



ST JOHN'S COLLEGE
UNIVERSITY OF CAMBRIDGE

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The Service of Food at Self-Catered Student or Society Events

General Information

The Catering and Hospitality Department at St Johns College is the primary provider of food, beverage and hospitality in all College venues. College organised and catered events are covered by the College's Food Safety Management System and must be compliant with food law requirements.

Exceptionally, the Department may agree that junior and senior members of College can make their own provision to provide food at certain types of events if the Department is at full capacity.

These exceptional activities may include but are not limited to:

- Student Society events which are organised and potentially catered by students but might be funded by College or taking place on College premises
- Student organised charity events (or similar) with food and drink that they organise, pay for and hold potentially in College rooms or in the gardens

We set out the following guidance to help ensure that any food purchased or cooked to serve at a student or society event in College is safe and complies with food law requirements.

In addition, we hope this information may be useful to all students who cook for themselves and particularly those who cook food in their communal kitchens to share with other students.

Allergen Information

The allergen labelling law, called 'Natasha's Law', applies to registered food businesses. If you are providing food as part of a College event, you will be required to meet the following requirements:

- You must label food, highlighting in bold (as set shown below) any of the 14 prescribed allergens included in the food you are serving.
- These allergens are **celery**, **cereals containing gluten** (such as barley and oats), **crustaceans** (such as prawns, crabs and lobsters) and lobsters), **eggs**, **fish**, **lupin**, **milk**, **molluscs** (such as mussels and oysters), **mustard**, **peanuts**, **sesame**, **soybeans**, **sulphur dioxide** and **sulphites** (if the sulphur dioxide and sulphites are at a concentration of more than ten parts per million) and **tree nuts** (such as almonds, hazelnuts, walnuts, brazil nuts, cashews, pecans, pistachios and macadamia nuts).
- You must also highlight any additives, processing aids and any other substances which are present in the final product.

- Provide details about how you will prevent [cross-contamination](#) of the listed allergens from one food item to another
- You will be required to provide this information to the Catering Office no less than 2 weeks in advance of your event

All the information you need to display will be on the packaging of any prepacked food you purchase to serve or must be provided by any supplier that provides food at your request.

Further information can be found here:

[Allergen guidance for food businesses | Food Standards Agency](#)

Chilled Food

Food that needs to be chilled, such as sandwich fillings served as part of a buffet, should be left out of the fridge for no more than four hours. After this time, any remaining food should be thrown away or put back in the fridge. If you put the food back in the fridge, the food should be consumed immediately and not placed out for display at room temperature again.

You must keep a record of what time the food you serve is taken from the fridge and what time it is placed back in to the fridge or thrown away. This is so you can demonstrate that best practice was followed should someone become ill from the food you provide. Allergen information must be provided as set out previously.

Hot Food

Hot food bought in (take-away meals etc.) should be served immediately. The allergen information, as set out above, must also be provided.

Keeping Food Safe

Further advice on keeping food safe can be found [here](#) on the Food Standards Agency website.

The advice includes:

- Some practical tips on preparing food safely.
- The importance of ‘use-by’ dates.
- A list of foods that need extra care and are more likely to cause food poisoning.
- Information about making, transporting and storing cakes and desserts particularly those with fresh cream or raw eggs which are particularly high risk ingredients.
- Further useful links on food safety around cleaning, chilling and cooking.

If you have any questions on any of the above, please contact the Catering Department at catering@joh.cam.ac.uk or call 01223338615.