



Students' Union Food Activities

- **Food can only be sold by societies as part of an SU-approved bake sale.** You must get approval from the Opportunities Team first.
- Food can be shared **free of charge between registered society members**, provided food-safety rules are followed.
- **Allergens and intolerances must always be considered**, with ingredient/allergen information available.

General food hygiene

- Wash hands regularly, especially before handling food and after touching raw meat/eggs, your face/hair, using the toilet, smoking, etc.
- Wear clean clothing/aprons; tie back long hair.
- Keep jewellery to a minimum and don't wear nail varnish.
- Cover cuts with waterproof plasters.
- Keep raw and cooked foods separate and prevent **cross-contamination**, including between allergens.
- Use separate equipment such as chopping boards and knives for raw meat/fish.
- Don't taste food with your fingers; use a clean spoon.

Bake sales

- Clean and sanitise surfaces and equipment before preparing food.
- Use ingredients from reputable suppliers and check **use-by/sell-by dates**.
- Keep ingredient packaging/records so allergen information is available.
- Cool baked goods fully before storing and transporting them safely.
- Keep cakes covered and use clean utensils/tongs when serving.
- Ideally, have one person handle **money** and another handle **food**.

- Display the required **Bake Sale Disclaimer/Stall Notice** and a copy of the guidelines.
- The SU generally allows **only one outdoor bake sale per day**, so permission must be obtained from the Student Centre to avoid clashes.
- Buying pre-packaged cakes/biscuits from supermarkets is allowed and can make allergen information easier to provide.

BBQs and picnics

- Keep perishable food refrigerated until needed.
- Fully thaw frozen meat before cooking.
- Keep raw meat/fish separate from ready-to-eat food and use separate utensils/plates.
- Ensure meat, especially chicken, pork, sausages and burgers, is thoroughly cooked.
- Don't reuse marinades that have been in contact with raw meat.
- Keep food out of direct sunlight and **don't leave food out for more than two hours**.
- Serve perishable foods in batches and keep desserts refrigerated until needed.
- Follow appropriate BBQ/fire-safety advice.

External caterers

External caterers ratings can be found at www.food.gov.uk.

External caterers need:

- **Level 2 Food Hygiene Certificate**
- **4-star Food Safety Rating**
- Public Liability Insurance
- Risk Assessment
- Method Statement covering preparation, cooking, transport and food storage
- Relevant equipment/PAT-testing documentation where applicable

The SU normally needs **at least three weeks' notice** to approve external catering.

Main takeaway: Always get the required SU approval first, maintain good hygiene, prevent cross-contamination, and make allergen information available.