



CATERING & FOOD SAFETY POLICY

Applies to: All participants, leaders, International Service Team (IST) members, contractors, visitors and external partners.

1. Purpose of This Policy

This policy ensures that all food prepared, served, stored or consumed at Chamboree is safe, hygienic and appropriate for a large-scale residential youth event.

It sets out requirements for:

- Group catering arrangements
- Staff catering provision
- External food vendors
- Food hygiene and storage
- Allergen management
- Safe use of cooking equipment and fuel
- Waste, cleanliness and environmental standards

This policy must be read alongside the Activity Safety Policy, Environmental Sustainability & Waste Management Policy, Site Safety & Security Policy, and relevant operational plans.

2. Core Principles

Chamboree catering operates under the following principles:

2.1 Safety First

Food safety must never be compromised.

2.2 Legal Compliance

All food handling must comply with UK food hygiene legislation and Food Standards Agency (FSA) guidance.

2.3 Cleanliness & Hygiene

Safe food preparation requires high standards of cleanliness and good hygiene at all times.

2.4 Allergen Awareness

Dietary requirements and allergens must be managed safely and consistently.

2.5 Clear Responsibility

Responsibility for safe catering rests with those preparing and supervising food.

3. Catering Model

Catering at Chamboree is delivered through three routes:

- **Group Catering:** Most groups prepare and manage their own food
- **Staff Catering:** Provided for designated event staff and volunteers
- **External Vendors:** Approved providers operating on site

Each must meet the requirements set out in this policy.

4. Responsibilities

4.1 Group Leaders

Group Leaders are responsible for:

- Planning and preparing safe meals
- Maintaining hygiene standards
- Managing food storage and waste
- Supervising all cooking activities
- Managing dietary requirements and allergies
- Ensuring participants are fed, hydrated and supported

Leaders must ensure that young people are supervised appropriately when preparing or handling food.

4.2 Participants

Participants must:

- Follow hygiene instructions (e.g. handwashing)
- Use equipment safely
- Not handle food if unwell
- Follow guidance around allergens and food sharing

4.3 Catering Teams & Staff

Event catering teams must:

- Provide safe, hygienic food preparation and service
- Clearly label food, including allergens
- Maintain clean catering areas
- Follow food safety procedures at all times

4.4 External Food Vendors

All vendors must:

- Hold appropriate food hygiene certification (minimum 4 or 5 rating)
- Provide public liability insurance
- Display allergen information clearly
- Maintain safe and clean food areas
- Manage waste appropriately

Chamboree may remove any vendor not meeting required standards.

5. Food Safety & Hygiene

All food preparation must follow basic hygiene principles:

5.1 Personal Hygiene

- Hands must be washed with soap and water before handling food
- Anyone unwell must not prepare food

5.2 Cleanliness

- Surfaces must be cleaned before and after use
- Utensils must be washed after each use
- Waste must not accumulate in food areas

5.3 Cross-Contamination Prevention

- Raw and cooked foods must be kept separate
- Separate equipment should be used where possible
- Surfaces and utensils must be cleaned between uses

6. Food Storage & Temperature Control

Groups and catering teams must ensure, as a minimum:

- Cold food is stored at **0–8°C**
- Hot food is kept at **63°C or above**
- Food must not remain within the temperature danger zone (**8–63°C**) for longer than 2 hours
- Coolboxes are maintained and refreshed
- Food is protected from pests and contamination
- Food is never stored in sleeping tents

7. Cooking & Fuel Safety

All cooking must be carried out safely:

7.1 Cooking Areas

- Must be clearly defined and separate from sleeping areas
- Must be well ventilated
- Cooking must not take place inside sleeping tents

Gas cooking in enclosed or poorly ventilated spaces can lead to a build-up of carbon monoxide (CO), a colourless, odourless gas which can be fatal.

For this reason, all cooking areas must be well ventilated and cooking must never take place inside sleeping tents or enclosed spaces.

7.2 Gas & Fuel

- Gas cylinders must be secured upright
- Equipment must be checked for faults
- Adults must supervise all fuel handling
- Stoves must be used safely and on stable surfaces
- All gas regulators and hoses must be within approved date

7.3 Fire Safety

- No open flames in tents
- Fire suppression (e.g. blanket/extinguisher) must be available
- Ash must be fully cooled before disposal

8. Allergen & Dietary Management

8.1 General Expectations

- All food must be accurately labelled
- Allergen information must be available
- Cross-contact must be prevented

8.2 Group Responsibilities

Group Leaders must:

- Know all participant dietary needs
- Ensure safe preparation of food
- Prevent sharing of unsafe food
- Ensure emergency medication is available

8.3 Participants

Participants must:

- Not share food unless approved
- Report allergic reactions or concerns immediately

9. Water & Hygiene Facilities

- Potable water will be provided
- Clean containers must be used
- Wash-up areas must be maintained hygienically
- Grey water must be disposed of at designated points

10. Waste & Cleanliness

All catering areas must:

- Separate food waste from other waste
- Dispose of waste at designated areas
- Keep food areas clean and free from pests
- Follow the Environmental Sustainability & Waste Management Policy.

11. Inspections & Compliance

Subcamp Teams, Catering Team, Safety Team and Duty Manager may:

- Inspect kitchens and catering areas
- Require corrective action
- Remove unsafe equipment
- Restrict cooking activity where risks are identified

12. Illness & Incidents

If food-related illness or risk occurs:

- Contact the Medical Team immediately
- Inform the Subcamp Team or Duty Manager
- Retain relevant food where safe to do so
- Record the incident

13. Non-Compliance

Failure to follow this policy may result in:

- Immediate corrective action
- Restrictions on cooking or catering activities
- Escalation to Event Leadership Team
- Removal from the event in serious cases.

The Duty Manager holds overall authority for decisions relating to catering safety and operational risk.

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