
Barbeques Guidance Notes

HSPG 22a

(Version 2) - March 17

Introduction

It is University policy that only gas barbeques that are hired from the Catering Department can be used for the provision of barbequed food on campus. All food must not be injurious to health and/or unfit for human consumption. This applies to all food except for food provided for private domestic consumption. There is no exemption for food provided for charitable or other similar events.

All barbecues should be stable. No charcoal type barbecues are to be used on campus including the portable barbecues which are widely available.

Where large organised events are taking place which involve the use of barbecues, a nominated named person must be in charge of the event. This person will be responsible for the siting and safe running, disposal and clear up of the barbecue. An events form should be filled in and the appropriate risk assessments carried out prior to the event. When gas powered barbecues are used, the gas cylinder must be removed from the equipment at the end of the barbecue and removed to the agreed safe storage area away from direct sunlight or frost.

Planning

Outdoor cooking can create food hygiene hazards and increase the risk of food poisoning because it is difficult to keep food very hot or cold as required. Inadequate cooking of high-risk food such as meat is a problem and may give rise to food poisoning. Campylobacter and E. Coli food poisoning need only low infective doses and hence prevention of cross contamination is very important.

Ready prepared, containerised small portions are easier to prepare and cook. Avoid large joints or whole birds on the barbecue as it is difficult for heat to penetrate and there may be uneven temperatures within the food.

It is essential that cross contamination is avoided, that is, the possible transfer of bacteria from raw to cooked food. Try to arrange food flow from clean to

dirty areas, e.g. separate the preparing, handling and storage of raw food from the cooked/ready to eat food area. These areas could be separated by the barbecue itself.

Separate utensils should be used for cooked and raw food. Tongs used for serving cooked food should be separate from those used for raw food and during cooking. Separate plates should also be used.

It is essential that people handling food have access to hot water, detergent and paper towels. Hands should be washed before touching foods and after handling raw foods - especially raw meat and poultry. A means of cleaning and disinfecting utensils should be available and used.

Control must be maintained to ensure no one gets too close to the barbecue and that they do not push towards the food servery in large numbers.

The barbecue is requested from the Catering Department and the event organisers must collect it from the Catering Office. A member of staff from Catering will then train the named person on how to use the barbecues including the changing and switching on/off of the gas cylinders.

The organiser must arrange via the Catering Department to borrow a fire blanket, fire extinguisher and ensure that a bucket of water is available. The bucket must be filled with water, and kept with the fire blanket, near the barbecue. Make sure you read the instructions so that you know how to use them if necessary. The fire blanket and fire extinguisher must be returned with the barbecue to the Catering Office after the event.

Do not remove fire extinguishers from any buildings where they are protecting another fire risk. Used fire extinguishers will be charged at the rate specified at the time of the event.

If any electrical equipment is to be used out of doors the mains supply must be protected at source by an RCD circuit breaker to reduce the risk of electric

shock. The University College's Electrical Engineer at Facilities Department (telephone 4036) will assist in the provision of this facility for which a charge may be made and at least two weeks' notice is necessary. The equipment must have been inspected and tested for electrical safety within the last 12 months.

Location

Gas powered barbeques must be sited a minimum of 10 metres away from all buildings and all other areas which could lead to fire spread e.g. overhanging trees, fences, out buildings etc. (Organised events only).

The siting of all designated barbecue areas must be agreed in writing with the University College Facilities Manager and HSO. This area should then be clearly defined.

Cooking and Preparation

The following cooking and preparation points should be noted.

- Frozen meats and poultry must be completely defrosted (preferably in a refrigerator) prior to cooking unless the instructions state otherwise.
- Modern units normally indicate when they have reached the correct temperature.
- Always cook barbecued meats thoroughly. Thick slices or thick pieces of chicken should be pre-cooked in an oven or microwave and then finished off on the barbecue. The time between pre-cooking and barbecuing should be kept to an absolute minimum. Rare or pink burgers must not be eaten but cooked until the juices run clear and no pink bits remain.
- If food starts to char or burn the height of the grill should be raised or water sprayed on the coals or an air vent closed. Charring food provides insulation and the inside may remain raw.

- Thoroughly wash salads and raw vegetables to remove all traces of soil and insects, and do not prepare too far in advance.
- Keep meat, salads and perishable foods in the fridge until they are ready to cook or eat.
- Eat food as soon as it is ready.
- Discard perishable food that has been left out at ambient air temperature for more than two hours.

Personal Hygiene

People preparing and cooking food must be hygienic, not suffering from gastrointestinal infections, and have no skin lesions. Food should preferably be handled, cooked and served by a trained food handler.

Noise

No amplified music is to be used. Unamplified music and entertainment is acceptable.

Waste

Leave the site clean and tidy by placing all rubbish in the bin supplied or black bin bags.

Glass

Make sure **ALL** glass is removed from site before leaving

Vehicles

No vehicles are permitted on the grassed areas

General Barbeque Safety Tips

Holding a barbecue should be a safe and fun experience for all. To ensure there are no injuries or damage to property please take the following simple precautions:

- Ensure that your barbecue is not damaged and is in good working order.

- Ensure you have the means for extinguishing your barbecue in the event of an emergency.
- Never use a barbecue inside any building.
- Make sure the site chosen for the barbecue is flat and is an approved area.
- The site **MUST BE** well away from sheds, fences, overhanging branches and other foliage.
- If there is a wind blowing, make sure that the wind is blowing away from you when the barbeque is lit (just in case it flares up).
- Keep children and games or play activities well away from the cooking area.
- Never leave the barbecue unattended.
- Never wear loose, flowing clothes when tending the BBQ and tie long hair back.
- When the cooking is finished, ensure the barbecue is cool before attempting to move it.
- Make sure the tap is turned off before changing the gas cylinder.
- Change gas cylinders in the open air.
- If you suspect a leak to the gas cylinder or pipe-work brush soapy water around all joints and watch for bubbles.
- If you find a leaky joint turn off the supply and try to tighten it, but do not over tighten.
- Move gas hoses as far as possible from hot surfaces and dripping hot grease or install a heat shield to protect them
- Always follow the manufacturer's instructions
- When you have finished cooking with a gas barbecue, turn off the gas cylinder before turning off the barbecue controls, this ensures that any residue gas in the pipeline is used up.
- In case of fire shut off the supply.

- Make sure that you leave the barbeque area clean and tidy by placing all your rubbish in the bins/black bin bags.

ALCOHOL AND FIRE NEVER MIX: if you are the “chef” avoid indulging in drink until your cooking duties are completed.

IF YOUR BARBECUE CATCHES FIRE:

Raise the alarm straight away;

Report the fire to Security by dialling **020 8240 4060** on a mobile phone or **4060** on the nearest internal phone and ask them to help you.

Do not attempt to fight a fire and keep a safe distance if:

- You do not think it is safe to fight the fire, or
- There are gas cylinders threatened by the fire, or
- The fire involves burning gas. In this case turn off gas supply if it is safe to do so or leave such fires to the fire service

If you think it is safe to fight the fire, use the fire blanket and follow the instructions below.

Using the Fire Blankets:

1. Pull the tapes to remove the fire blanket from its container
2. Grasp one edge of the blanket with each hand near a corner
3. Lift the blanket up to protect yourself from the heat and to protect your face and hands
4. Let the bottom of the blanket touch the side of the container and lower the blanket across the burning surface

Do not throw the blanket at the fire.

The blanket may also be used to smother flames should a person's clothing catch alight

Using the Water Bucket

The water can be used to cool burns, e.g. to the hand/fingers; sustained whilst cooking.

NOTE: Water should not be used on burning oil!

