



# Guide to Hygiene & Safety

This guide is designed to help keep both you and those who hire your party kit safe. It covers:

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

All party kits are run independently and as such the Party Kit Network CIC does not accept any liability for the hygiene or safety processes and policies of members. The advice here has been gathered predominately from Government websites. For more information please refer to the links provided.

## 1. Kit Equipment Hygiene & Safety

Equipment offered in the kit:

- Only lend tableware which is food safe. It must be washable, durable and non-toxic.
- Never lend equipment which is cracked or chipped; these items must be removed from your kit
- It may be useful to have a list of materials used to make the equipment in the kit, particularly for items made of silicone which some people can have an allergic reaction to.

Use of equipment:

- The use of plastic or melamine tableware for hot foods and drinks must be discouraged, and they must not be used in a microwave
- If lending pass-the-parcel bags ensure hirers are informed that the bags are not a toy and children must always be supervised during use.
- If your kit hasn't been used for a while, it must be checked for cleanliness prior to hire

Cleaning equipment:

- Thoroughly wash hands before cleaning or handling equipment, and tie back any long hair
- Ensure all equipment is washed with warm soapy water, ideally in a dishwasher
- Ensure all cleaned equipment should not come into contact with surfaces which have been used to prepare raw food without first cleaning the surface with a disinfectant
- It's really important to ensure that all equipment is properly dried

- If drying equipment by hand, wash hands first and use a freshly laundered dry tea towel each time - one which has not been used for drying hands
- Ensure all storage boxes are disinfected and dried (both inside and out) between hires using a food-safe cleaner
- Store clean equipment in a storage box with lid or a sealed bag between hires, keeping equipment away from any pets, pests (such as insects) or potential allergens
- Equipment must not be handled or cleaned by someone who is unwell (for example, someone suffering from Norovirus)

If you do not offer a washing up service please provide cleaning guidelines to hirers. When the kit is returned, check all items in the kit have been properly cleaned and dried. There must be no food residue or biological contaminants on equipment hired out.

## COVID-19

If anyone in your household, extended household or business has symptoms of COVID-19 please do not hire your party kit until after self-isolating for 14 days. Symptoms include a cough, high temperature or loss of taste or smell.

More information: <https://www.partykitnetwork.org/covid-19>

For more information please see: <https://www.food.gov.uk/safety-hygiene/cleaning>

## 2. Available Training

We strongly advise that you consider doing an online food safety course.

### UK Certificate - Level 2 Food Safety (Catering)

- This course does cover more than is needed for lending tableware equipment, but does include several relevant topics. It will take around 75 minutes to complete, but it doesn't have to be completed in one go.
- This course normally costs £25, but for Party Kit Network members it is £15 using the code 'PKN015'. You can sign up online at <https://videotilehost.com/iesafetytraining/purchaseCourse.php?nid=5>
- If you have any questions or need help please contact Sara Quayle: [sara@saraquaylesafety.co.uk](mailto:sara@saraquaylesafety.co.uk) or 07989 851416
- The Party Kit Network is not a reseller; we have just arranged a group discount.
- This certificate does not expire but they recommend redoing the course every 2-3 years.

### AUS Certificate - Introduction to Food Safety

- The Introduction to Food Safety is an online course run through the Australian Institute of Food Safety.
- Duration is 1-2 hours and costs AUS\$49.95.
- <https://www.foodsafety.com.au/courses/introduction-to-food-safety-course>

Once you complete your certificate please email Isabel [hello@partykitnetwork.org](mailto:hello@partykitnetwork.org) for your own badge to use on social media, etc. If you already have a food safety certificate, or equivalent, you can also get the badge.

### 3. Public Liability

Public liability insurance covers your liability to members of the public should they be injured by any of the equipment in your kit.

If you don't employ any staff, in the UK and Australia it is not a legal requirement to have this cover, therefore it is your personal choice. Please check locally if you are based outside of the UK/Australia.

The risks to consider are: how likely is an accident to happen and if it did, how likely is the person to sue? There would need to be proof that injury was caused by the equipment and there was a significant loss of lifestyle or earnings.

Community groups, school PTAs, toy libraries and small businesses will likely already have some sort of liability cover so please check if you are already covered or if an existing policy can be amended to include your party kit.

We have been unable to set up a scheme for the Network, so please contact your own insurance broker, or we have spoken with the following brokers who will be able to help:

#### **UK**

Keith Mulberry  
0117 912 3456  
[keith@mulberryib.co.uk](mailto:keith@mulberryib.co.uk)  
<https://mulberryib.co.uk/>

#### **Australia**

Cassandra Pearce  
(08) 8410 2990  
(+61) 424 186 147  
[cpearce@iaa.net.au](mailto:cpearce@iaa.net.au)  
<https://insuranceadviser.net/>

Some kits owners have policies through Direct Line (UK), Simply Business (UK) and Express Insurance (Australia).

### 4. Arranging Safe Collection / Drop-offs

If you do not personally know the hirer please be cautious.

1. If dropping off to a hirer's house / party location:
  - a. Tell a friend or family member the address of where you are going
  - b. Take a mobile phone (and make sure it has been charged!)
  - c. Message the hirer to let them know you're on your way or if you're running late
2. If arranging a collection / return to your home address:
  - a. If you are home alone don't tell the hirer
  - b. Tell a friend or family member when you have clients visiting your home
  - c. Do not invite people you do not know into your home
3. Consider what personal information you share with your hirers and keep this to a minimum

## 5. Online Safety

Please check the privacy settings of your social media accounts, especially if your profile is connected to a Facebook page. Check how much personal information is visible to people who are not your friends / followers.

Facebook <https://www.facebook.com/help/325807937506242>

Instagram <https://help.instagram.com/196883487377501>

Twitter <https://help.twitter.com/en/safety-and-security/birthday-visibility-settings>

If someone is abusive online or adds nasty comments, block them and ignore them. Do not respond - you are very unlikely to change their mind. You can report inappropriate content via the platform's report process:

Facebook <https://www.facebook.com/help/reportlinks>

Instagram <https://help.instagram.com/165828726894770/>

Twitter <https://help.twitter.com/en/safety-and-security/cyber-bullying-and-online-abuse>

## 6. 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.

### Food safety standards in the UK

For guidance in England, Wales and Northern Ireland:

<https://www.food.gov.uk/business-guidance/registering-as-a-food-business-charity>

<https://www.food.gov.uk/safety-hygiene/providing-food-at-community-and-charity-events>

For guidance in Scotland:

<https://www.foodstandards.gov.scot/business-and-industry/advice-for-new-businesses>

For more specific guidance please contact your local authority:

<https://www.gov.uk/find-local-council>

### Food safety standards in Australia

For guidance in Australia:

<https://www.foodstandards.gov.au>

## Suggested Updates

If you have any suggested updates to this guide please email Isabel - [hello@partykitnetwork.org](mailto:hello@partykitnetwork.org)

Thank you.