**Arts SU Student Group Food Safety and Catering**

At Arts SU we are here to support you to do more with your sports clubs and societies. The aim of this guideline is to set out how we can help you to make sure all provision of food at events is safe and compliant with legislation.

**Pre-Packaged Goods**

If you are bringing along pre-packaged, precooked food which will at no point need to be reheated you **do not need to let us know in advance.** However, please ensure you:

* Buy from a reputable supplier
* Keep the original packaging
* Ensure allergen information is readily available and prominently displayed.
* Follow manufacturer’s instructions about safe storage of product
* Ensure food is kept and served in a clean environment
* Ensure no cross contamination takes places – e.g. different foods are not stored together
* Acknowledge that the Union does not accept liability for food/drink consumed from the event/activity.
* please avoid serving hot drinks during busy events without prior approval and a risk assessment in place

**Baked Foods**

If you are planning to provide or sell baked goods (cakes, muffins, cookies, shortbread etc.) at any club or society event**,**please inform us at least 7 working days in advance by emailing[sports@su.arts.ac.uk](mailto:sports@su.arts.ac.uk) or [soceities@su.arts.c.uk](mailto:soceities@su.arts.c.uk)

When dealing with baked goods please bear in mind the following guidelines:

* You need to ensure that all those preparing or serving food will follow appropriate Health & Safety guidelines followed in the preparation, transporting and serving of the baked goods.
* Ensure that all allergens contained within the food are recorded and prominently displayed, this [chart](https://www.food.gov.uk/sites/default/files/media/document/allergen-chart.pdf) may help you.
* Ensure no cross contamination takes place at any stage of preparation, transportation or serving of the baked goods.
* Follow sensible food preparation and storage guidelines
* Acknowledge that the Union does not accept liability for any food/drink consumed at the event/activity.

**Tips for Bake Sales**

At home, people making cakes should follow these general tips:

* Always wash your hands before preparing food
* Make sure that surfaces, bowls, utensils and any other equipment 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 fresh cream in the fridge.
* Store cakes in a clean, sealable container away from raw foods.
* Transport cakes in a clean sealable container.
* Make sure that cheesecake and any cakes or desserts containing fresh cream are left out of the fridge for the shortest time possible, ideally not longer than three hours.
* When handling cakes use tongs, or a cake slice instead.

**Other Food at Events**

**Any food that does not fit into the pre-packaged goods or baked goods categories please contact us as at least 15 working days before the event.**

This might include large scale events, events involving hot food, food from an external catering provider (restaurant), or any form of cooking on UAL sites.

Once you have let us know what you’d like to do we will talk you through the process and support you in coming up with a plan to ensure you comply with relevant health and safety, and food hygiene regulations.