

WI FOOD HANDLING ADVICE

The following should be considered if arranging an event which includes food:

- At least one member of the team should hold a current and up to date Level 2 Food Hygiene Certificate. This person should ensure that all team members have been briefed about food hygiene and the basic guidelines.
- Always wash your hands before preparing food.
- Freshly laundered apron and clothing must be worn to protect the food from any risks from the food handler's clothes. Aprons must be removed when leaving a food preparation area.
- Jewellery should be kept to a minimum to avoid contamination only a wedding ring should be worn.
- Nail varnish or false nails must not be worn.
- Long hair should be tied back.
- A cut or wound must be covered with a highly visible coloured waterproof plaster.
- Do not handle food if you have or anyone else in your household has been suffering from any gastric upset or heavy cold.
- All food must be purchased, transported, stored, prepared, stored after cooking and transported to the venue in accordance with the guidelines in the Food Safety and Hygiene Regulations. See www.food.gov.uk
- Recipes containing raw eggs should not be used.
- Label food that contains or may have been contaminated by nuts or other food allergen*. Food that is "sold" loose does not need to be labelled but it is good practice to do so and the NFWI encourages clear and accurate labelling.
- Always use separate tongs or utensils for each food item and avoid touching other foods with them.

- All food that requires refrigeration should be transported from home to a venue in cool bags or cool boxes with frozen blocks inside them. Avoid opening them too often in order to maintain a cool temperature.
- Remember that all foods at risk of producing food poisoning (high risk foods) must be refrigerated at all times.
- Keep cheesecakes and any cakes or desserts containing cream or butter icing in the fridge.
- Store cakes in a clean, sealable container, away from raw foods.
- Only authorised people should be allowed in the food preparation areas.
- Cleaning should be carried out using suitable cleaning products.
- Separate hand wash facilities should be available with liquid hand wash soap and disposable paper towels for drying.
- Avoid handling food, use tongs or if protective gloves are worn remember hands must be washed before and after wearing them.
- Have a separate person responsible for money.
- All food must be labelled correctly with the name of the person who prepared and cooked it as well as their postcode.
- When preparing food for a buffet, food that needs to be chilled should be left out of the fridge for the shortest time possible and not more than 4 hours. After this time any remaining high-risk food should be thrown away. If they are left at room temperature for a long time, bacteria can grow or toxins can form and both can cause food poisoning.
- Prepare Hazard Analysis of critical Points Documents (risk assessments) of all food activities.

Each Federation should have a Health and Safety Policy and a Public Liability Insurance Policy and this usually covers catering. WIs are advised to contact their own Federation Secretary to check the details. If you would like more advice, contact the NFWI Food and Cookery Adviser or your local authority environmental health service. For more information on food safety see:

<http://www.nhs.uk/Livewell/homehygiene/Pages/Homehygienehub.aspx>

#For more information on food allergens see:

<http://www.food.gov.uk/multimedia/pdfs/publication/loosefoodsleaflet.pdf>

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ADVICE FOR WI MEMBERS PLANNING A LARGE CATERING EVENT

When you are making food for large numbers of people, it is important to plan ahead to ensure food is kept safe.

Here are some general practical tips:

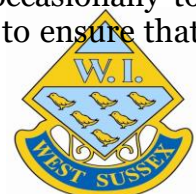
- The leader of the group should carry out a risk assessment before starting. Points to consider – Who are you catering for? Where and when are you catering? Is the venue suitable? What are the facilities?
- As a minimum, the leader of the group should have an up-to-date Level 2 Food Hygiene Certificate and support the rest of the food handlers to follow good food hygiene practices.
- Each Federation should have a Health and Safety Policy and Public Liability Insurance Policy and this usually covers catering. WIs are advised to contact their own Federation Secretary to check the details.
- If you are preparing food at a venue check that it has public indemnity insurance to cover cooking and food preparation.
- If the event is large and you are providing high risk food, the event will need to be registered with your local environmental health authority. If you are unsure, please contact them for advice.
- Plan ahead, if you can prepare food in advance, it may make the event easier to run as well as less stressful.
- Ensure there are enough people available to help for the numbers to be fed.
- Ensure there is enough fridge space to hold all the “at risk” food.
- Ensure there is hot running water available and always wash your hands and all equipment in hot soapy water.
- Keep food out of the fridge for the shortest possible time.
- Even if people are waiting to eat do not reduce the cooking time.
- Make sure food is properly cooked before you serve it.
- Keep raw and ready to eat foods apart.
- Do not use food past its use by date.
- In each product, know what ingredients are being used so information can be provided to consumers. Do not guess.
- If food is being provided to vulnerable people take particular care that the food is safe to eat. (Vulnerable people include the elderly, infants under 5 years, pregnant women and everyone with an immune suppressed illness.)

Can I sell homemade cakes at the event?

Yes, but ensure that the cakes are safe to eat; that the people who have made them followed the hygiene advice and that they are stored and transported safely.

Can I make and sell preserves using reused jam jars?

Yes, you can sell preserves for charity purposes. Reusing jam jars occasionally to supply food does not present a food safety concern although you need to ensure that



the jam jars have been washed and sterilised and have only been used for food purposes.

Labelling

In general, the food labelling regulations do not apply to food being sold for charity however, the NFWI recommends that WIs accurately label food voluntarily to assist people who have food allergies and intolerances.

Information to include:

The product name (to include what it is made of eg Apple and Onion Chutney not “Garden Chutney” (although you could name it “Garden Chutney” containing apple, onion etc)

A list of ingredients, in descending order of weight.

Details of any ingredients that could cause an allergic reaction, (check with the list of 14 allergens.)

