

BAKE SALE GUIDELINES

The purpose of the following Charity Bake Sales guidelines are to highlight awareness of food safety to individuals who organise events on Edinburgh Napier University Campuses which involve the sale or donation of monies for food which is prepared at home by other individuals. If making cakes or biscuits at home for sale or donation at work, in order to raise funds for charity, you do not need to be registered with Environmental Health or trained in food hygiene. The University recommends however that organisers of these events take responsibility for ensuring that the following guidelines are communicated and observed;

Bake Sale Requests

The Facilities Service Desk will be responsible for receiving such requests who will decide and agree. Bake Sale requests will be recorded on SharePoint to ensure transparency and fairness.

Should you have any concerns or queries with regard to organising a bake sale in aid of charity, please contact Facilities Helpdesk, email: FacilitiesServicedesk@napier.ac.uk or Tel: 0131 455 5000.

Personal Hygiene

- Always wash your hands before handling ingredients and at regular intervals whilst making cakes.
- Wear clean clothes that will not give rise to contamination of food, for example; pet hairs, woollen fibres, loose buttons etc.
- Before preparing food remove excess jewellery e.g. ornate rings as they harbour dirt and bacteria and may also fall into food.
- If you have a cut make sure you cover it with a **waterproof** dressing and not a gauze dressing.
- Do not attempt to prepare food for consumption by others if you have:
 - sores, boils, septic lesions or any other type of skin condition;
 - an acute cough or cold;
 - Symptoms of vomiting and/or diarrhoea.

The Kitchen

- Make sure food-contact surfaces, bowls and utensils are thoroughly cleaned before preparing food.
- Never use work surfaces, equipment or utensils for raw foods and then for cooked foods without cleaning and disinfecting them first.
- Do not allow pets into the kitchen as they present a risk of cross-contamination.

Ingredients

- Make sure ingredients are of good quality.
- Do not use food that is out-of-date, for example past it's 'use-by' or 'best-before'.
- Keep ready-to-eat foods, for example cakes and biscuits away from raw foods, such as raw meat and poultry.
- Handle food as little as possible.
- Avoid the use of raw eggs in the preparation of a ready-to-eat product, for example as an ingredient for icing.

Safe Storage of Food

- Products that contain cream or butter-cream icing must be kept in a refrigerator at $< 8^{\circ}\text{C}$.
- Keep food covered as products must be protected from contamination, for example:
 - Bacterial contamination from - raw foods, refuse, dirty hands, animals, insects etc.
 - Chemical contamination from - cleaning agents, disinfectants etc.
 - Physical contamination from - hair, jewellery, buttons, pet hair, etc.

Transport of Food

- Products should be placed into a clean, food-grade container, preferably with a tight-fitting lid.
- Where possible products that contain cream/butter-cream icing should be kept cool with the aid of an ice-block.
- Make sure any vehicle used is clean and does not present a risk of contamination to foods.

Labelling of Food

- Cakes and biscuits that are sold unpackaged at a one-off event are not subject of to the Food Labelling Regulations 1996.

Allergens

New food information rules regarding the declaration of allergens applied from 13 December 2014. When baking food for a charitable event on a one off basis you are not required to be registered as a food business and as such don't have a legal obligation to provide information to consumers in respect to food allergens included as ingredients. However, as due diligence the University recommends that anyone managing a charity event, should consider the risks, in order to secure the safety and well-being of any potential consumer.

Best-practice would be able to provide if asked by a consumer:

- Details of any allergenic ingredients that may give rise to an allergic reaction or anaphylaxis in a predisposed person. A list of common food-allergens and products that may be used in the production of cakes and biscuits is listed below:
 - Cereals containing gluten (wheat, barley, rye & oats)
 - Eggs
 - Nuts (including oils and as ingredients e.g. marzipan)
 - Milk (cream, butter, yoghurt, crème fraiche etc.)
 - Sesame (oil, halva, etc.)
 - Lupin (found in flour)
- Be aware that minute amounts of food-allergens can cause allergic reactions to develop in a pre-disposed person.
- Always clean down thoroughly if any food allergens have been prepared in the kitchen recently.

Further information on food safety and allergens can also be found on the Food Standards Agency (Scotland) website. <http://www.foodstandards.gov.scot/>

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