

**GUIDELINES FOR CATERING AT OUTDOOR EVENTS**

***For the safe and hygienic preparation and safe of food, following these simple guidelines:***

1. Keep yourself clean and wear clean over clothing e.g. an apron.
2. Always wash your hands thoroughly especially
  - before handling food
  - before starting to serve
  - after blowing your nose
  - after using the toilet
  - after every break
  - after handling raw food or waste
3. Where hand washing facilities are inaccessible, anti-bacterial hand wipes should regularly be used as an alternative.
4. Ensure cuts and sores are covered with a waterproof dressing.
5. Do not cough or sneeze over the food.
6. Do not smoke, eat or drink (including tasting the food), in any area where food is being handled.
7. Do not allow anyone who is suffering with an upset stomach to handle food.
8. Always keep perishable food in the refrigerator or in a cool-box with ice packs until it is required.
9. Where frozen foods are to be thawed, use a refrigerator – it will take longer but it is safer. If a refrigerator is not available, then place the food in a clean, covered container in a cool place. As soon as the food is thawed it must be prepared.
10. Always keep cooked and raw foods separated.
11. In the refrigerator always place raw foods on the lowest shelf.
12. Wherever possible carry out the preparation and cooking of raw foods first then wash all surfaces and equipment. Finally disinfect with an antibacterial sanitizer. Afterwards, deal with the cooked and prepared foods. This will avoid cross contamination.

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13. Clean as you go. Keep all equipment and surfaces clean, for instance use an anti-bacterial spray.
14. Keep all food covered or wrapped for as long as possible to avoid contamination from flying insects, etc.
15. Follow the instructions on the packaging of the food to ensure that you cook it thoroughly.
16. If food is to be served hot ensure that it is piping hot before service. Whenever possible avoid reheating food.
17. Where large quantities of food are to be cooked, remember to allow adequate time to ensure that the food is thoroughly cooked. Remember it takes time for heat to penetrate large bulky foods.
18. Hot foods taken from the oven must never be immediately placed in the refrigerator to cool. This is a dangerous practice which will raise the temperature in the refrigerator and will encourage bacteria to grow. Always cover food and allow it to cool as quickly as possible and place in the refrigerator within about one and a half hours.
19. During transport to the event follow these simple rules:
  - i. Transport perishable foods in cool boxes (with cool packs)
  - ii. Use clean trays and utensils
  - iii. Make the journey time as short as possible
  - iv. Ensure food is removed from the vehicle and placed in cool sheltered spot or a refrigerator prior to display or serving
20. Food being stored or served from a stall must not be stored or placed on the ground and should be protected from the risk of contamination.
21. Suitable plastic sacks or rubbish bins with lids must be provided for waste disposal. Consider recycling wherever possible.