

## **Food stalls on campus**

Hello club and society committees!

We know lots of you like to host stalls on campus selling food or holding events that include food. We all love food and we understand that for many societies, it's a really important part of what they do. We also know that many of you use food sales to raise money for your groups or for charity. We have no intention of preventing societies from providing and/ or selling food but we have a duty of care to ensure that food is safe for consumption.

### **Food that has not been prepared by the club or society**

Remember, if you are providing food at an event or selling food, you MUST provide a risk assessment. The only exception to this rule is if you order food that is already prepared and do not resell or distribute it beyond your society. (For example we do not need to see risk assessments for a pizza and film night if the pizza is ordered in and it is part of your regular society activity and covered on your overall group Risk Assessment). Food that will be distributed or sold, regardless of where it was made, does require an additional Risk Assessment (RA). In this RA, we need to see the food hygiene rating of the company providing the food.

If you sell prepackaged food, remember that ingredients need to be listed by law; this should be on the packaging of the food.

### **Food that has been prepared by the club or society**

If food is being prepared by a society or club, such as a bake sale then we NEED to see a Risk Assessment and anyone preparing food needs a level 1 Food Hygiene certificate. We have a limited number of places left on an online course for Food Hygiene, please email [su.activities@keele.ac.uk](mailto:su.activities@keele.ac.uk)

If we have concerns about food hygiene, such as the safe storage of food then we will contact you and work on mitigations to ensure food safety. Please allow 2 weeks for us to do this as we may need to seek advice from other departments and want to leave groups sufficient time to change plans.

### **Some tips for safe food sales**

- Sell premade food. Food that cannot usually be purchased on campus often goes down well and there are lots of local and national sellers who may be able to provide you with stock to sell on.
- Stick to cold or ambient temperature food. Heated food must stay above a certain temperature and there are no facilities to keep food warm.
- Do not sell food that needs to be chilled as there are no facilities to keep them cold

- Sell vegetarian and vegan products as these are less likely to cause food poisoning.
- Do not use nuts or products containing them. Nut allergies are extremely serious and can cause death. If you use nuts, ensure that this is displayed.

### **Where can I sell food?**

You are not permitted to sell or consume food on University Premises. Keele SU is happy to host food sales in the SU and on the Forest of Light. You MUST book a stall in advance or you will be turned away. You must also have a food hygiene certificate and have submitted a Risk Assessment. Keele SU will provide you with a sign to say that food has not been prepared by Keele SU and is consumed at your own risk.

Do not go into university buildings to sell food as we do not have permission from University catering to do this.

### **Can I use a card payment terminal to take payments?**

No. Anyone taking card payments at Keele must be trained and authorized to do so. Keele SU must be compliant with the Payment Card Industry Data Security Standard (PCI DSS) and failure to comply with this could result in Keele SU being barred from using card payment terminals. This would mean we would be unable to operate as a Students' Union as nearly all of our transactions are card based. It could also result in disciplinary action to individual students using the machines. We have a zero tolerance policy for card readers. You can add a product on your website for easy digital transactions for food sales.

### **Can we take cash payments and donations?**

Yes, cash payments are fine but cash storage is more complicated. If you wish to take cash, it must not be taken off site. Ideally, you should pay money straight into the Keele SU finance office but if this is closed you can leave it with Activities or SU security. Please ensure you have counted the cash before you do this and clearly label it.

### **Checklist for food based events**

- Ensure that those providing food have food hygiene certificate
- Send food hygiene certificate and sale risk assessment to [su.activities@keele.ac.uk](mailto:su.activities@keele.ac.uk)
- Book stall or room for event. Remember you are not authorized to consume or sell food in University managed premises
- Ensure you have set up products for items being sold on your club or society page.