

# Food Policy

This document is designed to act as a policy around food that is not being prepared by University or York SU commercial departments.

This document along with the [risk assessment](#) must be adhered to, when your event is given the go ahead it is on the basis of these being followed.

- Only low risk foods can be cooked. Low risk means no meat or rice. The exception is pre packaged food that needs reheating in a microwave oven, which must be done to the manufacturer's instructions for that wattage of the microwave.
- Someone overseeing must have at least a level 2 food hygiene certificate for anything more than toast, cereal, cold sandwiches or baked potatoes. Baked goods are the exception to this rule.
- Food must be prepared in an area designated as a kitchen where adequate handwashing facilities are available, not a break room or otherwise.
- Food must be stored and cooked in appropriate containers, such as tupperware type containers and disposable foil trays or baking trays.
- Any frozen or chilled pre-made foods must be stored and cooked as per the packaging.
- Any canned or packaged foods must be heated as per the packaging.
- All packaging must be displayed along with the [allergen disclaimer](#) or if it's not pre packaged the ingredients on the [allergen matrix](#) and [allergen disclaimer](#) must be displayed
- Food must not be sold (donations are acceptable for charity)
- Food, either once prepared or before being cooked/raw ingredients must be stored on the top most shelf of the fridge, with nothing else on the shelf, away from any other food or drink, cooked or otherwise

- Fridge shelves, microwaves and all preparation surfaces must be cleaned with an anti-bacterial spray claiming 99.9% effectiveness against germs/bacteria before food or raw ingredients are put on them.
- Once food has been cooked it must not be reheated.
- After 1 hour at ambient temperature any uneaten food must be disposed of.
- The kitchen must be clean and tidy with rubbish away from the food preparation area
- Wear clean clothes that will not give rise to contamination of food, for example; pet hairs, woollen fibres, loose buttons etc.
- Before preparing food remove excess jewellery e.g. ornate rings as they harbour dirt and bacteria and may also fall into food.
- If you have a cut make sure you cover it with a **waterproof** dressing and not a gauze dressing.
- Do not attempt to prepare food for consumption by others if you have:
  - sores, boils, septic lesions or any other type of skin condition;
  - an acute cough or cold; and
  - symptoms of vomiting and/or diarrhoea.
- Make bowls and utensils thoroughly cleaned before preparing food.
- Never use work surfaces, equipment or utensils for raw foods and then for cooked foods without cleaning and disinfecting them first with disinfectant spray that states 99.9% effective.
- Do not allow pets into the kitchen as they present a risk of cross-contamination.
- Make sure ingredients are of good quality.
- Do not use food that is out-of-date, for example past its 'use-by' or 'best-before'.
- Handle food as little as possible.
- Keep food covered as products must be protected from contamination, for example:
  - Bacterial contamination from - raw foods, refuse, dirty hands, animals, insects etc.
  - Chemical contamination from - cleaning agents, disinfectants etc.
  - Physical contamination from - hair, jewellery, buttons, pet hair, etc.
- Products should be placed into a clean, food-grade container, preferably with a tight-fitting lid.

- Make sure the vehicle is clean and does not present a risk of contamination to foods.