Health and Safety

Food

Everyone who prepares food needs to make sure they follow good food hygiene guidelines to ensure that the food they serve is safe to eat. This is important to your student group as you have a Duty of Care for your members and others who may be consuming the food that you prepare, it should be noted that if you give or sell food that causes people to become ill, you could be liable.

This document is intended as guidance only and where groups are supplying food the appropriate event approval procedures for the Students’ Union should also be followed.

Using External Caterers

If you are planning to use a catering or other food business, you must ensure they are registered with and approved by the environmental health service at Nottingham City Council.

In order for a food contractor to supply food on the University of Nottingham site they must supply the following information:

- Proof of Public Liability Insurance.

Why can’t we cook food at home and bring it in to serve to our members?

This is a question that gets asked frequently and due to the minefield of food safety legislation and the risks associated with getting it wrong we simply can’t allow student groups to do this. If you were to want to prepare food at home then as a bare minimum we would need to ensure that the premises where the food was being prepared was of a suitable standard, you would need to have systems in place to ensure that food was cooked and stored to the appropriate temperature, people preparing food would need to be trained in food hygiene standards. This means that generally it is generally too difficult to allow student groups to cater in this way and we would prefer that you use external caterers when you want food at an event.

There are a couple of exceptions listed below, and if there is something else you really want to do then please come and talk to us about it and we can see if it is possible.

Groups Making Cakes/Biscuits to Sell

Home-made cakes should be safe to eat, as long as the people who make them observe good food hygiene, and the cakes are stored and transported safely.

At home, people making cakes should follow these tips:

- Always wash their hands before preparing food.
- Make sure that surfaces, bowls, utensils, etc. are clean.
- Don’t use raw eggs in anything that won’t be thoroughly cooked, such as icing or mousse.
- Keep cheesecakes and any cakes or desserts containing cream or butter icing in the fridge.
- Store cakes in a clean, sealable container, away from raw foods, especially raw meat.
- On the day, people bringing in cakes from home or running the stall should follow these tips:
  - Transport cakes in a clean, sealable container.
  - Make sure that cheesecakes and any cakes or desserts containing cream or butter icing are out of the fridge for the shortest time possible.
• Avoid handling cakes. Use tongs or a cake slice instead.
• Be aware of the cross contamination from known allergens, such as nuts, shellfish etc
• Clearly label any known allergens in products (such as nuts)

Barbeques

Groups planning BBQs should follow all of the advice on storage, preparation and temperature of food as well as these additional guidelines.
• Barbequed meat can look cooked when it isn’t cooked through. Always use a thermometer to check.
• Never part-cook on a BBQ and finish cooking later. However, you can part-cook poultry in the kitchen before you cook on the BBQ.
• Ensure you have sufficient food preparation and serving areas.
• Ensure that food to be cooked is kept at the appropriate temperature prior to being cooked
• BBQs should be located on a stable surface away from buildings and not underneath trees. There should be adequate space for the BBQ separate to any other activities that are occurring at the time.
• BBQs should be raised up and not placed directly onto the ground
• There must be adequate fire fighting equipment and water available for the duration of the BBQ
• BBQs must be fully extinguished after use and any litter or food waste properly disposed of.
• BBQs on the University of Nottingham Campus must only be held with the express permission of the University Estates Department who also reserve the right to cancel BBQs in the event of a prolonged period of hot or dry weather.

Further information, advice and guidance can be obtained from the Health and Safety Manager in the Students’ Union. Advice can also be given on food hygiene training, event safety and equipment loan.

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