

Food and Drink in Centrally Managed Teaching Spaces Policy

September 2024

Teaching Spaces Operational Group (TSOG)
Space Advisory Group (SAG)

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Authoring and versions

Name	Section Updated	Date	Version Number
TSOG members	All	August 2024	1
SAG members		August 2024	2

Purpose

To provide clear guidance on bringing food and drink into centrally managed teaching spaces, including the ordering of catering, to ensure the safety, cleanliness, and optimal learning environment for all users.

Scope

This Policy applies to all staff, students and external groups booking centrally managed teaching spaces across the University estate.

Remit Statement

- a) Food and drink provided by an individual, as well as ordered catering for groups, is permitted within centrally managed teaching spaces only if this policy is followed.



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- b) The primary purpose of teaching space is teaching and learning. The provision of food and drink should not interfere with this purpose but offer benefits to the experience of students using the spaces.

Guidelines

- a) **Cleanliness:** The person or group who made the room booking are responsible for ensuring that the classroom is left clean and free from litter or food. All catering materials (plates, cups, utensils, etc.) must be properly disposed of or removed from the room after use and appropriately disposed of in the correct bins.
- b) **Minimise waste:** The person or group bringing food or drink should endeavour not to over-order and attempt to minimise waste.
- c) **Delivered hospitality catering set up:** Where possible, internal ACE delivered catering should be used as opposed to external vendors. Delivered catering should be set up outside the room, to minimise impact to the teaching room itself and ease set up and pick up arrangements. Care should be taken not to block escape routes.
- d) **Caterers:** Room bookers (individually or on behalf of their work unit) MUST NOT undertake any group catering of their own. By doing so they will be putting themselves and the University at risk.
- e) **Furniture:** It is the responsibility of the person booking catering to check whether there is suitable furniture in place to locate the booked catering on.
- f) **Food Types:** Only light refreshments (e.g., beverages, light lunches, pastries etc) are recommended. Meals requiring heating or extensive setups may not be suitable. Alcohol is not permitted.
- g) **Safety:** Users must ensure that any catering does not pose a safety hazard, especially with regards to blocking aisles, exits, or creating trip hazards. Hot beverages or foods should be handled with care.
- h) **In room equipment:** Catering items including food, beverage and serving apparatus should not be placed on teaching desks or podiums, or next to display equipment such as projection screens or LCD screens. These spaces should remain clear to ensure an unobstructed teaching environment and prevent potential damage to teaching equipment. It is the responsibility of the person booking catering to ensure sufficient tables are available, in a suitable location (within or outside the room) to display catering and ease clearing.
- i) **Duration:** Catering setups should be limited to a reasonable duration, not extending beyond the allotted booking time for the space. Allow time for set up within your booking.
- j) **Opting out:** It is assumed all centrally managed teaching spaces are covered by this policy. If a school or department who manage certain buildings wish to 'opt out', they must contact TSOG to request approval not to allow food and drink within a space. Request to opt out can be submitted to timetabling@ed.ac.uk.



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k) Responsibilities

- a. **Teaching Spaces Oversight Group (TSOG):** To provide guidance on the specific rooms where catering is and any specific restrictions. This will then be provided as part of the room booking process.
- b. **Users:** To abide by this guideline and ensure that teaching spaces are treated with respect and left in a condition suitable for teaching and learning.

Review

This policy will be reviewed annually

Review date – 01 August 2025

Signatories

Role	Name	Position and Unit	Date	Signature
Policy Owner	Lesley Greer	Section Head (ISG LTW Learning Spaces Technology)	24/08/23	Lesley Greer
Policy Owner	Helen Wood	Head of University Space (Estates)	15/09/23	Helen Wood
Policy Owner	Marianne Brown	Head of Timetabling, Exams and Student Analytics	20/11/23	Marianne Brown
Signatory	Rae Conn	Head of Catering Operations (ACE)	02/08/24	Rae Conn
Signatory	David Brook	Head of Support Services (Estates)	15/09/23	David Brook
Signatory	Lucy Evans	Deputy Secretary Students	28/08/24	Lucy Evans