

UNIVERSITY OF EXETER HEALTH AND SAFETY STANDARD

Use of BBQs on Campus

Date of Approval	May 2022	Expiry Date	May 2027
Lead/Author	Stephen Whyte (Event Exeter)		
Aims	<p>The University is committed to ensuring the health, safety and welfare of all staff, students, and campus users. This standard sets out the responsibilities for:</p> <ul style="list-style-type: none"> the use of mobile BBQs (as part of an approved event) or hire of fixed BBQ areas through Event Exeter including rules surrounding locations, usage, and disposal of BBQ devices for business/university related activities. <p align="center">The use of BBQs anywhere on The University of Exeter campus by staff, students or the public is prohibited UNLESS part of an organised and approved event</p>		
Scope	This standard applies to all staff, students, and users across all campuses of the University of Exeter. This standard is aimed at anyone holding a barbecue as part of an organised event, providing information to ensure that the event is both enjoyable and safe.		
Relevant Legislation	Health and Safety at Work Act etc 1974 Health and Safety Management Regulations 1999 The Food Safety & Hygiene (England) Regulations 2013 Regulatory Reform (Fire Safety) Order 2015		
Exemptions	<p>This standard does not include the use of BBQs across any other areas that staff and students may have access to i.e., Penryn Campus, NHS sites and other third-party locations that the University may have an association with.</p> <p>Those wishing to hold a BBQ on these sites must consult the relevant building/site management team, for example FX Plus, NHS.</p>		
Definitions	<ul style="list-style-type: none"> Corporate/University or business event: an event arranged and organised by University staff and students on University business (e.g. charity events, ticketed or paid events). Event organiser: the person who is organising the barbecue and therefore the responsible person for the activity 		
Responsibility for implementation	Event Exeter Accommodation Team Staff arranging an event Students arranging an event Student Guild All other persons arranging an event		
Training availability:	<p>Bottled Gas Training (for those using and changing gas regulators) Risk Assessment Training Event Management Training</p> <p><i>All training is available via People Development</i></p>		

	<ul style="list-style-type: none"> ○ It should be located on even solid and non-combustible ground such as concrete or slabs (to ensure the barbecue is stable and minimise the risk of slips, trips and falls and spread of fire to and from the ground). ○ Extra care should be taken to ensure that grassed areas are not scorched ○ A suitable distance away from any serving areas to reduce the risk of burns to attendees 		
5.	<p><u>Fire Safety:</u></p> <p>Fire is another significant risk when using a barbecue, therefore in addition to careful consideration of location you should ensure:</p> <ul style="list-style-type: none"> • you check the wind direction and other weather on site before you start/light the barbecue. Consider relocating the barbecue if you are concerned about the risk of fire due to the wind direction. • arrangements are made for suitable firefighting equipment to be available. Firefighting equipment can be arranged by submitting an Estates Help Desk request/query. Note: There may be time constraint in providing some equipment and you may be charged for any items provided. 	Event organiser	<p>Campus Services Help Desk https://www.exeter.ac.uk/departments/campus-services/campus-help/</p>
	<p><u>General Safety and Welfare:</u></p> <p>Consider the personal safety of individuals running the BBQ and associated serving areas. This should include manual handling, lone working, first aid provisions and welfare provisions.</p> <ul style="list-style-type: none"> • Regarding manual handling, ensure that appropriate equipment is available to move heavy items and that staff are trained to move and use things safely. • Prior planning to ensure ingredients and prepared items are brought to the stall in package sizes that are light enough for easy handling • Lone working should be avoided and controls put in place where this is highlighted as a risk via the risk assessment • Large amounts of cash should not be held at the BBQ site • Consider the location of toilet and washing facilities to the BBQ site in the planning stage 	Event organiser	
	<p><u>Using a gas barbecue:</u></p> <p>You must be competent and have formal training to use gas barbecues – please contact the Health and Safety Team for advice about training but as a minimum:</p> <ul style="list-style-type: none"> • Check that all pipes and connections are in good condition before lighting • Ensure that gas BBQS have been serviced prior to use • Always change gas 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 • Keep gas cylinder sizes and numbers to a minimum • Do not keep more cylinders than you need 	<p>Event organiser</p> <p>Health and Safety Team</p>	
	<p><u>Using barbecue briquettes or charcoal as fuel:</u></p>	Event organiser	

	<ul style="list-style-type: none"> 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. Leave the barbecue and charcoal to cool before looking to moving it. Ideally put the coals out by dowsing with cold water and leaving to cool until all items are cool enough to handle safely. Remove all waste from the barbecue area and dispose of it in an appropriate non-combustible bin. Do not place used charcoal in a bin until you are sure it is has cooled completely. 		
6.	<p><u>Preparation of Food:</u></p> <ul style="list-style-type: none"> 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 75oC 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 	Event organiser	
7.	<p><u>Training:</u></p> <ul style="list-style-type: none"> Where BBQs are used as part of an event 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 	Event organiser	<p>Event management training (via People Development)</p> <p>http://www.exeter.ac.uk/staff/development/courses/</p>
8.	<p><u>Cleaning:</u></p> <p>Wash your hands with soap and warm water before preparing food, after handling raw meat and before eating. Keep work</p>	Event organiser	

	surfaces, chopping boards and utensils used for preparation clean		
9.	<p><u>Storage:</u></p> <ul style="list-style-type: none"> Keep meat, fish and dairy items in the fridge (ideally 4°C or less) and keep chilled food in an insulated cool box 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 	Event organiser	
10.	<p><u>Disposal and returns:</u></p> <p>The event organiser must ensure all disposable items are disposed of appropriately this will include;</p> <ul style="list-style-type: none"> All barbeque items (trays, coals etc) All food associated with the event All rubbish associated with the event Return any other equipment (fire extinguishers etc) 	Event organiser	
11.	<p><u>Incident and accident reporting</u></p> <p>All accidents / incidents, ill-health associated with the event must be reported to the University as soon as is reasonably possible using the University's Incident Report Form.</p>	Event organiser	<p>Incident report form - https://www.exeter.ac.uk/staff/wellbeing/safety/formssignsandtemplates/</p>

Standard Monitoring and Measurement Criteria

The Standard Lead(s) for this BBQ standard will carry out a review to ensure that all elements of the standard are being implemented effectively across all aspects of the standard. A summary of compliance will be reported to the Health and Safety Committee. Specifically, the following will be measured:

1.	The BBQ event has been recorded by Event Exeter with the stipulated timeframe
2.	A suitable and sufficient risk assessment is written and shared with all those associated with the event
2.	Suitable training and knowledge can be demonstrated by relevant event organisers
3.	Details of any incidents and associated investigations/lessons learnt have been submitted to the University Health and Safety Team

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