**Food Safety at Events Checklist**

**Event Prep**

1. Complete an [Event Planner](https://www.thesubath.com/new-event/)
2. Read SU [Food Safety Document and FAQ’s](https://www.thesubath.com/student-leaders/links/food-safety/)
3. Read the SU’s [Food Risk Assessment](https://www.thesubath.com/student-leaders/links/food-safety/) and add in any extra points
4. Check only trusted food businesses are involved – you will need to check they have a 3 star hygiene rating or above, we may require you to ask for the companies Public Liability Certificate and Food Hygiene Certificate. For eg, if you are wanting to use a small, lesser known company to provide a buffet involving meat or fish then we will probably need their public liability and food hygiene certificates.
5. If you are delivering regular events involving food than please contact [susocieties@bath.ac.uk](mailto:susocieties@bath.ac.uk) for access to the relevant food safety courses found at [CPL Online | Home](https://nus.cplonline.co.uk/Home.aspx)
6. If your group are planning to hold regular events involving food then you will need to register your group at [https://www.gov.uk/food-business-registration](https://eur01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.gov.uk%2Ffood-business-registration&data=04%7C01%7Csusao%40bath.ac.uk%7C448158d1152247421f7808d9e1a9b9f8%7C377e3d224ea1422db0ad8fcc89406b9e%7C0%7C0%7C637788941342414023%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000&sdata=AHN2giWU7PcU5yiK7ZoHA9mGFUF3NNeo10vtQ1569a4%3D&reserved=0), it is a simple process and do get in contact with [susocieties@bath.ac.uk](mailto:susocieties@bath.ac.uk) for support if you need it.

**If Self-Prepping/Serving Food**

1. In addition to the points above, add further risk assessment points around your role in preparing /serving food. Considering any special circumstances for specifics of your event – cooking with high risk foods, barbequing. Etc.
2. Ensure the lead members of your team have completed an up-to-date food safety certificate. Please email [susocieties@bath.ac.uk](mailto:susocieties@bath.ac.uk) who can then enrol you onto a quick online food safety session.
3. Plan how and where you will store, transport, prepare, cook, and serve food.

**Essential Set Up; Cooking/Serving Food**

\*\*Note- you may be able to get the below equipment from the SU so please do contact them for support\*\*

1. Hand washing facilities available: soap, hot water and paper towels (hand sanitiser is not a substitute).

2. Cleaning products, anti-bacterial sanitising spray, and paper towels (blueroll).

2. Separate areas and equipment for raw, hot, cold food preparation. Use clean chopping boards when preparing different foods. It is advisable to use different chopping boards when preparing meat and fish so that they are not contaminating other food stuff.

3. Access to timers and food thermometers when cooking and cooling.

4. Separate utensils for serving food with allergens in the ingredients.

5. Storage pots and labels.

6. List of ingredients and allergens, allergens listed in food titles, any packets labelled with ingredients and allergens in bold. A [food matrix](https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fwww.thesubath.com%2Fpageassets%2Fhealth-and-safety%2Fallergen-chart-1.docx&wdOrigin=BROWSELINK) completed for each item. Signage to explain which allergens have been used in the kitchen area.

7. Refrigeration, Freezer or Hotpoint for keeping food within correct temperature ranges.

8. Appropriate clothing and good personal hygiene when serving food.