



Estate & Campus Services

Providing Food Safely CODE OF PRACTICE

1. INTRODUCTION

1.1 Background

It is always recommended that any food and drink for sale or served on campus is provided by Keele University Catering, Keele University Students' Union or Keele University Post Graduate Association Club House.

However, the University accepts that food stalls are an increasingly popular way to raise funds for charities and societies.

The University also accepts that, on occasion, it may be appropriate for external catering vendors to sell their products to the campus community. This is usually for marketplace type events that take place in Union Square, where catering vendors sell their food products directly to consumers.

1.2 Purpose

The Food Safety Act 1990 dictates that if you are intending to provide or sell food it must be safe for human consumption.

The main responsibilities for all food businesses covered by the Act are to ensure that:

- Businesses do not include anything in food, remove anything from food or treat food in any way which means it would be damaging to the health of people eating it.
- That food businesses serve, or sell is of the nature, substance or quality which consumers would expect.
- That food is labelled, advertised and presented in a way that is not false or misleading.

To prevent people becoming ill, it is essential that all food provided or sold must be safe to eat. This is a legal requirement.

1.3 Scope

This Code of Practice relates solely to food provided or sold by external providers, this includes staff and students or external vendors selling directly to the Keele Campus Community.

2. CODE OF PRACTICE

Any catering vendor or staff or student wanting to provide food on campus must have permission from Keele University Students' Union or Keele University Estate and Campus Services Directorate and must be able to provide evidence of safe practices as set out by the Food Standards Agency www.food.gov.uk/food-safety .

Catering vendors and student/staff food stalls will not be permitted to sell or provide their products at Keele University without the requirements within this Code of Practice being met.

Additionally, Catering vendors must carry a 4 or 5 star food hygiene rating and also be able to provide allergen information for any customer. They must also follow labelling rules as set out by the Food Standards Agency www.food.gov.uk/business-guidance/allergen-guidance-for-food-businesses

3. ROLES AND RESPONSIBILITIES

The preparers of food are personally responsible for the food they provide or sell. Therefore, it is essential that you are familiar with guidance provided by the Food Standards Agency www.food.gov.uk/food-safety

Food often has complex safety requirements. Food containing dairy, hot food and food containing meat are considered high risk. It is essential that those providing any kind of food are aware of their food safety responsibilities.

Catering vendors must display their 4 or 5 star food hygiene rating and have all allergen information to hand with products labelled appropriately as set out by the Food Standards Agency www.food.gov.uk/business-guidance/allergen-guidance-for-food-businesses

Catering vendors will not be permitted to sell their products at Keele University without the requirements below being met.

3.1 Hygiene

Everyone providing food should follow basic good food hygiene principles as set out below:

- Ensure hands are washed thoroughly with soap and warm water before working with or around food. Avoid using anything to dry the hands that will re-contaminate hands. Hands should be further washed on a regular basis during food preparation to ensure cleanliness is maintained.
- Clothing and any appropriate protective wear must always be clean so that it will not give rise to contamination of food, for example: pet hairs, woollen fibres, loose buttons.
- All jewellery must be removed before food preparation. These items store dirt and bacteria that can transfer into food.
- All cuts or break in skin must be completely covered with a waterproof dressing; gauze dressings are not acceptable as they are permeable.
- You must not prepare or handle food for the consumption of others if you have any of the below symptoms, conditions or circumstances:

- Sores
- Boils
- Septic Lesions
- Any other skin disorders
- Acute cough
- Cold Symptoms
- Vomiting
- Diarrhea

Food preparation must not be attempted until at least 48 hours have passed since any symptoms of illness have stopped. For clarification, stopped means from the time that symptoms cease at their own accord or from the end of any successful treatment of the symptoms with medicine such as anti-diarrhoeal drugs (if they are used).

- Anyone preparing or handling food should not smoke or vape.

3.2 Kitchen

- All food-contact surfaces, bowls and utensils must be clean before preparing food.
- Equipment and utensils for raw foods must never be used or come into contact with cooked foods without thorough cleansing and decontamination.
- Pets must not be allowed into the kitchen or food preparation area as they harbour bacteria and potential hair contamination.
- Anyone not involved in direct food preparation must be limited access to the kitchen/food preparation area, so they are not a risk to food safety.

3.3 Ingredients and storage

- Ingredients must be of good quality.
- Food or ingredients that are out-of-date, for example “best-before” or “use-by” must not be used.
- All food must be protected from contamination and so should be stored in clean sealable containers and raw meats should be kept away from other foods.
- Raw eggs should never be added to anything that won't be thoroughly cooked, such as icing or mousse.
- Products containing dairy products such as butter or cream must be stored in a refrigerator at <5 C.

3.4 Transport

- Food should be transported in a tight-fitting container with a lid.
- Products containing cream, butter or mayonnaise should be kept out of the fridge for the shortest amount of time possible and be kept cool with the aid of ice blocks and a cool bag. If these products become warm, they should not be served.

3.5 On the day

- Avoid handling products, use tongs or other serving equipment instead.
- Ensure suitable handwashing facilities are available.
- Keep food covered where possible.
- Following guidance at the Food Standards Agency www.food.gov.uk products should not be kept out for any longer than **4 hours**. This includes transportation time.
- If using portable or electrical cooking devices these must have evidence of PAT testing.
- Appropriate risk assessments and method statements, including those for fire, should be in place if electrical or gas appliances are planning to be used.

3.6 Labelling

- Cakes and biscuits that are sold unpackaged at a one-off event need not be subject to the Food Labelling Regulations, but pre-packaged cakes and biscuits sold in boxes will be. You must check and comply. [/www.food.gov.uk/business-guidance/packaging-and-labelling](http://www.food.gov.uk/business-guidance/packaging-and-labelling)
- It must be declared if products contain irradiated and/or genetically modified ingredients.
- If products are labelled, then the following information must be offered:
 - Product name.
 - List of ingredients (in descending order of weight).
 - Details of any ingredients that may give rise to allergic reactions.

3.7 Allergens

The 14 allergens are: **celery**, **cereals containing gluten** (such as wheat, barley and oats), crustaceans (such as prawns, crabs and lobsters), **eggs**, **fish**, **lupin**, **milk**, **molluscs** (such as mussels and oysters), **mustard**, **peanuts**, **sesame**, **soybeans**, **sulphur dioxide and sulphites** (if the sulphur dioxide and sulphites are at a concentration of more than ten parts per

million) and **tree nuts** (such as almonds, hazelnuts, walnuts, Brazil nuts, cashews, pecans, pistachios and macadamia nuts).

If you are a vendor, you need to make sure you have allergen information readily available for the customer to review at point of purchase.

If any prepacked foods are being sold, ingredient and allergy labelling are required by law see <https://www.food.gov.uk/business-guidance/labelling-guidance-for-prepacked-for-direct-sale-ppds-food-products>

For all food stalls, it is good practice to display a sign which states that products being sold may contain allergens. **If unsure if any allergens are present, do not make assumptions. Note, even minute amounts of food allergens can cause allergic reactions that can lead to hospitalisation or even death.**

3.8 Regular Provision of Food

Student and Staff societies that supply food on a regular basis will need to register with Newcastle Under Lyme Borough Council. Details can be found at www.newcastle-staffs.gov.uk/food-safety

Individuals do not need to register with the Council if providing food sales as 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. If you do provide food more than once a month and register with the Council

4. RESPONSIBLE PEOPLE AND TRAINING

- 4.1 Each provider must identify a 'responsible person' who will take the lead on ensuring the food supplied is compliant with food safety guidelines as set out at <https://www.food.gov.uk/> and this policy.
- 4.2 All vendors need to have a minimum food safety level 2 training, which must have been completed within the last 2 years, this certification may be checked at any time you are on site so please have a copy to hand.
- 4.3 Staff and Students running a pop-up stall must ensure that they are familiar and adhere to all guidance at www.food.gov.uk/safety-hygiene/providing-food-at-community-and-charity-events
- 4.4 The activity lead should have a food hygiene level 1 qualification if food is homemade. This course can be provided by the Students' Union by requesting access from su.activities@keele.ac.uk

5. CHECKLIST

Checklists have been created and can be found at the bottom of this guidance.

- **Catering Vendor Food Safety Requirements Checklist** - See Annex A
- **Student/Staff Pop Up Food Stall Food Safety Checklist** – See Annex B

All providers must be able to complete the checklist and have a completed and authorised copy available at your food stall.

6. LEGISLATION AND GUIDANCE

If there is any doubt about food safety requirements, then you are advised to contact Newcastle Borough Council's Contact Centre on 01782 717717 who will be able to provide further guidance.

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

For further guidance on providing food at community and charity events see www.food.gov.uk/safety-hygiene/providing-food-at-community-and-charity-events

Food Safety Act 1990 <https://www.food.gov.uk/about-us/key-regulations#food-safety-act-1990>

For further information about registering your food operating business visit www.gov.uk/guidance/food-business-registration

Specific information about allergens can be found at [/www.food.gov.uk/business-guidance/allergen-guidance-for-food-businesses](http://www.food.gov.uk/business-guidance/allergen-guidance-for-food-businesses)

7. REVIEW, APPROVAL AND PUBLICATION

This Code of Practice will be reviewed every 3 years by the Head of Catering and Events (or nominee). Minor amendments will be approved by the Director of Estate and Campus Services. Major amendments will be approved by Professional Services Group.

Updates to the document will be published in the policy zone.

8. DOCUMENT CONTROL INFORMATION

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Owner	Estates & Campus Services
Version Number	2
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Date of Next Review	30 January 2027
Related University Policy Documents	
<i>For Office Use – Keywords for search function</i>	

9. ANNEXES

- (a) Catering Vendor Food Safety Checklist
- (b) Student/Staff Pop Up Food Stall Food Safety Checklist

Annex A



Catering Vendor Food Safety Requirements Checklist

All catering vendors selling food products on Keele University Campus must be able to present the completed checklist and any other documentation listed below for inspection.

Purpose of Activity				
Business Name				
Vendor Booked by				
Location				
Details on what products are being provided				
Date and times				
Approved by Keele Students' Union or Estate and Campus Services	Name:	Position held at University:	Signed:	Date:

FOOD SAFETY CHECK LIST – to be completed by Vendor and signed off by Keele University Students' Union of Estate and Campus Services representative			
The Catering Vendor must be able to present the following:	Completed By	Signed	Date Completed
Evidence of registration with local authority.			
Completed risk assessment and method statement for preparing, cooking and delivering the food.			
4 or 5 star hygiene rating and will display this at their food stall.			
If the caterer is bringing electrical equipment, there must be evidence of PAT testing.			
Appropriate risk assessments and method statements including those for fire should be in place if electrical or gas appliances are			

planning to be used.			
The catering vendor can provide evidence of food safety training at a minimum of level 2 for all staff involved in preparing, cooking and serving the food. This training must have been undertaken in the last 3 years.			
The catering vendor can provide evidence of all records taken in line with <u>Hazard-Analysis-and-Critical-Control-point-haccp</u>			
The caterer can provide records of the fridge temperature the food has been stored in. All food to be stored at 5°c or below.			
The caterer can provide records of regular temperature checking of raw food stored in a cool box with Maximum of 8°c holding.			
The caterer can provide records of regular temperature checking of cooking temperatures of cooked food is being taken. 75°c or above.			
The catering vendor can provide records of regular temperature checking of cooked food being held hot. Kept above 65°c or above for no longer than 2 hours after cooked. Intermittent records must be taken every half an hour as proof of holding.			
The catering vendor will ensure that all allergen and ingredient information is readily available/displayed/labelled as set out by the Food Standards Agency <u>www.food.gov.uk/business-guidance/allergen-guidance-for-food-businesses</u>			
The caterer must ensure that there is somewhere/ a way of staff to			

wash hands, worst case hand sanitiser available.			
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The above list is not exhaustive, should any practice be deemed unsafe Keele University and Keele University Students' Union reserve the right to instruct the catering vendor to stop trading.

Annex B



Student/Staff Pop Up Food Stall Food Safety Checklist

The check list below has been created to support you in making sure that food you are providing at your pop-up food stall is meeting food safety standards. This checklist is to be completed in conjunction with the **'Providing Food Safety Guidance, Pop up Stalls, Policy and Guidance'**.

The checklist should be completed at least one week before the event and should be sent to su.activities@keele.ac.uk or a stall booking may not be approved. Please make sure that you have a completed copy available with you at your food stall on the day.

Purpose of Activity	
Lead Name/Responsible Person	
Location	
Date and times	
Approved by (SU or Faculty)	

FOOD SAFETY CHECK LIST			
	Completed By	Signed	Date Completed
Have the 'Providing Food Safely' Policy and Guidelines been read and understood by the activity lead and those delivering? Yes/No			
What food is being provided?			
Who is providing the food? Note, if food is being provided by an external vendor, please refer to refer to Catering			

Vendor Food Safety Requirements Checklist			
Does the activity lead have a food hygiene level 1 qualification if food is homemade. This course can be provided by the Students' Union by requesting access from su.activities@keele.ac.uk			
Where is the food being prepared?			
Please stipulate the times that the food will be available – maximum is 4 hours including transportation. From: To:			
Do you have any electrical or gas equipment? Yes/No If yes, is this PAT tested? Yes/No If yes, have you completed the risk assessment for this activity? Yes/No (Risk Assessment template found here Risk Assessment Template)			
Has the food being supplied been prepared, transported and supplied in line with the guidance above? Yes/No			

