

PREPARE AND SHARE FOOD GUIDANCE

Events such as bake sales and potlucks are a popular way to raise money for your society or to support a charitable cause.

Before your prepare and share event can be approved by the Student Activities Team, you'll be asked to **submit a risk assessment**. This should consider the guidance below, as well as the usual safety points that apply to running events.

GUIDANCE

- Wash your hands before preparing food;
- Remove nail varnish and jewellery and tie back long hair;
- Make sure that all the surfaces, bowls, utensils, etc. that you are using for preparation, baking and storage are thoroughly clean;
- Keep a full list of the ingredients you have used for the goods you have baked;
- The 14 named allergens are: - cereals containing gluten (such as wheat, barley and oats) - eggs - milk - peanuts - tree nuts (such as almonds, hazelnuts, walnuts, brazil nuts, cashews, pecans, pistachios and macadamia nuts). - sesame - soybeans - sulphur dioxide and sulphites - celery - crustaceans (such as prawns, crabs and lobsters) - fish - lupi - molluscs (such as mussels and oysters) - mustard;
- If there are any allergens in your recipes, prepare and store these goods separately to those that do not contain allergens;
- Ensure any utensils used in the preparation of goods containing allergens are kept separately to avoid the possibility of cross contamination;
- Do not use raw eggs in anything that won't be thoroughly cooked, such as icing or mousse;
- Store goods in a clean, sealed container, away from raw foods, especially raw meat.
- Keep goods in the fridge for as long as possible, especially anything that contains fresh cream;
- Always use clean tongs or napkins to serve goods;
- If someone asks you about the ingredients in an item and you are unsure (perhaps you didn't prepare the item) do not guess!
- **Please display the Food Standards Agency poster regarding food allergies and intolerances at your event. It can be found [here](#)**