

FOOD & HYGIENE POLICY

Introduction

HISA is here to help and support you to do more with your club/society. The aim of the 'Clubs & Socs Food & Hygiene' policy is to provide guidance to ensure that all club/soc activities that include the provision of food are safe and compliant with legislation.

Please follow the guidance below and feel free to email hisactivities@uhi.ac.uk if you have any questions or queries.

1. Food Handling and Preparation:

- 1.1. Food must be prepared in clean and designated food preparation areas that adhere to proper sanitation practices.
- 1.2. Use separate utensils, cutting boards, and storage containers for different types of food to prevent cross-contamination.
- 1.3. Maintain proper temperature control during food storage, transportation, and serving to prevent the growth of bacteria. Use appropriate refrigeration and heating equipment as necessary.

2. Personal Hygiene:

- 2.1. All individuals involved in food handling and preparation must maintain high standards of personal hygiene.
- 2.2. Wash hands thoroughly with soap and warm water for at least 20 seconds before handling food, after using the restroom, after coughing or sneezing, and after touching any potentially contaminated surfaces.
- 2.3. Use disposable gloves when handling ready-to-eat food and change them regularly.
- 2.4. Avoid preparing or handling food if experiencing symptoms of illness, especially if related to gastrointestinal issues.

3. Allergen Management:

- 3.1. Be aware of common food allergens and provide clear labelling of food items, indicating the presence of allergenic ingredients.
- 3.2. Take precautions to prevent cross-contamination of allergens during food preparation and serving. Keep allergen-free and allergen-containing items separate.
- 3.3. Provide information to participants about the presence of allergenic ingredients in the food being served.



4. COVID-19 Safety Measures:

- 4.1. Ensure that any committee or club members that are experiencing any COVID-19 symptoms are exempt from activity.
- 4.2. Adhere to the latest COVID-19 guidelines and regulations set by the Scottish government and the university.
- 4.3. Provide hand sanitizing stations at the food service area and encourage regular hand sanitization.
- 4.4. Implement enhanced cleaning and sanitization procedures for all food preparation and serving areas, including tables, chairs, and utensils.

5. Food Sourcing and Storage:

- 5.1. Source food from reputable and approved suppliers to ensure quality and safety.
- 5.2. Properly store and handle food to prevent spoilage and contamination. Follow recommended storage temperatures and practices.
- 5.3. Clearly label prepared food with date of preparation and date of expiration.
- 5.4. Regularly check food expiry dates and remove expired items from use.

6. Record Keeping:

- 6.1. Maintain records of food purchases, suppliers, and any relevant food safety training certificates.
- 6.2. Keep a record of participants who have specific dietary requirements or food allergies to ensure appropriate catering.

Compliance and Accountability:

- 7.1. Clubs and societies are responsible for complying with all relevant food safety regulations, including those specified by Scottish authorities.
- 7.2. Regularly review and update these food and hygiene policies to align with changing regulations and best practices.
- 7.3. Non-compliance with these policies may result in the suspension or restriction of food-related activities.

