



SMEAD, FULFORD CROSS, YORK YO10 4PB
TEL: (01904) 654983

Guidelines for Home Food Preparation for Fund-Raising Events

Thank you for taking the time to read this leaflet on 'Food Preparation for Fund-Raising Events'. We have an obligation to provide happy healthy food for our friends and supporters at our fund-raising events and we can do this by following certain hygienic practices when preparing, cooking and storing food at home for these occasions. The following points should be observed:

Before starting:

- All foodstuffs prepared, cooked or stored in the school kitchen should be vegetarian to comply with our registration of food production with Environmental Health
- Food preparation work surfaces are clean (clean with a fresh dishcloth and anti-bacterial spray)
- Food area is free from domestic animals or pets
- Clear away your own domestic washing up before preparing school food
- Tie long hair back, wear a clean apron, and wash your hands and remove all jewellery and watches.
- Do not prepare food at home if you or anyone in your household has had vomiting or diarrhoea in the last 48 hours.

Cooking Food

- Use only fresh food that is within its use by date and which shows no signs of spoilage .
- Ensure food is cooked thoroughly and to a high temperature, especially if using raw eggs. Cooked rice and legumes are also seen as "risk areas" so once cooked chill and store to specifications below.
- Do not use raw eggs in uncooked food e.g. chocolate mousse, cake icing and home-made mayonnaise.
- Always use a clean spoon each time you test the cooking and never put a licked spoon back into the cooking.

Cooling Food

- It is important that once food is cooked that it is cooled as quickly as possible and stored in the fridge until required. Cooling food can be done in a variety of ways:
- Add less water to items like soups, curries etc. and then cool down by adding ice cubes.
- Cool food in small quantities and place containers in bowls of cold/ice water
- Cool food container(without food in it) in freezer/fridge prior to chilling food
- Ensure you have enough fridge space. Enlist the help of friends and neighbours to ensure you have the capacity you need.
- Prepared and chilled food should be in a covered container or covered with cling film
- Label all food clearly with your name, ingredients and date of production.
- There are 14 food allergens which have to be labelled of which 10 are vegetarian. They are gluten, nuts, peanuts, eggs, milk, soya, sesame, SO4 (used to preserve the colour in dried fruits), celery (is also in many stock powders) and celeriac.
- Rapid chilling of food is important because in the unlikely event of unfriendly bacteria being present it won't have a chance to multiply and contaminate the food.

Transport

- Refrigerated food should be transported to school/fund raising premises in a cool bag or box and placed into refrigeration at the destination.

Your help, time and co-operation is much appreciated.

Approval & Review

This policy has been approved by the Board of Trustees on

3rd March 2016

Policy review date:

February 2017