

Health and Safety Office

Topic:	Barbecue Guidance Note
Date:	June 2010
Scope:	Guidance Note
Legislation:	Health and Safety at Work etc Act 1974 Management of Health and Safety at Work Regulations 1999 The Regulatory Reform (Fire Safety) Order 2005 Regulation (EC) 852/2004 on the hygiene of foodstuffs The Food Hygiene (England) Regulations 2006
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Contents

- 1) [Introduction](#)
- 2) [Event Approval process](#)
- 3) [Risk assessment](#)
- 4) [General health and safety](#)
- 5) [Fire safety](#)
- 6) [Food safety](#)
- 7) [Useful information](#)
- 8) [Appendix 1](#) (example risk assessment)

1) Introduction

Each summer many departments hold barbecues in University gardens and grounds. These range from a few individuals having a small gathering to large departmental events. This guidance note is aimed at anyone holding a barbecue providing helpful tips to ensure that the event is both enjoyable and safe. This guidance should be read in conjunction with the main Events Guidance Note (<http://www.bristol.ac.uk/safety/guidance/events/gn07-01.pdf>).

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

2) Event approval process

The University has a process in place to control these types of event on University premises. The process is in place to ensure that each event is properly planned, managed and risk assessed. The process is applicable to any barbecue 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 mechanisms.

The event approval process is currently managed by Elaine Allenby-Parker, Estates Department who can be contacted by e mail at; Elaine.Allenby-Parker@bristol.ac.uk. Applications for events must be received at least 3 weeks before the date of the event.

3) Risk Assessment

You will need to carry out a risk assessment for your event to ensure that any hazards have been identified and suitable control measures are in place. The main hazards of barbecues are considered to be fire risks and the risks of contacting food poisoning,

details of effective control measures are outlined below. You may wish to use the example risk assessment in [appendix 1](#) as the basis for your own risk assessment, but please note that this is not a complete risk assessment and **you must add to and alter the information in the example to reflect your event and the hazards involved.**

4) General health and safety requirements:

- Make sure you have adequate equipment (e.g. suitable size barbecue, utensils and heatproof gloves for handling hot items),
- Plan where the barbecue will be located:
 - Away from combustible items like fences, buildings, 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.

5) Fire safety:

- 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,
- Arrange for suitable fire fighting equipment to be available (if the barbecue is classed as an event, this can be hired through the Health and Safety Office and must be booked at least a week in advance <http://www.bristol.ac.uk/safety/>),
- 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
- Use 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 fire lighters are a safer alternative and should be used instead,
- 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.

6) Food safety

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 7 useful information for details,

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,

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,
- Make sure any food is used within the date code on the packaging,


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 thrown away.

7) Useful Information

- University Events Guidance Note:
<http://www.bristol.ac.uk/safety/guidance/events/gn07-01.pdf>
- Food Standards Agency information on food safety:
 - Advice on barbecues:
<http://www.eatwell.gov.uk/keepingfoodsafepartiesandevents/barbecues/>
- Training material:
 - A short video looking at the basics of food hygiene:
<http://www.flyonthewall.com/FlyBroadcast/FSA/BacteriaBiteBusiness/>
 - Advice and training material in all areas of food hygiene:
<http://www.sfbtraining.co.uk/>
 - Society of Food Hygiene Technology e-learning training:
<http://www.sofht.co.uk/training/training.asp>
- A list of local food hygiene training providers (including levels 2 courses) is available from Bristol City Council's website (<http://www.bristol.gov.uk/ccm/content/Health-Social-Care/Food-Safety/food-hygiene-training.en;jsessionid=0FBC9B64EE19EEA34089DAFB30FCC4C1.tcwwwaplaws>)
- 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)
- Health and Safety Office risk assessment guidance note:
<https://www.bris.ac.uk/safety/policy/cop/riskassessmentcop.pdf>

Appendix 1

		University of Bristol Risk Assessment : Barbecue				
		Department: Health and Safety Office Risk Assessment Completed by: Jessica Vance			Date: 18th Feb 2010	
Hazard location and Description	Who might be harmed	Existing Control Measures	A. Likely severity of injury (1 to 3)	B. Likely Occurrence (1 to 3)	Risk Rating (A) x (B)	Comments / Actions
Burns from hot barbecue	<ul style="list-style-type: none"> ○ Individuals cooking ○ Event attendees 	<ul style="list-style-type: none"> • Keep event attendees away from barbecue by placing the serving table away from barbecue • Persons responsible for cooking provided with long handled utensils and heat proof gloves • Ensure charcoal is cool before moving /disposal 	2	1	2	
Fire spread from barbecue to other buildings or combustibles	<ul style="list-style-type: none"> ○ Individuals cooking ○ Event attendees 	<ul style="list-style-type: none"> • Barbecue located away from combustibles (e.g. shrubs/trees, waste, wood and buildings) • Persons cooking on barbecue to wear suitable clothing (no loose scarves etc.) • Only use solid fire lighters to light the barbecue • Relocate the barbecue if the wind direction increases fire risk (for example blows towards combustibles) 	2	1	2	Check weather and wind direction before setting up and lighting barbecue
Food poisoning undercooking / cross contamination	<ul style="list-style-type: none"> • All Event attendees 	<ul style="list-style-type: none"> • Ensure all meat is thoroughly cooked (no pink in the middle and steaming hot) • Use separate tongs / plates for raw and cooked meat • Wash hands regularly throughout the barbecue and avoid handling food directly with hands 	2	1	2	
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Score	3	2	1
Column A: Severity of Injury:	Major Injury or death	Injury requiring medical treatment	Minor or no injury
Add a page break Column B: Likely Occurrence:	Regular exposure of several employees to hazard.	Occasional exposure of few employees.	Exposure to hazard very rare.

Risk Score	Response Times	Risk Score	Response Times
9	Immediate cessation of activity until interim controls are agreed and implemented	3-4	Provide additional training, supervision and monitoring. Review on change of process or if circumstances change and an annual review.
6	Critically examine the areas of exposure in the process and agree timetable for completion of all agreed actions	<3	12 months review (date of next audit). No real changes in procedure required to reduce risk further

