

HUMAN RIGHTS ACTION CENTRE GUIDANCE FOR CATERING



EXTERNAL CATERERS

The preferred caterer is [Limoncello](#). If you wish to use a different catering company, they must be registered with the Food Standards Agency, evidence of which must be sent to the HRAC Events Manager at least two weeks in advance. The catering company must have a Food Hygiene Rating of at least Generally Satisfactory (3) to comply with our policy. If they cannot provide this information they may not serve food in the HRAC and alternative arrangements will need to be made.

PREPARED FOODS

These include items such as sandwiches from reputable sources for example Sainsbury's or Prêt à Manger. These should be transported in a safe manner, i.e. chilled and in a vehicle, the vehicle should be clean. Once delivered the food should be kept chilled until ready to eat.

PREPARING FOOD ONSITE

There are no facilities to safely prepare food on site.

DOMESTICALLY PREPARED FOOD

This should be avoided, as it presents a risk of food poisoning for delegates. If an organizer wishes to do this they should submit a statement to AIUK outlining what measures will be taken to safeguard food safety:

- The menu should be submitted before the event.
- The use of high-risk foods should be minimised, including:
 - Dairy Products - Milk, cream, cheese, dairy based desserts like fromage frais, mousses, crème caramels or products containing cream.
 - Cooked Products - Foods containing eggs, meat, fish, dairy products, rice, pasta, pulses and vegetables or sandwiches that contain these ingredients.
 - Sliced/cured meats like ham and smoked fish.
 - Prepared ready-to-eat foods - Such as prepared vegetables, vegetable salads like coleslaw or products containing mayonnaise.
- Where high-risk foods are included on the menu, control measures should be put in place to minimize the risks including:
 - Food handler – hygiene practices, personal hygiene, guidance to prepare food in a safe manner
 - Environment – Is there sufficient space to prepare food safely, avoiding cross contamination between raw and cooked products? Are pets present in the kitchen or where food is being prepared?
 - Equipment – Is there sufficient and appropriate equipment available, space for refrigeration?
 - Transportation – How will the food arrive at the HRAC? How will it be kept chilled during the journey?
 - Service – food should only be left out of temperature for 2 hours.
 - Waste – a clear commitment for leftover food to be disposed of.

Further information on food safety and safe practices can be found at www.foodlink.org.uk.

COLLECTION OF EQUIPMENT

Any equipment, serving plates, crockery or utensils used should be collected on the same day unless an arrangement has been made with AIUK for storage. Where items are not collected AIUK will dispose of them.

If you are ever in doubt consult with the DPS or nominated Personal Licence Holder.

Amnesty International UK

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BREACH OF GUIDELINES

Please note: if the required information is not provided, AIUK reserves the right to refuse entry to caterers or close down the event as it represents a breach of AIUK's safety policies.