

**Guidelines for Hygienic Catering at Small Local Events  
e.g Fundraising, School or Village Fetes or Street Parties etc**

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
- Where hand washing facilities are inaccessible, anti-bacterial hand wipes should regularly be used as an alternative.
3. Ensure cuts and sores are covered with a washproof dressing.
  4. Do not cough or sneeze over the food.
  5. Do not smoke, eat or drink (including tasting the food), in any area where food is being handled.
  6. Do not allow anyone who is suffering with an upset stomach to handle food.
  7. Always keep perishable food in the fridge or cool-box with ice packs until it is required.
  8. Raw and cooked foods must be kept separate to avoid cross-contamination.
  9. Keep all food covered or wrapped for as long as possible, to avoid contamination from flying insects, etc.
  10. Clean as you go. Keep all equipment and surfaces clean, for instances use an anti-bacterial spray.
  11. Follow the instructions on the packaging of the food to ensure that you cook it thoroughly.
  12. If food is to be served hot ensure that it is piping hot before service.
  13. When preparing sandwiches, remember that fillings such as cooked meats, fish and dairy products must be handled hygienically. Try not to prepare sandwiches too far in advance (not more than 4 hours if unrefrigerated). When prepared, cover with cling film, and keep cool until required.

Should you require any further information or advice please contact:-

Health Safety and Food Team,  
Bath & North East Somerset  
1st Floor, Lewis House, Manvers Street, Bath, BA1 1JG  
Tel No: 01225 477508

Email: [public\\_protection@bathnes.gov.uk](mailto:public_protection@bathnes.gov.uk) or Web: [www.bathnes.gov.uk](http://www.bathnes.gov.uk)