

Barbeque guidance note

1. Scope

This guidance note is aimed at anyone holding a barbecue providing helpful tips to ensure that the event is both enjoyable and safe.

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2. Introduction

Each summer many areas hold barbecues in University gardens and grounds. These range from a few individuals having a small gathering to large school events. It is essential these events are well managed to control the fire and food safety risks associated with barbecues. This guidance should be read in conjunction with the main Events Guidance Note (<http://www.bristol.ac.uk/safety/media/gn/event-safety-gn.pdf>).

The sections below outline control measures that should be considered when planning your barbecue, and actioned for the event.

3. Event approval process

The University has a process in place to control events held on University premises. This is to ensure that each event is properly planned and managed by ensuring that a risk assessment is completed and suitable control measures are in place by the organiser.

The process is applicable to any barbeque planned to be held in University gardens or on University grounds. The only exception to this is within University student accommodation grounds where activities are controlled by other local mechanisms.

The event approval process is managed by Security Services. Please email security-office@bristol.ac.uk. Applications for events must be received at least 3 weeks before the proposed date of the event.

4. Council licensing arrangements

Under licencing legislation enforced by the Council, event organisers may need to apply for a temporary events notice. Further information can be obtained from the council's website: <http://www.bristol.gov.uk/page/business-bristol/licences-and-permits>.

It is the responsibility of the event organiser to ensure that they have any required licence; an event must not go ahead without an appropriate licence.

4.1 Temporary event notice

Temporary Event Notices (TENs) can be applied for to permit the following temporary licensable activities whether they be within a premises or outside in open space:

- Regulated entertainment - plays, films, recorded music, indoor sporting events, live music, boxing or wrestling entertainment, performance of dance
- Late night refreshment - provision of hot food and/or hot drinks between 11pm and 5am
- Sale by retail of alcohol
- Supply of alcohol by or on behalf of a club to a member or to the order of a member

Further details are available on the Bristol City Council website at; <http://www.bristol.gov.uk/page/business-bristol/temporary-event-notices>.

5. Risk assessment

You will need to carry out a risk assessment for your event to ensure that hazards have been identified and suitable control measures are in place. A risk assessment is simply a careful examination of what, in your event, could cause harm to people, so that you can weigh up whether you have taken enough precautions or should do more to prevent harm. This can be achieved by making an assessment of each of the steps to your barbeque including the preparation/storage of the food before the

event, setting up and dismantling the barbeque, cooking and serving the food on the day.

Further advice can be found in the University risk assessment policy;

<http://www.bristol.ac.uk/safety/media/po/racop-po.pdf>

Risk assessment form available at; <http://www.bristol.ac.uk/safety/media/fo/ra-general-fo.doc>

HSE guidance in risk assessment is also available;

<http://www.hse.gov.uk/pubns/indg163.pdf>

The following sections provide issues that should be considered in your risk assessment.

6. General health and safety requirements

Some simple measures can be taken before you hold the barbeque to ensure you have suitable equipment and it is correctly located:

- Make sure you have adequate equipment (e.g. suitable size barbeque, utensils and heatproof gloves for handling hot items).
- Plan where the barbecue will be located:
 - Away from combustible items like fences, buildings, trees, shrubs or stored goods.
 - On even ground (to ensure the barbecue is stable and minimise the risk of slips, trips and falls).
 - A suitable distance away from the serving area to reduce the risk of burns.

7. Fire and general safety

Fires are one of the most significant risks when using a barbeque. Make sure:

- You check the wind direction and other weather on site before you start the barbecue. Consider relocating the barbecue if you are concerned about the risk of fire due to the wind direction.
- You arrange for suitable firefighting equipment to be available. Firefighting equipment can be hired from the University's fire extinguisher contractor by calling or emailing the maintenance helpdesk with your request. There will be a charge for this service.
- If using a gas barbecue:
 - Check that all pipes and connections are in good condition before lighting.
 - Always change cylinders in open air.
 - Turn gas cylinders off before disconnecting the hose.
 - If you think there may be a leak turn the gas off immediately.
 - Do not keep more cylinders than you need.
- If using barbecue briquettes or charcoal as fuel;

- Do not use petrol or other highly volatile fuels to light charcoal as there is a high risk of injury. Solid firelighters are a safer alternative and should be used instead. Only use on cold coals.
- It is recommended that you cover the bottom of the barbecue to a depth of no more than 5 cm.
- Leave the barbecue and charcoal to cool before moving it.
- Remove your waste from the barbecue area and dispose of it in an appropriate bin. Do not place used charcoal in a bin until you are sure it has cooled completely.
- The personal safety of individuals running the stall must also be considered. This includes manual handling, lone working and welfare provision.
 - With regard to manual handling, ensure that appropriate equipment is available to move heavy items and that staff are trained to use it safely. Ingredients and prepared items are brought to the stall in package sizes that are light enough for easy handling where possible.
 - Ensure that lone working is avoided and that large amounts of cash are not held.
 - Make arrangements that individuals running the stall have access to toilet facilities, first-aid provision and are able to take breaks as appropriate.

8. Food safety

Food safety is the other most significant risk to control when using a barbecue. Preventing cross contamination and following good personal hygiene measures are important to ensure the food available is safe to eat.

8.1 Training:

- If the barbecue is classed as an event (i.e. the barbecue is held in University grounds or gardens and requires approval), all individuals involved in preparing and cooking food should as a minimum, receive training in the basics of food hygiene and food safety hazards relevant to the event (this can be achieved by instruction, attending training or reading appropriate guidance).
- If the barbecue is a regular (annual or more frequent) event, it is recommended that at least one individual involved in the preparation and handling of the food is trained to level 2 in food hygiene (or equivalent).
- The Food Standards Agency has a selection of useful training material and guidance (see section 9: useful information for details).

8.2 Cleaning

- Wash your hands with soap and warm water before preparing food, after handling raw meat and before eating.
- Keep work surfaces, chopping boards and utensils used for preparation clean.

8.3 Storage

- ❑ Keep meat, fish and dairy items in the fridge (ideally 5°C or less) and keep chilled food in an insulated cool box during the barbecue before cooking. It is also important to keep some foods cool to prevent food poisoning germs multiplying, these include salads, dips, desserts, cooked rice dishes and cooked meats.
- ❑ Make sure any food is used within the date code on the packaging.

8.4 Preparation and cooking

- ❑ Prevent cross contamination by using separate utensils and equipment (e.g. tongs and plates) for raw meat and cooked / ready to eat foods.
- Avoid handling food directly with hands – use tongs or other utensils instead.
- ❑ The best time to cook on the barbecue is when the charcoal is glowing with a powdery grey surface. If the barbecue temperature is too hot, meat is likely to burn on the outside but remain raw in the centre.
- ❑ If cooking for large numbers of people, you may wish to cook meat indoors before and then finish them on the barbecue. This will help ensure the food is thoroughly cooked.
- ❑ Turn food regularly and move it around the barbecue to ensure even and thorough cooking.
- Don't add sauce or marinade that has already been used with raw meat as this may contaminate cooked food with harmful bacteria.
- ❑ Make sure meat is thoroughly cooked and steaming hot all the way through (burgers, sausages, chicken and pork should not be pink in the centre and the juices should run clear).
- ❑ You can use a probe thermometer to check items are fully cooked. Aim for an internal temperature of 75°C or higher to make sure any harmful bacteria have been killed.
- ❑ Serve food immediately after cooking. Any food left over after 2 hours from the time it was cooked should be disposed of in an appropriate manner

9. Useful Information

- ❑ University Events Guidance Note: www.bristol.ac.uk/safety/media/gn/event-safety-gn.pdf
- ❑ Bristol City Council street trading licensing information: <http://www.bristol.gov.uk/page/street-trading#jump-link-3>
- ❑ Advice on barbecues: <http://www.nhs.uk/Livewell/Summerhealth/Pages/Barbecuefoodsafety.aspx>
- ❑ Training material:
 - A short video covering the basics of food hygiene: <http://www.food.gov.uk/business-industry/caterers/hygiene-videos>
 - Advice and training material in all areas of food hygiene: <http://www.sfbtraining.co.uk/>
- ❑ Food Standards Agency information on food safety: <http://food.gov.uk/scotland/news-updates/news/2013/jul/bbq>

- Information on local food hygiene training providers (including levels 2 courses) is available from Bristol City Council's website: www.bristol.gov.uk/page/food-safety-training
- Online level 2 food hygiene training courses, from a range of training providers, are also available. Please ensure that you use a course provider that uses a syllabus approved by the Royal Society for Public Health (RSPH), the Chartered Institute of Environmental Health (CIEH) or the Society of Food Hygiene Technology (SOFHT)
- Safety and Health Services risk assessment guidance note: <http://www.bristol.ac.uk/safety/media/po/racop-po.pdf>