

# Bishops Stortford Canoe Club

## Food Safety Guide for Event Volunteers



### Introduction

This guide provides essential food safety and hygiene information for volunteers helping with food preparation and service at Bishops Stortford Canoe Club events. Following these guidelines will ensure the health and safety of everyone attending our events.

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### 1. General Food Safety Principles

- Always wash hands before handling food and after handling raw meat, waste, or using the toilet.
  - Ensure any protective equipment, i.e. aprons are taken off before going to the toilet.
  - Do not smoke whilst volunteering.
  - Keep food preparation areas clean and sanitised.
  - Store food at appropriate temperatures to prevent contamination.
  - Use separate utensils and appropriate coloured chopping / preparation boards for raw and cooked foods.
  - Ensure food is cooked thoroughly, especially meat.
  - Dispose of waste properly and keep the area clean.
  - If you are handling money or using the card machine always wash your hands before you next touch food.
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### 2. Allergen Awareness

- Be aware of common allergens such as nuts, dairy, and gluten.
  - Keep allergen-containing foods separate from other foods.
  - Clearly label any food that may contain allergens.
  - If in doubt, inform guests about potential allergens and allow them to decide.
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### 3. Waste Management

- Dispose of food waste in designated bins.
  - Recycle where possible (check event-specific recycling guidelines).
  - Keep bins from overflowing emptying them regularly to avoid attracting pests.
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#### **4. Kitchen Use**

- Keep the kitchen clean and tidy, wiping down surfaces regularly.
  - Use separate cloths for cleaning surfaces and drying hands.
  - Store food correctly: dry goods in sealed containers, chilled items in the fridge.
  - Wash dishes and utensils thoroughly with hot, soapy water or use a dishwasher if available.
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#### **5. BBQ Safety**

- Keep raw and cooked food separate at all times.
  - Ensure meat is fully cooked before serving (use a meat thermometer if available, burgers should reach 70°C).
  - Avoid cross-contamination by using different utensils for raw and cooked meat.
  - Keep perishable food (e.g., meats, dairy) refrigerated or in a cool box until needed.
  - Any vegetarian or vegan foods must be cooked separately to meat, using separate pans and utensils to meat products.
  - Position the BBQ in a safe, well-ventilated area away from flammable materials.
  - Have a fire extinguisher or bucket of water/sand nearby in case of fire.
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#### **6. Health & Safety**

- Do not handle food if you are unwell, especially if experiencing sickness or diarrhoea.
  - Wear suitable clothing and tie back long hair.
  - Be cautious of hot surfaces, steam, and boiling water in the kitchen and BBQ area.
  - Report any hazards, such as slippery floors or faulty equipment, immediately.
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#### **7. Emergency Procedures**

- In case of a fire, evacuate the area and follow club emergency protocols.
  - If someone experiences an allergic reaction, seek medical help immediately.
  - For minor injuries, use the first aid kit and report incidents as needed.
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#### **8. Contact Information**

For any concerns or queries, please contact the event coordinator or designated food safety officer.

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**By following these guidelines, we can ensure a safe and enjoyable experience for all involved in Bishop's Stortford Canoe Club events. Thank you for your cooperation!**