



**This guide is here to help keep both you and the people borrowing your party kit safe. Think of it as a checklist and some tips based on what we've learned from Government guidance, best practice, and our own experience.**

Most of the time, the risks of anything bad happening are very low. These tips are just some things to think about.

Included in this guide:

- 1. Kit equipment hygiene and safety**
- 2. Public liability**
- 3. Arranging safe collections and drop-offs**
- 4. Online safety**
- 5. Food safety standards**

If anything in this guide worries you, please drop us an email ([hello@partykitnetwork.org](mailto:hello@partykitnetwork.org)) or come along to one of our online meet ups. While we might not have all the answers, many of our members have been running kits now for several years and should be able to offer some help.

**Important:** All party kits are run independently. The Party Kit Network CIC cannot accept liability for how members manage hygiene or safety.

**Make sure you check your local rules as they can vary by country / state.**

# 1. Kit Equipment Hygiene & Safety

## Equipment offered in your kit:

- Only lend items that are food safe, washable and durable.
- Remove anything that's chipped, cracked, or damaged.
- Make sure you know what equipment is made from, especially for items made of silicone – some people can have allergic reactions.

Please note: we advise that tableware made from moulded bamboo or wheat straw are not included in party kits. This follows an announcement from the UK FSA. There's [more details on our blog](#).

## Storing your kit:

- Store equipment in a clean, dry space away from pets or allergens.
- Keep out of direct sunlight if possible.
- If you're unwell, don't handle or clean kits. Let someone else take over, or reschedule.
- Try not to make kits too heavy – it's better to use two smaller boxes than one massive box that difficult for people to move.

## If you offer a washing-up service:

- Ideally, party kits should be washed in a dishwasher. Some manufacturers recommend placing dishes on the top rack only, but in our experience, washing a full load on an eco setting (which uses a lower temperature) usually means it's fine to place items on the bottom rack as well.
- When washing equipment by hand, use warm soapy water and rinsed. Ensure washing brushes and sponges are clean.
- Please make sure you wash your hands before handling clean tableware and ensure any surfaces that have come into contact with raw food are disinfected before clean tableware touches them.
- Dry everything thoroughly before packing it away. Ideally, items should be air-dried. If drying by hand, use a freshly laundered tea towel that hasn't been used for drying hands.
- Storage boxes should be rinsed, then wiped with a food-safe disinfectant and fully dried before being repacked.

## If you don't wash equipment yourself:

- Give hirers clear cleaning instructions and check everything comes back squeaky clean and dry.

**More information:** [Food Standards Agency – why is cleaning important](#)

Even though lending tableware is low risk, having a food safety certificate gives you confidence – and a nice little badge to show hirers you've got it covered!

### **UK – Level 2 Food Safety (Catering):**

This online course covers a bit more than needed, but it's very relevant for handling tableware. About 75 minutes, can be done in chunks. It costs £25, discounted to £15 for Party Kit Network members with code PKN015. [Sign up: Food Safety Online Course](#)

### **Australia – Introduction to Food Safety:**

This online course takes 1–2 hours and costs AUS\$49.95. [Sign up: Food Safety Australia](#)

Once you've done your certificate, email [hello@partykitnetwork.org](mailto:hello@partykitnetwork.org) to get your shiny Party Kit Network badge. Already got a relevant food safety certificate? You're eligible too.

### **Things you may want to tell users of your party kit:**

- Avoid using plastic or melamine for hot food or drinks. They should also not go in the microwave.
- If your kit has things like pass-the-parcel bags or other props, remind hirers children must be supervised.
- As kits are usually washed in homes, if a party guest has a serious allergy, it's a good idea to suggest that hirers wash the kit before use.

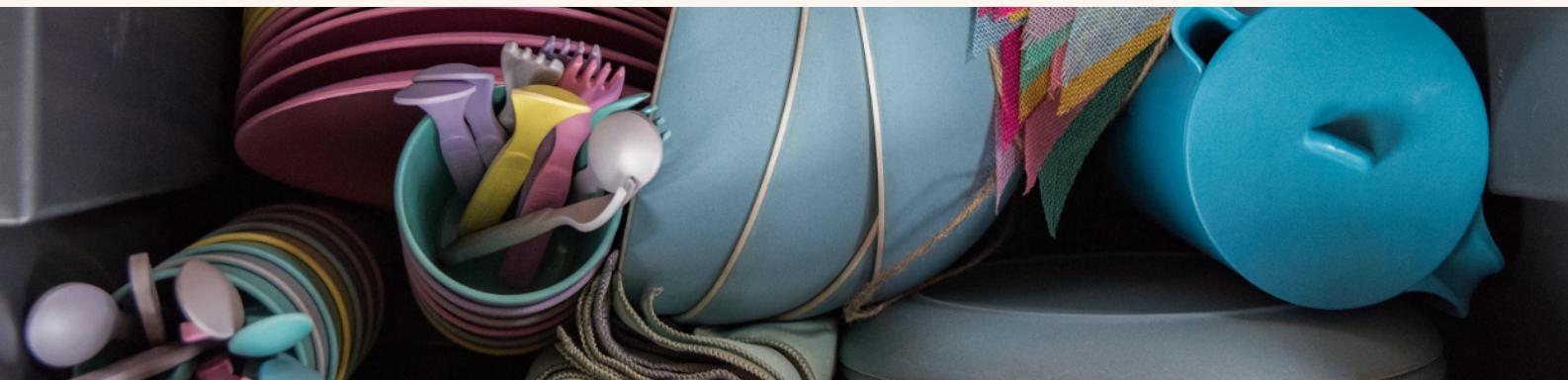
### **A note for members in the United States**

You may see US guidance that says tableware should be “cleaned and sanitised”. This usually applies to restaurants and licensed food businesses, not most community party kit lending for private parties.

In simple terms:

- Cleaning removes food and dirt (warm soapy water or a dishwasher).
- Sanitising is an optional extra step used in some US settings to further reduce bacteria. This can be done with a food-safe sanitiser spray, and ideally items are air-dried afterwards.

For most home-use kits, thorough cleaning and drying is enough. Sanitising is just an extra precaution if you want added peace of mind. Local rules vary by state and city, so if you're unsure, your local health department can confirm what's required.



## 2. Public Liability

Ok, let's talk about public liability – this is one of our most asked questions.

Basically, this insurance covers you if someone hurts themselves using your kit. Most of the time, nothing happens – the risk is low.

In the UK and Australia, if you don't employ staff, you don't legally have to have public liability cover. (Please check local rules if you're elsewhere.)

Risks to consider: How likely is an accident, and if it did happen, could someone make a claim? Usually, there would need to be proof that the injury came from your kit, and it caused serious loss – which is pretty rare.

You can reduce the risk by considering what items are lent out. For example avoiding glassware or including scissors in your emergency kit.

Many community groups, PTAs, toy libraries, and small businesses will already have some cover and party kits may be included in an existing policy, so it's a good idea to check. If not, here are a few brokers we've spoken to:

**UK:** Keith Mulberry – 0117 912 3456 / [keith@mulberryib.co.uk](mailto:keith@mulberryib.co.uk)

**Australia:** Cassandra Pearce – (+61) 424 186 147 / [cpearce@iaa.net.au](mailto:cpearce@iaa.net.au)

Some members also use Direct Line or Simply Business (UK) and Express Insurance (Australia).

## 3. Arranging Safe Collection and Drop-offs

Even if most hirers are lovely, a few simple steps keep everyone safe.

Dropping off to a party or house you don't know:

- Let a friend or family member know the address.
- Take a charged phone.
- Text the hirer if you're running late.

Collections/returns to your home:

- Don't tell hirers if you're home alone.
- Keep personal information minimal – no need to share everything!

## 4. Online Safety

Sharing your party kit online is a great way to let people know about it, but a few simple steps can help keep your personal information safe.

## Check your privacy settings:

Each social media platform lets you control who can see your profile and posts. You can make your personal profile visible only to friends, and still have a public page for your kit. Only accept requests from people you know on your personal profile.

## Use a separate email for your kit:

Having a dedicated email for kit messages keeps things organised and keeps your personal email private.

## Remove unnecessary personal info:

Only share the details your hirers need – avoid posting your full address, birthday, or other private information.

## Think before you post photos:

- Avoid including identifiable features like your home, car number plates, or personal items in the background.
- If posting photos of children or guests, consider blurring faces or getting permission.

## Strong passwords:

- Use unique passwords for your kit email and social media accounts.
- Ensure someone you trust also has access to key accounts so, for example, if your Facebook profile gets suspended you still have access to your party kit page.

## Handling unpleasant messages:

- If someone is rude or abusive online, block and ignore them. Don't engage or try to change their mind.
- Please use the platform's reporting tools if necessary, or ask for us for help.

## More information:

## Facebook privacy

## Instagram privacy

## Related Guide

Guide to storing and sharing personal data collated from hirers.

## Data Protection Guide



## 5. Food Safety Standards

If you provide food and/or cakes as part of your party kit service you may need to register with your local authority and possibly obtain a food hygiene rating.

For guidance in **England, Wales and Northern Ireland**:

- [Registering as a food business](#)
- [Providing food at community events](#)

For guidance in **Scotland**:

- [Registering as a food business](#)

For more specific guidance please contact [your local authority](#).

For guidance in **Australia**:

- [Food Standards](#)

