

Food Safety Guidance for Cake Sales

1. INTRODUCTION

All food supplied or sold outside of the domestic and family setting must be safe to eat. This legal requirement is regardless of whether the activity of supplying or selling the food is to make a profit.

2. POLICY

The University accepts that cake sales and similar activities are an increasingly popular way to raise funds for charities and societies and have therefore have produced this guide. A pragmatic risk approach should therefore be taken when foods are to be supplied or sold.

As a guide, low risk foods, such as tea and biscuits, proprietary wrapped and packaged foods, and foods which can be kept at room temperature are all low risk and do not usually require specific requirements. It is good practice however, that there is an understanding of allergens and what the specific allergens are.

Foods that need more complex safety requirements, such as hot foods, foods containing meat or food that needs temperature control requires more organisation and knowledge. Not surprisingly, such products are considered to be high risk.

3. ROLES AND RESPONSIBILITIES

Everyone holding cake sales, or similar, should follow basic good food hygiene principles as set out below:

At home (including halls of residence kitchens), persons making or organising the baking of cakes should follow these guidelines:

- Always wash your hands thoroughly before preparing food and regularly during cooking;
- Make sure that surfaces, bowls, utensils, etc. are clean;
- Make sure that raw and cooked foods do not come into contact and that equipment used on raw food does not touch food that is already cooked (without cleaning it first)
- Keep products such as cheesecake or anything containing cream / butter icing in the fridge
- Don't use raw eggs in anything that won't be thoroughly cooked, such as icing or mousse;
- Always store food in a clean, sealable container, away from foods, especially raw meats;
- Do not prepare food if you have an acute cough, skin problems, cold, influenza, vomiting or diarrhoea.
- Keep a list for each item made, either of the allergens that are present in the food or a list of the ingredients used.

On the day, persons bringing in the food for sale should follow these guidelines:

- Always transport cakes etc. in a clean and sealable tight fitting container;
- Avoid handling cakes. Preferably use tongs or a cake slice instead;
- Ensure suitable hand washing facilities are available;
- Any bought cakes should be within sell by dates and have been stored appropriately;
- Anything containing cream, butter icing, mayonnaise should be kept out of the fridge for the shortest time possible. It is a good idea to keep them cool with frozen ice blocks and a clean cool bag while transporting them. If they become warm for a while they should not be served;
- Avoid selling foods that contain allergens, or display a clear label if they do contain them. If you are unsure if any allergens are present then you must say that and not make assumptions. Good practice would be to have a sign in place which states that products being sold may contain allergens.
- If using portable gas or electrical cooking devices then these must be suitably tested (Estates and Development should be contacted – Estates helpdesk (7) 33137)

- Ensure, if selling cakes outside, that adverse weather contingencies are in place;
- Keep food covered where possible;
- Ensure you have adequate facilities to clean and tidy up as necessary.
- Persons handling food should not smoke or vape

Staff and student societies that supply food on a regular basis will need to register with Newcastle Under Lyme Borough Council. Details can be found on the Council's website <https://www.newcastle-staffs.gov.uk/all-services/environment/food-and-safety>

Individuals do not need to register with the Council providing food sales are a one-off.

As a guide, anyone providing food more than once a month will be required to register with Newcastle Under Lyme Borough Council.

4. RELATED POLICIES AND PROCEDURES

If anyone is in any doubt about food safety requirements then you are advised to contact the Councils contact centre on 01782 717717 who will be able to provide further guidance.

Further guidance regarding food safety can be found on the Food Standards Agency website at www.food.gov.uk

Information relating to the 14 allergens can be found at:

<https://www.food.gov.uk/sites/default/files/media/document/top-allergy-types.pdf>

The guidance relating to providing food at community and charity events can be found at:

<https://www.food.gov.uk/safety-hygiene/providing-food-at-community-and-charity-events>

5. REVIEW, APPROVAL & PUBLICATION

This policy is owned by the catering team in Estates & Development and is formally approved via HSSC. It is valid for 3 years.

6. ANNEXES

None

7. DOCUMENT CONTROL INFORMATION

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