

# **ANR Cooperative Extension Risk Assessment Best Practices**

## **Food Safety and Alcohol**

### **A. Food Safety at UCCE Events**

1. Educate co-operator groups of the dangers in poor food safety procedures
2. Provide written information and training to volunteers on food safety
3. Utilize the expertise of the Nutrition, Family and Consumer Science Advisors
4. Require volunteers to follow Health Department rules and regulations for fundraisers that include serving food
5. Use only those facilities with adequate safety equipment (ovens, refrigerators) for events where food is served
6. Incorporate a food safety policy into all extension activities
7. Provide food safety check sheet for staff to sign whenever food will be served
8. Provide 20-minute food safety video for staff to view before an event where food will be served
9. Offer regular food safety training to UCCE staff and volunteers
10. Implement a regular training process on food safety for staff and volunteers

### **B. Alcohol at UCCE Events**

1. Use good common sense and helping others to become aware of problems when involved with potentially hazardous/dangerous situations such as alcohol at an event
2. Specify adult-only events when alcohol is served
3. Offer alcohol for a specified period of time early in the event
4. Use the 1998 guidelines set forth by the Central Valley Region for 4-H or other events where alcohol is served
5. Monitor the amount of alcohol served to individuals or ensure that participants are "in control" when leaving a meeting/event
6. Be clear when explaining Extension's role in any event and our responsibility regarding problems that could happen if alcohol is served or if procedures are not followed
7. Prohibit youth from working at social events where alcohol is served
8. Have consistent UCCE policy on alcohol being served; i.e., have only one set of rules for 4-H county events and for statewide fundraising events
9. Implement a regular training process on alcohol for staff and volunteers
10. Offer alcohol-free events
11. Have realistic, usable policies in place for volunteers and staff
12. Be specific on UC policies for staff/advisors regarding alcohol consumption at UCCE events

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13. Clarify whether there is a difference in policy between private and public event/fund-raiser
14. Provide basic materials on safe driving practices (e.g., designated driver, etc.)
15. Appoint a designated driver for events where alcohol is being served
16. Prohibit minors from clean up duties after events serving alcohol