

Catering at Shows and Events



Customer Services: 01749 648999
www.mendip.gov.uk





Introduction

These notes are intended as a practical guide to people responsible for catering operations, running food businesses, stalls or exhibition stands. The notes are an interpretation of the requirements of the following legislation:

Regulation (EC) 2006, Regulation No 852/2004 applied by the Food Hygiene (England) Regulations 2006.

Health and Safety at Work etc Act 1974.

Food Safety- Food safety management procedures

The Food Hygiene (England) Regulations 2006 requires proprietors of food businesses to put in place “food safety management procedures” based on the principles of HACCP (hazard analysis critical control point).

You must also:

- Keep these in place permanently
- Keep up-to-date documents and records relating to your procedures
- Review your procedures if you change what you produce or how you work

In practice, this means that you must have procedures in place to manage food safety “hazards” in your business. This is similar to previous legal requirements, but now you must write these procedures down, update them as needed and keep records that can be checked by a food safety officer.

These procedures will be proportionate to the size of your business and the type of work you do. Very small businesses may have very simple procedures and simple records.

What is HACCP?

HACCP is a way of managing food safety. It is based on putting in place procedures to control hazards. It involves:

- Looking closely at what you do in your business and what could go wrong
- Identify the “critical control points” – these are the areas you need to focus on to prevent hazards or reduce them to an acceptable level
- Putting in place procedures to make sure hazards are controlled at your critical control points
- Deciding what action you need to take if something goes wrong
- Making sure that your procedures are working
- Keeping appropriate records to show your procedures are working

Remember, there are packs available “Safer Food Better Business” produced by the FSA to help you put these procedures in place. Additional information is available from your own local authority food safety team.

Registering your business

You must register your food business premises with your local authority regardless of how often you trade. This is a legal requirement and you could face prosecution if you fail to do so.

Floors

In all kitchen areas, food preparation areas, bars, food serveries, mobile vans and stalls, the floor must be level, clean and washable and, where possible, non-slip.

Structure

The internal structure of the kitchens, food preparation rooms, food serveries, mobile vans and stalls must be washable. If food is to be prepared next to tent walls, the walls should be lined with polythene sheets so they can be cleaned easily.

Washing up Facilities

Sinks are required for washing up equipment for food preparation. They should be supplied with controllable hot and cold water.

These sinks must be large enough to wash up your large pieces of equipment. All exterior wash up sinks must be protected from the weather.

Waste water must be collected into suitable containers that are clearly marked as waste. Separate food preparation sinks may be needed in addition to wash up sinks. If this is not practicable, large clean plastic bowls must be provided for vegetable washing. Drying facilities will also be needed. Tea towels must be clean and changed regularly. These must not be placed over your shoulder.

Hand Washing

A separate basin must be conveniently accessible with a controllable supply of hot and cold water, soap, towels and nail brushes.

Disposal paper towels are recommended and a suitable refuse bin should be provided. If a purpose built sink cannot be provided then clean plastic bowls can be used, provided that hot and cold water is made available.

An adequate number of sinks for washing hands must be provided near to food preparation areas. A large, clear notice reminding food handlers to wash their hands must be displayed.

Protective Clothing

Persons engaged in the handling of open food must wear clean and washable protective overalls. These must be changed daily or more frequently if they become dirty.

Outdoor clothing and footwear should be stored away from food preparation areas. Long hair should be tied up or covered by a hairnet or hat.

Water Supply

Plenty of clean and wholesome water must be available at each food stall.

Please ensure that all water containers are cleaned inside and out.

A chlorine based steriliser, ie "Milton" should be used.

Drainage

Arrangements must be made for the drainage of waste water from the sinks and hand wash basins. This should be by connection into the site sewage system wherever possible.

Lighting and Power Supply

Arrangements should be made for the provision of artificial lighting, together with sufficient electric power socket outlets for refrigerators, freezers etc. All electrical connections and adaptations should be made by a competent electrician, in accordance with the IEE Wiring Regulations (16th Edition).

Temperature Control

Under the provisions of the regulations you are required to keep perishable foods at a temperature of 8 degrees or below. Make sure that you have sufficient storage space for all the foods that need refrigeration. Keep a log of refrigerator temperature readings taken using a probe type thermometer.

Examples of food to be kept refrigerated

- Salads
- Cream cakes
- Cooked meat, fish or vegetable pies and pasties
- Sausage rolls, spring rolls
- Dairy desserts
- Soft cheeses
- Pates
- Cooked meat
- Cooked products containing meat, fish, eggs and vegetarian substitutes, cheese, cereals, pulses or vegetables.
- Smoked or cured fish
- Cut or sliced smoked or cured meat
- Sandwiches or rolls containing meat, fish, egg, soft cheese, etc
- All other foodstuffs labelled “Keep Refrigerated”

On no account should these high risk foodstuffs be stored overnight at room temperature on food stalls, in pavilions, in kitchen areas or stored in the back of un-refrigerated vehicles.

These requirements are intended to reduce to a minimum the growth of food poisoning organisms and hence to prevent a risk of food poisoning.

Protection against Contamination

All open food that you have on display must be kept covered or protected by screens. Foods awaiting cooking must also be kept covered wherever possible to discourage flies and wasps.

Raw and cooked food must be kept apart at all times. Ensure all food is properly cooked before sale. Once frozen food has thawed it must be used, refrigerated or discarded but not refrozen. Once food is cooked it must be kept hot above 63 degrees or refrigerated to below 8 degrees.

Storage

Foodstuffs stored or displayed for sale should not be placed directly on the ground. To protect all foodstuffs from the risk of contamination they should be at least 18 inches from the ground.

Keep tinned and packet goods dry and tidily stacked. Ensure you have enough food storage containers to put packet goods once opened. Don't store food outside, in direct sunlight or where it may get wet or damp.

Equipment

All equipment intended to be used in connection with food operations must be kept clean, safe and in good repair.

Cleaning

Equipment and work surfaces must be regularly disinfected or sanitised. It is recommended to draw up a cleaning schedule, itemising equipment and areas which require cleaning, frequency and who should do it.

Delivery Vehicles

Only vehicles which have been purpose designed or suitably adapted in accordance with the regulations may be used for the transport, storage or delivery of food.

Refuse Storage

Bins with close fitting lids should be provided for the temporary storage of waste. Refuse must be regularly removed from the food stall in sealed bags and stored tidily to await collection or removal.

Health and Safety

Your health and safety at work responsibilities to your employees, members of the public and any others affected by your work activity are the same at a temporary event as they would be at any permanent premises.

You have a duty to carry out general work place risk assessments as well as more specific assessments in relation to the control of chemicals hazardous to health (COSHH), manual handling and young people at work.

The following work activities cause the most accidents at outdoor events and you must consider whether you can avoid the activity and if not whether you have appropriate equipment to do the job and that your employees are properly trained:

- Working at height – Who is to put up the stall? Will ladders be used? Are they suitable for the task?
- Transport issues – How will deliveries be managed? Are vehicles suitable and drivers competent? Can reversing be avoided? Are there restrictions on times of deliveries to protect the public?
- Manual handling – Can manual handling be avoided? Do you have handling aids available? Do staff know how to use them?
- Slips, trips and falls – Are floor coverings in good condition and kept clean? Are walkways kept clear? Is lighting adequate at night? Do you clean up spillages straightaway? What footwear do staff have?

In addition to these more general risks associated with work in the kitchen you also need to consider the following:

First Aid Kit

Each stall, stand or catering unit should be provided with a fully stocked first aid kit including bandages and waterproof dressings. Someone needs to take responsibility for taking charge in the event of an accident.

Guarding of Machinery

- Operators shall ensure that all machinery used for cutting, slicing, mincing etc is properly guarded to prevent injury to personnel.
- All persons operating such machinery shall be trained and instructed in its proper use.
- No person under the age of 18 years shall be allowed to clean such a machine.
- Suitable clear and precise notices shall be displayed in the vicinity of the machine working area with a statement to the effect:

“Guards to be fixed in position before operation of the machine”

“No person under the age of 18 years is allowed to clean this machine”

Carbon dioxide cylinders

Carbon dioxide (CO₂) cylinders should be securely restrained in the vertical position when connected up to beer dispensing equipment.

Notes

- 1) Restraint may be in the form of straps, chains or by mobile cylinder support.
- 2) Full cylinders not in use and empty cylinders, should be either securely restrained in the vertical position or alternatively if laid on the floor, they should be securely wedged to prevent rolling.

Safe use of LPG

The storage and use of Liquid Petroleum (LPG), i.e. Propane or Butane, may lead to hazardous situations and is therefore potentially dangerous.

When using LPG in cylinders you should ensure that:

- 1) LPG cylinders must be stored and connected **outside** of tents and marquees (for mobile vans see item 6).
- 2) Cylinders stand with the valve at its highest point (unless specifically designed to be stored otherwise).
- 3) The maximum quantity of LPG in cylinders on any stand, including LPG connected to appliances or equipment should not exceed a day's supply. If it is proposed to use or store greater quantities then prior discussion and agreement with the event organisers should take place.

4) The change over procedure when coupling to appliances should be properly understood and staff properly instructed and supervised. So called “empty” cylinders still contain gas and therefore should be carefully handled. The “empty” cylinders should be stored in the open air with the shut off valve in the closed position.

5) Fixed piping is to be used where possible. However, if flexible tubing is used, it should be suitable for its purpose, e.g. to the appropriate British standard and if necessary, provided with mechanical protection to minimise damage.

Tubing should be crimped or secured by a suitable hose clip (not a screwdriven clip), or similar and be gas tight. When not required, gas supplies should be isolated at the cylinder as well as at the appliance.

6) Propane cylinders may be used to supply gas to frying and catering appliances in mobiles providing that the cylinders and regulators are situated in a separate ventilated and fire resistant (not less than 30 minutes fire resistance) compartment having access from outside the vehicle.

The cylinders must be fitted in the vertical position with the valve at its highest position and must be fastened securely to prevent movement during transit. Service and reserve cylinders should preferably be connected through an automatic changeover device in order that the reserve cylinder can automatically come into operation when the service cylinder has been exhausted.

It is important that all barbecues and grills are screened to prevent the public and staff being burnt by them. Please ensure all your gas operated equipment has been checked by a competent Gas Safe registered fitter and certified safe. You should bring copies of inspection documentation to the event so it is available for inspection.

Fire-Fighting equipment

Provision shall be made for fire-fighting and any appliances provided shall be kept readily available for use.

All catering stalls should be provided with a 5kg dry powder extinguisher and fire blanket as a minimum. All extinguishers should be properly maintained and regularly inspected and all staff should be made familiar with the use of the appliances. Some extinguishers are not suitable for certain types of fires, e.g. a foam extinguisher is unsuitable for tackling an LPG fire.

Further advice on fire safety is available from your local fire prevention officer.

Fire Risk Assessment

If staff are employed on the stall then you must carry out a fire risk assessment. If you employ five or more people then the risk assessment must be written down.

Further advice should be sought from your local fire prevention officer before you leave for the event. If you have any queries, please contact:

**Mendip District Council,
Cannards Grave Road
Shepton Mallet,
Somerset,
BA4 5BT
Telephone: 01749 648999
email: customerservices@mendip.gov.uk
website: www.mendip.gov.uk**