GUIDELINES & GOOD PRACTISE FOR HANDLING FOOD FOR SALE OR CONSUMPTION ON UNIVERSITY GROUNDS

Food that has been prepared at home or in student accommodation can provide good opportunities for fund raising organisations to raise money. However, as in any situation where food is being prepared and offered for consumption or sale to the general public, caution must be exercised to provide safe food. When customers purchase the food, they have the right to expect that it will have been as safely prepared as possible.

In contrast to commercial kitchens which are purpose built with safety in mind, domestic kitchens are often a centre of family life and serve many different purposes from a place to feed the family or flatmates to somewhere to clean dirty Wellington boots. Therefore the commercial use of the kitchen you are using must take priority over other domestic uses and should not be used for washing clothes or feeding pets at the same time that you are preparing food for your business purposes. Only the people involved in making the food should be allowed in the kitchen at that time.

It is important to remember that under the right conditions, any food can cause foodborne illness. The following recommendations will assure the success of your event both through sales and food safety.

1. Personal hygiene

   • Personal appearance

   High standard of personal cleanliness is required when preparing and cooking food, with particular concern for the hands and hair;

   o fingernails must be short and clean
   o nail varnish and false nails must not be worn
   o jewellery should be kept to a minimum, plain finger rings only
   o long hair must be tied back. A hair-net or other head covering is a good idea to prevent stray hairs getting into the food
   o clean clothing covered with a clean apron should be worn.

   • Hand washing

   Hands should be washed frequently, but in particular on the following occasions;

   o before starting work AND after any break out of the kitchen
   o after visiting the WC
   o after handling raw food (meat, fish, pastry, eggs, vegetables)
   o after handling dirty equipment (including money)
   o after handling delivery packaging
   o after handling refuse
   o after cleaning surfaces or equipment
   o before and after handling high-risk and allergenic foods.
• **Personal habits**

Practises to be avoided wherever possible include the following;

- tasting food by dipping fingers or reusing an unwashed spoon
- scratching or touching hair
- coughing/sneezing over food
- sitting on food preparation surfaces
- smoking
- using a mobile phone

• **Injury and illness**

All cuts, abrasions and burns must be covered with a waterproof dressing and food handlers must not proceed in any cooking practices if suffering from any of the following symptoms;

- diarrhoea, vomiting, nausea, stomach pains (i.e. symptoms of food-borne illness)
- colds, coughs and other respiratory or chest infections
- skin infections or conditions e.g. septic wounds, dermatitis, eczema, rash
- infections of the eye, ear, mouth, nose and throat
- symptoms of food-borne illness in the food handle’s household.

2. **Food control**

• **Storage**

All high-risk foods (e.g. ready-to-eat foods and dairy produce) and those not stable at ambient temperature (e.g. raw meat, uncooked dough and fresh pasta products) must be stored under refrigeration, plus the following categories;

- raw eggs
- cooked meat and poultry
- dairy products and egg based products e.g. mayonnaise
- shellfish
- cooked rice
- any other foods with manufacturers label instructions requiring refrigeration.

• **Preparation**

High-risk food should not be left at ambient temperature during preparation, transfer and any waiting periods for longer than necessary. As a guide, only a sufficient quantity of temperature-sensitive food for use with a 30 minute period should be left outside temperature control.

Frozen food usually requires being thawed before incorporation as ingredients or cooking. This process should be done unless stated in the manufacturer’s instructions, ideally carried out under refrigeration and not at ambient room temperature.
• Delivery

During transportation from the home to the sale location, food should be in covered containers or securely wrapped in cling film. Any vehicles used for the delivery of food should be clean to avoid food being contaminated during transportation.

• Service

At least two people should be manning each sale point; one only handling any monies, the other only handling food who should only use clean tongs or alternative suitable utensils to serve food.

• Food types

Generally, foods that need to be chilled, including most of the foods people tend to serve on buffets and most sandwich fillings, should be left out of the fridge for as short a time possible. If it is left at room temperature for any period of time, bacteria will grow and toxins can form, both of these could lead to a case of food poisoning.

If you are serving food as part of a business, the law requires caterers to keep certain foods at specified temperatures for food safety reasons. Chilled foods must be kept at or below +8°C, while foods that are being kept hot before serving should remain at or above +63°C. Contact the local environmental health service at your local authority for more information on what regulations apply to you.

The law allows food to be left at room temperature for limited periods during service or when on display. The temperature of chilled foods can exceed +8°C for up to four hours, while the temperature of hot foods can fall below +63°C for a maximum of two hours. However, these flexibilities can be used only once for each batch of food i.e., the same food can't be left out at room temperature for more than one period. Even if the separate periods add up to a combined total of four (or two) hours, after one period at room temperature, food should be discarded.

• Food allergens

Some people have sensitivity to certain foods, such as nuts, seeds, gluten and dairy produce. Some foods may result in a severe allergic reaction (e.g. peanuts) or may cause intolerance (e.g. gluten or lactose). Nut allergy reactions can be particularly severe: small quantities of nuts can often find their way into foods due to inadequate controls.

Food producers should be conscience of handling and processing the main foods which cause allergens. Any sale foods containing allergenic ingredients should be clearly identified so customers will be free to purchase items that are safe for them to consume.

During manufacture, the following points should be noted;

• products containing allergens should be stored separately
• food handlers should wash their hands after handling any allergenic ingredient
• during manufacture, utensils and equipment should be separate or cleaned thoroughly after use with these products
• as ingredients, and also as part of a finished dish, these foods should be stored separately.

Here is a list of allergens and example foods which can cause allergic reactions;
<table>
<thead>
<tr>
<th>Allergen</th>
<th>Food example</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Cereals containing Gluten</strong> e.g. Wheat, rye, barley, oats</td>
<td>Bread, pasta, cakes, pastry, sauces, soups, batter, bouillon, breadcrumbs, semolina, couscous</td>
</tr>
<tr>
<td><strong>Celery and Celeriac</strong> e.g. stalks, flesh seeds and leaves</td>
<td>Salads, soups, celery salt, some meat products</td>
</tr>
<tr>
<td><strong>Eggs</strong></td>
<td>Cakes, sauces, pasta, mayonnaise, some meat products, glazed products</td>
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<tr>
<td><strong>Fish, Crustaceans and Molluscs</strong> e.g. all fish, prawns, lobster, crab, clams, mussels, oysters, langoustines</td>
<td>Some salad dressings, fish extracts, oils, pastes, soya and Worcestershire sauce, relishes</td>
</tr>
<tr>
<td><strong>Milk</strong> e.g. lactose</td>
<td>Milk, milk powder, yogurt, butter, cheese, cream, ghee, glazed products, ice cream</td>
</tr>
<tr>
<td><strong>Mustard</strong></td>
<td>Mustard paste, seeds, leaves, flour, powder, dressings, marinades, soups, sauces, curries, some meat products</td>
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<tr>
<td><strong>Peanuts</strong></td>
<td>Arachis oil, peanut butter, flour, satay sauce, refined peanut oil, groundnut oil</td>
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<tr>
<td><strong>Other Nuts</strong> e.g. walnuts, cashews, pecan, Brazil, pistachio, macadamia, Queensland nuts</td>
<td>Sauces, desserts, bread, crackers, ice cream, praline, nut butters, essences, oils, marzipan, frangipane, pesto, salad dressings</td>
</tr>
<tr>
<td><strong>Sesame Seeds</strong></td>
<td>Oil, pastes, tahini, houmous, halva, furikake, Gomashio, bread</td>
</tr>
<tr>
<td><strong>Soya</strong> e.g. flour, tofu or beancurd, textured soya protein, soy sauce, edamame beans</td>
<td>Some ice cream, sauces, desserts, some meat products, vegetarian products</td>
</tr>
<tr>
<td><strong>Sulphur Dioxide and Sulphites</strong></td>
<td>Some meat products, stock cubes, bouillons, fruit juice drinks, dried fruit/vegetables, wine, beer, cider</td>
</tr>
<tr>
<td><strong>Lupin Seeds and Flour</strong></td>
<td>Some types of bread and pastries</td>
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