

Food Disclaimer Guidelines

1. Opening Statement

Food is often an important element of many Student Group Activities and Events. To ensure that the consumer's health and safety is of highest priority, there are some considerations that should be made when providing food. This booklet outlines the following requirements outlined by the Environmental Health Office.

2. General Food Guidelines

- 2.1. Student Groups can only serve snacks or treats and **not meals** unless authorised by Union Activities
- 2.2. Student Groups should endeavour to serve foods that LSP and other SU food outlets are not already providing
- 2.3. Foods that require temperature control cannot be served as the SU does not have catering facilities accessible by Student Groups

3. Leicester Services Partnership (LSP)

- 3.1. LSP is a joint venture between the University of Leicester Students' Union and the University of Leicester, overseeing the provision of all commercial services.
- 3.2. If LSP is unable to provide food at your event, or there is a specific reason for having external caterers, they must be able to meet the SU standard requirements
- 3.3. External caterers joining you at your event need to provide:
 - 3.3.1. Public Liability Insurance
 - 3.3.2. Food Hygiene rating of 4 or above (check here: <http://ratings.food.gov.uk/>)
 - 3.3.3. List of allergens and ingredients in the dish(es)
 - 3.3.4. Their own risk assessment including an outline of fire safety provision (provided on day)
 - 3.3.5. Completed due diligence forms on the day (provided on day)
 - 3.3.6. Appropriate equipment to transport, cook and store food to keep it at required temperatures
- 3.4. External Caterers preparing from their own venue need to provide:
 - 3.4.1. Public Liability Insurance
 - 3.4.2. Food Hygiene rating of 4 or above (check here: <http://ratings.food.gov.uk/>)
 - 3.4.3. List of allergens and ingredients in the dish(es)
- 3.5. If you have having an external caterer, you should provide evidence of the above to unionactivities@le.ac.uk at least two weeks prior to your event

4. High Risk Foods

- 4.1. The high risk nature of the following food means that Student Groups are not allowed to make and provide (free or sold) these to the rest of the Student Body
 - 4.1.1. Anything containing rice (including samosas)
 - 4.1.2. Cakes with Fresh Cream (including cheesecakes)
 - 4.1.3. Poultry, meat, fish or dairy products that require temperature control

5. Allergies and Intolerance

- 5.1. If providing food, consideration **must** be given to the allergies and intolerances members of the Student Body might suffer from

- 5.2. Student Group Committees should know the 14 major allergens specified Food Standards Agency (for more information see: <http://i.pinimg.com/originals/2c/43/52/2c4352db3a2506711fa0ffea57c2f5fd.jpg>)
- 5.2.1. Celery
 - 5.2.2. Cereals Containing Gluten
 - 5.2.3. Crustaceans
 - 5.2.4. Eggs
 - 5.2.5. Fish
 - 5.2.6. Lupin
 - 5.2.7. Milk
 - 5.2.8. Molluscs
 - 5.2.9. Mustard
 - 5.2.10. Peanuts
 - 5.2.11. Nuts
 - 5.2.12. Sesame Seeds
 - 5.2.13. Soya
 - 5.2.14. Sulphur Dioxide

6. Labelling food

- 6.1. All food provided must have an accompanying list of ingredients and allergens which must be available to consumers (please see spreadsheet template for advice). This should be displayed at all times.

7. Food Provision Safe Practice

- 7.1. General Safe Practice Rules
- 7.1.1. Plan Ahead
 - 7.1.2. Wash your hands and any equipment you are using with hot soapy water
 - 7.1.3. Keep food refrigerated for as long as possible
 - 7.1.4. Make sure that all food is cooked properly before you serve it
 - 7.1.5. Keep raw food and ready-to-eat foods apart
 - 7.1.6. Do not store raw foods above ready-to-eat foods as it could drip
 - 7.1.7. Do not use food past its 'use by' date
 - 7.1.8. Know if the food has any ingredients that may trigger allergens or intolerances
 - 7.1.9. If you are ill or suffering with sickness and/or diarrhoea, you must not handle or serve food
- 7.2. Food Preparation Guidance
- 7.2.1. Always wash your hands before preparing food and regularly throughout
 - 7.2.2. Wear a clean apron or overall, keep long hair tied back and do not wear rings, false nails or have nails painted (as they can go in to the food)
 - 7.2.3. Make sure all utensils, bowls, surfaces and any other equipment are clean
 - 7.2.4. Use a food safe anti-bacterial cleaner to ensure surfaces and equipment is sanitised
 - 7.2.5. Do not use raw eggs in anything that will not be thoroughly cooked, such as icing or mousse
 - 7.2.6. Keep cakes in a clean, sealable container, away from raw foods, especially raw meat
 - 7.2.7. If you are ill particularly with diarrhoea and/or vomiting, you must not handle or serve food.
- 7.3. Food Transportation Guidance
- 7.3.1. Transport food in clean, sealable containers and keep foods on the stall covered where possible e.g. cake tins, cling film
 - 7.3.2. Wash hands as frequently as possible and keep a hand sanitiser with you
 - 7.3.3. If you wear gloves make sure you change them frequently and definitely change after 'dirty' tasks e.g. handling rubbish
 - 7.3.4. When handling cake, or any other food item use tongs or a cake slice. Note: these can be provided by the Union Diner please arrange in advance
 - 7.3.5. Clean clothing is essential, an apron or special food handlers' coat or overalls should be worn
 - 7.3.6. Keep long hair tied back
 - 7.3.7. Cover any cuts with a waterproof plaster
 - 7.3.8. If you are ill particularly with diarrhoea and/or vomiting, you must not handle or serve food.

7.3.9. Food handlers must not smoke, eat or drink whilst they are preparing, cooking, serving or selling food.

8. Notifying Union Activities

- 8.1. To help support Student Groups in ensuring providing food is safe for consumption, all groups must notify us through the Event Notification form 2 weeks prior to the event
- 8.2. To ensure that groups gain maximum return from their sale, only 1 group will be able to sell food per day – this will be processed on a first come, first served, basis
- 8.3. Groups who are found to be running events and activities that include food provision but have not provided Union Activities with prior warning will have food provision privileges revoked for a time specified by the Activities Coordinators
- 8.4. Union Activities withholds the right to visit all Student Group Events to check these guidelines are being followed

9. Food disclaimer email

- 9.1. To confirm that the contents of this document has been read and understood, Union Activities requires an email confirming. This will only need to be done in the first instance of you providing food
- 9.2. The food disclaimer email must be sent by a member of the groups committee who is involved in organising the event
- 9.3. The email should read as below and be sent to unionactivities@le.ac.uk at least two weeks prior to the event

Dear Union Activities,

We can confirm that the insert your student group name has read and understood the entirety of the 'Student group food provision requirements' document.

We agree to abide by the requirements set out from sections 1 through to 9 of the document and therefore along with complying with the requirements, we will notify the Union Activities department each time we provide food.