)
- All foods must be thoroughly covered prior to leaving home (this maybe in large cake boxes or food grade bags)
- Any food requiring display must be handled avoiding direct hand contact and kept covered at all times either by cloches or food grade plastic bags
- Any allergens used in the food must be clearly displayed on the box or outer wrapping, and consumers made aware.
- Apply the guidelines below to their own kitchens during the food preparation and cooking procedures

Food for Consumption at the Event

Ideally foods for consumption at the event should be prepared on site, provided the facilities are suitable. If this is not possible then the following guidelines must be followed:

- All cooked food to reach a core temperature of 75°C at the cessation of cooking
- Foods must be cooled as quickly as possible (maximum 90 minutes) then refrigerated prior to despatch to the event
- 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
- Any hot holding of foods must be held above 63°C at all times, therefore it is not a recommended practice to transfer foods hot from home to the event as this temperature will not be achieved or maintained.
- Foods must not be reheated more than once
- Apply the guidelines below to their own kitchens during the food preparation and cooking procedures

Serving of Food at the Event

Foods must be kept at the appropriate temperature until served (hot above 63°C, cold ideally below 8°C), and the following guidelines followed:

- Avoid direct hand contact with the food, use clean and appropriate serving equipment
- Use separate serving equipment for different food stuffs.
- Apply good personal hygiene procedures for all staff
- Avoid self serving of food by the customers, and keep customers away from the direct locality to the open food.

Temperature Control

Food within a refrigerator should be below 8°C, but ideally below 5°C. Frozen food in the freezer should be at -18°C or lower. It is good practice to put shelf thermometers in these appliances to monitor their temperatures, both at homes and within the event premises.

Training

It is not essential that all members involved in the running of the event are trained in Food Hygiene; however we would recommend that at least 2 members of the organising committee have attended a Food Hygiene training course such as Elementary Food Hygiene. These members would then take charge of the event with regards to food hygiene, therefore must be in attendance during the event. These members would also be responsible for establishing the safe working practices for the event such as event rules and procedures. All members handling open food, e.g. serving food or displaying cake & candy would need to have been briefed on basic hygiene principles and have read and understood this guidance and any procedures you have adopted for your event.

Structure

All parts of the premises 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 would be given to each person who may be producing food for your event.

Lighting

Adequate lighting is necessary to provide a safe working environment and to facilitate the hygienic preparation of food.

Ventilation

Adequate ventilation is necessary to remove fumes and steam and to keep your premises cool.

Equipment

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

Wash Facilities

At least one sink must be provided for washing purposes. Ideally two should be provided, one sink for the preparation/washing of foods, & the other for the washing of equipment. The visiting officer will be able to advise you accordingly.

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

●**Detergents** or **Degreasers (e.g. washing up liquid)** - are used to clean items or areas which are greasy or oily, however, these products do not kill bacteria!!!!

●**Disinfectants** - kill bacteria but do not have the above cleaning properties. These should be used on surfaces which come into contact with food or hands, and must be of a 'food safe' type. It is important to clean items or areas with detergent before using disinfectants.

●**Sanitisers** - are 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.

★**Any disinfectant or chemical used must at least meet the official standards of: BS EN1276:1997 OR BS EN 13697: 2001.**

Hand Washing Facilities

A separate facility must be provided for hand washing purposes which is reasonably accessible from the kitchen. 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 it is recommended that a liquid hand wash that has disinfectant properties conforming to the **European standards BS EN 1499:1997** is used. This information should be available on the label of the product, or may be obtained from the supplier or manufacturer. Gloves are NOT a suitable alternative to hand washing, and should only be used where other hazards are apparent i.e. skin conditions.

Toilet Facilities

Facilities used by persons engaged in the handling of food for public consumption must be in good repair and maintained in a clean condition.

Refuse Storage & Waste Disposal

Waste stored in the kitchen must be in a clean bin with a close fitting lid. Outdoor refuse storage must be kept clean and tidy.

Pest Control

The premises must be free from rodent, bird and insect infestation and proofed to reduce the risk of such infestation.

Pets

Pets and their food should be kept well away from all food preparation and storage areas at **all** times.

First Aid

First aid materials must be provided for the use within the kitchen at the event in the form of waterproof plaster, bandages and dressings. You do not have to provide blue plasters by law, but obviously if these drop in the food they are easier to see.

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 stomach or bowel must NOT handle open food.

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 is to be used. If your water is not supplied by mains water you must by law have it tested to make sure it is wholesome. Tests can be arranged with your local Environmental Health Office.

The above mentioned list is not exhaustive and other works specific to any particular premises may well be necessary. It is recommended that a site visit be arranged with an Officer of this department to discuss your proposals unless the event premises have previously been inspected in the past.