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Health



Guidance for Bowthorpe Park Farm Events

The document is based on the CIEH National guidance for outdoor and mobile catering and has been adapted for outdoor events at Bowthorpe Park Farm.

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These guidance notes aim to provide a basis for a commonly agreed and consistent national standard in outdoor catering management. The guidance document aims to define acceptable food safety standards and health and safety requirements for catering at outdoor events. The key objectives are:

- To set consistent standards for local authority food enforcement
- To provide clear guidance on the implementation of the standards
- To highlight good practice

It has been produced in consultation with Environmental Health Practitioners and trading standards officers with experience of large outdoor events and markets and other key stakeholders such as industry representatives, LACORS and outdoor catering trade associations.

The guidance notes have been written primarily for environmental health professionals to facilitate a national consistent approach ensuring clarity of standards and processes. Although the Olympics/Paralympics are key drivers, the document will be used for other international, national, regional and local events. It is not intended to be an industry guide, but it is anticipated that the document will be used to inform businesses and anyone intending to manage outdoor events of their responsibility and expectations of the standards which they should implement.

The guidance notes are not an interpretation of the legislation but are based on the practice of environmental health professionals. It still remains the responsibility of individual officers to ensure they play their role in keeping up to date with relevant changes to the regulations and current guidance. However, wherever possible, these guidance notes will direct the reader to other relevant information sources, support, advice and regulatory requirements.

Introduction

Catering at outdoor events is a high risk activity whether at an established venue market or at a temporary or mobile function. The large numbers of people, frequent use of temporary staff, the temporary nature of the accommodation and high-risk products for sale place specific pressure on food and health and safety management. The temporary nature of these events and the uncertainties of the UK weather can mean that environmental conditions are an added challenge to traders.

Event managers at Bowthorpe Park Farm and food business operators must work together to secure and maintain high standards and conditions in respect of structure, equipment, cleanliness, licensing, food safety management, food standards and health and safety of staff and the public.

Many environmental health services have produced local policies and guidance for outdoor catering businesses. Although similar, confusion can occur when caterers move from one authority to another as part of their business. This document aims to pull together the key principles to enhance the consistency in interpretation from region to region and reduce the burden and confusion within the outdoor catering industry. The document aims to also encourage proportionality within enforcement protocols.

The CIEH acknowledges that each event will likely pose different challenges, but it is hoped that the guidance will enable clearer planning and preparedness of the environmental health response to outdoor event catering. It is not intended to be a fully inclusive document but to supplement the existing framework of legislation and statutory guidance.

GENERAL

The guidance covers two sectors of outdoor catering:

1. Organised, planned events both large and small such as local village fetes, exhibitions or more regional, national and international for example agricultural shows, concerts, festivals, carnivals, music and sports events
2. Street trading such as mobile traders, markets, boot fairs and similar events

It does not include:

- Catering from fixed premises outside an event site
- Emergency catering for civil emergencies
- General event management
- Media location catering

Many of the key principles of good food safety practice apply to all types of food preparation. This document aims to highlight the specific issues related to outdoor catering either mobile or in temporary situations. Further information on the general responsibilities for food hygiene and safety can be found in the references and further information section.

The document, although focused on food safety, will also highlight related areas such as licensing, trading standards, health and safety and sustainability. Bowthorpe Park farm acknowledges that SKDC are the enforcing authority for some parts of the Park Farm and the Health and Safety Executive (HSE) for the main Farm.

In the desire to address all relevant issues and to keep each section as self contained as possible, there may be some repetition to the reader. This is to enable each section to stand alone for ease of use.

General

This section covers general principles in the management of food safety in all types of outdoor and mobile catering scenarios for major events being held in Bowthorpe Park Farm. Not all the principles apply to every occasion for instance major events may differ greatly from street markets and food fairs.

It is the role of the local authority Environmental Health officers to determine proportionality and practicality in applying the advice given in conjunction with the companies' consultant.

STRUCTURE & CONSTRUCTION.

(Including marquees/tented with field kitchens and gazebos).

The structure must be fully covered to top and sides including any food preparation, equipment, food storage areas. This must include all extensions to food preparation/storage/wash up areas to protect food and catering equipment from contamination. Surfaces must be easily kept clean and free from condensation and mould growth. It must be of sturdy construction, weatherproof, windproof and designed and constructed to prevent the ingress of water and pests.

Roof coverings and walls should be manufactured from a material that is flame retardant to **BS5438** and marked accordingly. *(Any non flame retardant gazebos, tents or marquees will be removed from the site where food is being cooked or where the organiser believes there is a potential fire risk)*

Cooking equipment must be sited within the stall. Adequate space must be available for cooking areas. Ideally food storage should be separate from cooking and preparation areas but this may be difficult due to restricted space.

Commercially built/prefabricated units should have cleanable, non-slip floor coverings.

The design and layout should maximise effective work flow to reduce the risk of cross contamination.

Stakes and ropes used to support the structure must not present a tripping hazard. Particular care should be paid to the siting of supply pipes and wires to prevent a hazard.

Complete closure of the temporary structures is recommended when not in use or in the event of high winds.

It is recommended to hire competent contractors for the supply of temporary structures (MUTAmarq – accredited). Specialist advice may also be given to support the Event Management Plan

WALL FINISHES

The finish of structural surfaces will depend on the length of time the stand will be on site and whether it will be used again but must be readily cleansable, clean and free of mould or loose particles which can shed into food.

Food business operators should undertake a risk assessment and require wall finishes accordingly, for example:

- Plasticised canvas in less heavily used open food areas
- Coated cleanable boarding or equivalent in heavier use areas
- Fire retardant material when near a heat source

Risk assessments will be checked by the events consultant Environmental Health Practitioner or/and the local authority enforcement officers prior to the start of the event

FLOOR FINISHES.

Food business operators will need to consider risk and type of event when deciding proportionate and appropriate advice for flooring. For flooring, the slip resistance is more important than ease of cleaning (external sites often become wet and this gets trodden into the unit). Floors must be boarded to provide a sound surface to walk over and for the safe housing of equipment etc. Ideally floors will be covered with non-slip cleanable sheeting or similar but given the short-term nature of temporary stands this may not be reasonable.

Sturdy duck boarding or equivalent should be provided for frequently used walkways. The uses of pallets as flooring is not accepted unless where used as part of a reinforced, secure subfloor structure. Storage of clean dry cardboard may be acceptable for use in extreme weather conditions. Ideally, providing suitable matting is best practice; however, in adverse weather conditions the normal prohibition of cardboard on flooring may be relaxed.

The risk from clean, dry, cardboard is negligible compared to the many other potential contaminants introduced in the outdoor environment. The potential risks of slips, trips and falls needs assessment and consideration.

The floor areas around sinks, food preparation areas and cooking ranges must be level, with some form of flooring which can be swept and washed. As the very minimum, a tough plastic tarpaulin, stretched and pegged out before the tentage is erected, can be an effective covering on level ground. Raised, solid flooring with a non slip, washable finish is advised for large kitchens on green field sites.

The food business operator must be prepared for wet weather when a floor covering should also be provided for serving areas. Dry, clean cardboard may be acceptable. The food business operator must be able to demonstrate effective measures to keep mud out of the food preparation, storage, service and washing up areas for example a change of footwear policy can reduce contamination from this source.

LIGHTING & VENTILATION.

Usually it will be necessary to install artificial lighting within a marquee or tent and to frequently-used tented walkways. The lighting must be moisture ingress protected or suitable outdoor lighting. Lighting cables must be fully insulated where attached to metal framed structures. All installations must be undertaken/checked by a suitably qualified and competent electrician (NAPIT, NICEIC or equivalent)

Often it is necessary to provide some means of ventilation to a marquee kitchen as working temperatures can become unacceptable in a wall-boarded marquee full of cooking equipment, especially when the marquee is sited in a sunny position. This is best provided by using a marquee with ventilation flaps at high level. Food business operators should consider this when hiring or using marquees. However, it is dependent on the size of the marquee, amount of heat being produced and length of time in use. Extractor fans should be sited at high level. Any means of heating within the structure must not introduce risk of fire or personal injury. Ventilation must not allow access by pests (marquee and enclosed kitchens).

WATER SUPPLY, TOILETS & DRAINAGE.

POTABLE WATER

Event organisers should provide temporary plumbed supplies of mains water but the reliability of a continuous supply is often an issue. The event organiser must be able to demonstrate that any temporary supply is potable during the event. The Event organisers will be responsible for ensuring that their water is potable and that their operation does not contaminate the water supply throughout the event. Initial water testing from the show organisers should be sent to SKDC four clear working days before the event. In the event of a water test failure, an agreed contingency plan for potable water being brought into the site must be set up in the event management plan and agreed prior to the event.

TOILETS

Adequate flushable staff toilet accommodation needs to be provided that is within reasonable distance and effectively connected to a suitable drainage system or provision made for disposal of chemical toilets. For larger events separate toilet provision should be made for food traders, particularly on green field sites which may have relatively poor sanitation. They should not be expected to share the on-site toilets provided for the general public. In addition toilets should be available once food operations start, which can be the day before the event starts in some cases.

WASTE WATER

Grey water should discharge into a proper drainage system where available. IBC containers will be used for grey water disposal. The use of sumps for drainage is now prohibited by most site operators. Any waste water discharging on the ground or to streams and which may cause potential groundwater contamination is closely monitored by the Environment Agency.

The site operator will need to make provision for the disposal of waste water. Food business operators will need clearly identifiable waste water containers which must be capable of being emptied without spillage and manual handling risk. This is critically important for wet, muddy site conditions where removing waste water from stalls can be an onerous task. Many food business operators will come to sites with pumped drainage systems which enable them to discharge directly to the site operator's waste water storage facility. In such cases contingency must be available for interruptions to power supplies.

The site operator must be able to describe/demonstrate the arrangements for the emptying of temporary waste water storage containers. They will also need to make contingency plans for extremes of wet weather when access to the containers can be hampered by flooding and heavy mud and vehicle movements are being restricted to avoid fouling the site. Serious flooding and mud contamination, particularly on green field sites, can result in tankers/gulpers being diverted elsewhere on site to pump water away and thus diverted away from routine emptying operations.

FOOD PREPERATION.

Any work surfaces used for food preparation must be constructed of sturdy, cleanable materials strong enough to accommodate heavier items of equipment such as large pots and pans filled with food. For surfaces used to display or store food, a lesser standard may be acceptable providing there is no risk to the food. Work surfaces, cooking facilities and storage facilities must be clean, smooth, impervious and capable of being cleaned and disinfected.

SINKS

The number of sinks that should be provided will depend on the operation. The enforcement officer will have to take account of:

- How much food preparation is undertaken (e.g. salad, vegetables)
- The amount of equipment in use and how often it needs to be cleaned
- Whether the type of food produced can allow one sink to be used for different functions at separate times (e.g. buffet provided in one sitting allowing food preparation to take place in one go)

All stalls must have suitable facilities for washing utensils, equipment and food. Washing up bowls or plastic crates alone are not deemed adequate for a kitchen catering for several days. Ideally a double sink unit for washing and rinsing should be used with a constant supply of hot and cold water. A large hot water boiler should be provided specifically for this purpose, sited in a level and stable position.

Sinks must drain hygienically to a waste water container such as a sink waste pipe into a waste water carrier. Large open buckets, dustbins, plastic crates and similar which can be difficult to carry some distance to wastewater points should not be accepted. These present a significant manual handling as well as hygiene risk.

Draining racks must be provided – these must be kept under cover and protected from contamination e.g. dust, mud. The sinks must be of sufficient size to accommodate the food equipment in use. Very large pieces of equipment may need to be cleaned in situ. These arrangements need to be checked.

Washing up at standpipes must not be permitted due to the problems of cold water, cross-contamination potential from mud as well as increased risk of fouling water collection point for other traders.

Most commercial food business operators now provide deep catering sinks with plumbed hot and cold supplies and good drainage – even in field kitchens on green field sites.

ADVERSE WEATHER.

Risk assessments must be undertaken in relation to the impact of adverse weather on health and safety. The design of marquees or similar tented structures must take into consideration the effects of high winds and wet weather, particularly for access points and serveries.

Care must be taken to avoid valleys created in marquee/tentage roofing to avoid the collection of water and potential collapse or leakage in heavy rain. Makeshift structures made from wood poles and plastic sheeting or rough wood will not be permitted.

There must be a contingency for risk of flooding and mud contamination such as sound, even, raised flooring in field kitchens. Regular outdoor caterers will need to demonstrate more robust accommodation as their food business requires structures that are in regular use and more likely to experience adverse weather conditions. It is unlikely that the tented structure will have snow-load capacity.

If snow is possible tents must be heated to maintain a minimum temperature of 12°C to prevent build up of snow. It is important to keep the food businesses operating as large crowds will need to be fed and watered. Advocate cooking to order to prevent food deteriorating especially in very hot weather or where the weather has affected customer flow.

BARBEQUES.

Barbeques (BBQ) and spit roasts must be sited to the rear or side of the stand on stable ground, with barriers to protect the public from burns and flame. The BBQ must be sited away from any flammable material. A fire risk assessment is essential. Weather protection is required for foods waiting cooking/service.

There are generally two types of BBQ, charcoal or LPG. If LPG is used special consideration must be given to its use. At our outdoor events in the farm park the use of charcoal BBQ will not be permitted as it creates a fire risk to the Bowthorpe Farm Park.

LPG appliances must have the appropriate gas safety certificate on site. Hoses must be crimped - jubilee clips should not be used.

STORAGE DISPLAY AND TRANSPORT OF FOOD.

Throughout all operations, personal hygiene is of paramount importance to prevent cross contamination. One of the main problems facing event caterers is suitable storage facilities that adequately protect food and maintain safe temperatures. Audits will include all food business operators' vehicles that store the food as well as the actual unit. The following are key principles for storage:

- Separation of raw and cooked food
- Protection from cross contamination
- Use of clean lidded (covered) suitable containers
- Storage of crockery and utensils
- Food stored off the ground (minimum 45cm)
- Protection from the consequences of extremes of weather

e.g. heat, water ingress, mud contamination. Deliveries should only take place once sufficient storage facilities have been provided.

The premises owners need to be aware of the improper use of freezers especially chest freezers or freezer vans. These may be switched off to save power on site or during transit. This practice is not acceptable and proper defrost procedures need to be in place as per manufacturer's instructions.

Deep fat fryers and fish and chip ranges need to be fitted with a hood or canopy terminating in a flue to the open air. The appliances need to also be fitted with a high temperature limiting device and an automatic temperature control device incorporating an alarm.

HAND WASHING FACILITIES.

Where only low risk open foods such as biscuits, sweets, olives etc are for sale and utensils are used for handling the food, or where the food is fully wrapped, it may be hard to justify the provision of a wash-hand basin. The enforcement officer will have to judge each case individually but antiseptic wipes and/or disposable gloves may be acceptable alternatives. At food outlets where high risk foods are handled, alcohol based hand gel/sanitiser must only be used as a supplement to a fully equipped wash hand basin.

The food business operator should not be allowed to operate unless he or she can demonstrate wash hand facilities are readily and safely available. Where open high-risk food is handled there must be good hand washing facilities. These must include a basin or sink with a supply of hot and cold water. Ideally this should be a purpose built unit connected to a water supply and drainage facilities. Thermos flasks of hot water are NOT acceptable as they do not hold enough water. The supply for hand washing must be separate from that used for making beverages for sale.

Where the source of the hot water supply is an urn the enforcement officer must be satisfied there is a safe and quick method for transferring the boiling water to the wash-hand sink and a means of mixing it with cold water in a basin with a plug. Small compact self-contained hand wash units that run off a vehicle's electrical system are available. Bowls that fold or clip away make it easy to use for the food business operator. These may be available to hire. In all cases, fully equipped wash-hand facilities must be provided near the toilets.

Larger stalls with several preparation areas and busy serveries will require multiple hand basins. Consideration needs to be given to either suitable disposable cloths for hand drying or the use of washable clean cloths if disposable hand towels are not suitable on environmental (recycling) grounds.

Vehicles, trailers and containers used to transport food must be kept clean and in good repair and suitable for the purpose of food delivery. Food must be wrapped, covered or placed in suitable sealed containers and kept separate from other items being carried within the vehicle. Ready-to-eat (RTE) foods must be kept separated from raw foods.

Where food is carried in the open air between stands, arrangements must be in place to protect it from risk of contamination. In wet weather some sites can become very muddy and measures must be taken to keep mud out of food preparation areas. Adequate changes of footwear for inside and outside of the trailer/stall may be necessary. Care must be taken not to contaminate clothing on trips to shared toilet facilities which can also become very muddy. Common sense precautions e.g. removal of aprons, protecting personal clothing (wear a coat) can prevent picking up mud whilst away from the stall.

COOKING & TEMPERATURE CONTROL.

All catering areas should have sufficient refrigerated storage space for high risk food items. Effective temperature control is one of the most important safeguards in protecting food safety.

High risk food must be transported, stored and displayed at a temperature of 8C or below – ideal 1 to 5C.

Foods may be displayed unrefrigerated for a one off period of up to four hours. There needs to be a system in place for monitoring foods post four hours. Hot food on display must be kept above 63C if it is hot held for more than two hours. Suitable thermometers with probes should be available.

If food is to be displayed at less than 63C it must be for no more than two hours. The burden of proof is on the food business operator to show the time has not been exceeded (refer to Food Management Systems). Enforcing officers need to ensure that all equipment has been properly calibrated such as thermometers. Where temperature probes are used officers need to ensure there is adequate means of sanitising them in the field. Enforcement officers should require evidence of temperature controls that they would expect to find in any fixed premises.

Where cool boxes are used in place of refrigeration enforcement officers will need to make a judgement on the risk to the stored food. It shall be for the food business operator to demonstrate the effectiveness of such storage and time in storage/temperature data should be requested.

Temperature checks are imperative – particularly in view of possible significant interruptions to power supplies and the increased risk of airborne contaminants. Records should be checked during audits. Refrigerated trailers now widely available are recommended best practice.

STAFF TRAINING.

Food handlers are to be supervised and instructed and/or trained in food hygiene matters appropriate to their work activity. There are a range of options for instruction and training as well as a range of training providers. See reference section for more information. The challenges to operating an outdoor catering food business makes food safety training for all levels of staffing particularly important. Enforcement officers need to be aware of the likelihood of the following:

- Frequent absence of food business operator or trained supervisors.
- Casual staff used who are likely to be untrained in food handling.
- Youth and general inexperience of staff.
- Lack of food business operator support for food handlers during preparation for and trading.
- Long shifts – exhaustion and pressure from customers

Training should be site specific and ideally involve links to fire safety, health and safety and public safety. Training is an area that is best dealt with during the preplanning stages of the event. The enforcement officer may ask for the supervisor/food business operator to demonstrate a basic level of instruction that can be used for casual staff. This needs to be identified within the food management system and recorded as appropriate.

HEALTH & SAFETY.

For the larger events, the site operator needs to ensure that all aspects of health and safety are covered in detailed operational management plans (Event Management Plan).

This should include risk assessments, crowd safety assessments, health and safety policy, medical provision, traffic management on and off site, contractor safety, and information to traders.

TRANSPORT SAFETY

This is particularly important for the larger events during the times of setting up/build up/load in and breaks down or load out.

FIRE HAZARDS

All combustible materials that could promote fire spread need to be identified and stored away from any ignition source. Structures, curtains and drapes should be treated with a flame retardant. Appropriate fire extinguishers must be provided and checked every 12 months. The following is required:

- Stalls cooking food – 4kg dry powder or four litres of foam. If deep fat frying is taking place, it is recommended that you fit a flame failure device and also a suitable fire blanket
- Stalls with generators/electrical equipment – 4kg dry powder or Carbon Dioxide CO2
- Stalls not cooking food – 4.5 litres of water

EMERGENCY PLANNING

The food business operator needs to have clear plans for handling emergencies. Staff will need to be trained in emergency procedures and understand that in the event of a fire, the Fire Brigade must be called on 999 immediately. The Fire Brigade need to be informed how many cylinders there are and where they are if a fire occurs.

EVACUATION

Staff must be able to evacuate the food business easily and there must be sufficient directional signs indicating the appropriate escape route. Back up lighting may be needed if the normal supply fails. All exits must be unobstructed.

ELECTRICS AND GENERATORS

All electrical wires and connections must be safe. Use a competent electrician for advice.

LIQUID PETROLEUM GAS (LPG)

The use of bottled gas for cooking and heating requires specific consideration.

HEALTH & SAFETY con

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Identifying hazards and control. As a priority, officers should be looking out for use of inappropriate products which may present more of a safety risk.

WORKING AT HEIGHT

This is of concern during the setting up and break down of the event.

Slips, trips and falls are a common risk especially due to the pipe work, ropes and tie lines and the potential changes in levels through an event site. This is particularly important in wet weather conditions.

Manual handling, noise at work and tripping hazards, for example, needs to be considered at all points of event planning, design and implementation. Enforcement officers need to be aware of hazard spotting during visits. If issues are found these could be fed back to the Home Authority with a recommendation for education and awareness training.

PERSONNEL STORAGE

In all cases accommodation must be provided for staff clothing and belongings which could present a contamination hazard. Space is at a premium in most stands so a small cupboard usually suffices.

STRUCTURE & CONSTRUCTION.

Refuse and litter can be a fire risk as well as attracting pests and therefore needs to be well managed. Enforcement officers need to ensure:

- All refuse should be kept in suitable lidded containers and should be sufficient for the size of the event and the amount of litter likely to be generated.
- Waste and litter must be cleared regularly from stalls and surrounding areas and not allowed to collect at back of stalls. Arrangements must be agreed with the event organiser.
- With sites like the Park Farm it is paramount that all waste is stored in bins provided and the lids closed. During the show waste is picked up by the traders on site several times during the show to prevent waste been blown into the feilds when live stock is grazing. Any problems with waste collection please contact the event manager.
- Food business operators are not required to provide refuse bins for the public but it is important to encourage responsible environmental awareness.
- If food businesses are expected to remove waste themselves off the site then care in transporting this must be taken to prevent contamination of other food stuffs during transport any waste not remove will be charge for by the farm Park operators
- Waste fats and oils must be stored in suitable lidded containers. Fat and oils should not be poured into the drains or on the ground. The event organiser and agreed with all stall holders that all waste must be removed when then leave the site
- Hot coals are a fire risk. These must be dampened down with water before disposal in the normal way
- Waste water (grey water) also needs to be disposed of properly

RECYCLING.

Recycling is generally the responsibility of the event organiser/site operator. However, food business operators can be encouraged to be responsible with their waste. Education is the key element for the event organiser, the food business operator and the general public.

Even where recycling bins have been provided, the collected waste can be rendered unusable if it has been contaminated with other types of litter. The key principles of recycling include:

- Separation of recyclable waste to be sorted and prepared for delivery to a recycling facility at the event or off site. Staff training is essential to the effective implementation of recycling processes to prevent contamination of waste collected
- All other waste to be disposed of in suitable containers.
- Waste fats and oils to be stored correctly, collected and removed by licensed contractors.
- Events need to consider application of the British Standard Sustainability (BS 8901:2007)

LIQUEFIED PETROLEUM GAS (LPG).

Safety check list for all connections using bottle gas used for cooking and heating such as Calor or flogas gas:

- Gas fixtures and systems should require appropriate certification from a competent person who is gas safety registered for LPG appliances
- Fixed piping such as copper or steel should be used where practicable
- Flexible hoses should be kept to a minimum. Where it is unavoidable to use flexible piping, it must be to the appropriate BS and where appropriate provided with mechanical protection to minimise damage. Flexible hoses must not be used in concealed locations. Flexible piping must be checked regularly for leaks (bubbles can be seen if joints/hose run with soapy water) and replaced if damaged or worn. LPG has a distinctive smell, which gives warning of a leak. Do not use a naked flame when looking for leaks
- Screw driven fastenings for gas pipes must be avoided as these can be over tightened and damage the hosing. Crimp fastenings should be used instead
- Cylinders should be fitted with pressure relief valves and an emergency shut off valve
- Cylinders must be stored upright so that they cannot fall over and stored away from any ignition source or flame
- If the cylinder is stored inside a trailer it must be secured in an upright position with half an hour fire protection from the inside of the unit. Access must be from the outside of the unit and there should be adequate ventilation. The cylinder must be securely fastened during transit
- Cylinders should be stored away from risks of tampering by unauthorised personnel
- Cylinders should be located away from entrances/exits and circulation areas
- Cylinder valves and gas appliances must be turned off when not in use
- Appliances should be fixed securely on a firm non combustible heat insulating base and surrounded by shields of similar material on three sides. Combustible material should be kept way from the appliance
- Permanent ventilation must be provided to areas using these gas appliances

- All gas appliances must be installed and regularly serviced/maintained by a competent person. The food business operator must be familiar with operating the appliance and have plans of how to deal with problems such as leaks or a fire break out
- In the case of a fire the fire brigade will need to be made aware of the siting and number of gas bottles
- A safety notice on how to connect and disconnect the LPG bottles should be displayed with the gas compartment
- A suitable notice should be fixed to the outside of the bottle compartment to warn of the presence of gas. Suitable signs indicating "Caution – LPG" and "Highly Flammable" should be displayed
- The food business operator must carry out a fire risk assessment
- Cylinders should be fitted with automatic cut-off valves and be protected from tampering
- All pipes should be protected from abrasion or mechanical damage (armoured if subject to temperatures over 50°C)
- All pipes should be renewed every two years
- All gas appliances must be fitted with a flame failure device and adequately ventilated
- All fryers should be fitted with an automatic high temperature-limiting device (operates at a fat temperature of 250°C or lower)

The checklists on the following pages will help enforcement officers to consider key safety issues. If you are concerned about any specific installation, seek more detailed advice immediately from a competent electrician or gas specialist.

ELECTRICITY.

This guide focuses on three main risk areas - fire, contamination and electrical hazards. Fire risks have long been associated with electrical systems and brought about the introduction of the IEE wiring regulations in 1882.

Safety checklist for all electrical installations:

- All electrical temporary installations and equipment must be inspected after assembly at a new site or location (PUWER 98 Regulation 6) as their safety depends on the installation conditions. BS7909:2008 Completion Certificates or BS7671:2008 Electrical Installation Certificates may be issued

- All fixed electrical installations must be inspected in accordance with BS7671 IEE Regulations and should be periodically checked. The IET recommends a routine annual check and a full inspection and test every three years for caravans and six month checks with annual testing and inspection for caravan parks. Electrical Installation certificates and Periodic Inspection Reports to BS7671 should be available for every mobile catering unit (Trade associations such as ECa, NAPIT or NICEIC also produce certificates based on BS7671). This inspection should be done by a competent electrician.

- All electrical equipment should be tested regularly by someone competent to carry out the test. Portable appliance testing (PAT) should be carried out on all portable appliances annually and six monthly for hand held devices in accordance with the IEE Code of Practice for service Inspection and testing of Electrical equipment.

- All temporary electrical systems and generators should be managed and risk assessed
 1. The general outline of the system should be noted and the amount of power needed
 2. A person should take responsibility for the system -

The Duty Holder

1. The system should be planned
2. A risk assessment should be undertaken
3. The equipment should be checked
4. The system should be set up and checked
5. If changes to the system are needed they should only occur when isolated from the supply of energy and the system should be checked again
6. Systems should not be left unattended, especially when using generators
7. The system should be isolated from the source of energy before removal and safely dismantled
8. Problems should be noted and acted upon by competent people

ELECTRICITY (con).

- When using socket outlets in other peoples premises the sockets should be checked before use by inspection of a current Electrical Installation Certificate or Periodic Inspection Report and/or by using an appropriate test device.

<http://www.hse.gov.uk/electricity/socket1.htm>

- A generator should NOT be used as an addition to the use of sockets in a building without consulting an electrician to ensure earthing arrangements are adequate.
- When more than one operation is on the same site, generators over 6kva, more than one generator or socket outlets of 32A or over are used to supply more than one individual item of equipment a skilled electrician should inspect the system and provide a written certificate to BS7671:2008 or BS7909:2008 as appropriate.
- Competent Persons: A skilled electrician will usually meet the JIB requirements for approved electrician status (having passed the C&G 2391 or equivalent) and will probably be a member of the ECA, JIB, NAPPIT, NICEIC, Temporary Electrical Systems Association or similar professional body. A competent PAT tester will have passed the C&G 2377 examination or equivalent.
- Generators need to be protected from inclement weather but have good ventilation at all times. It must be sited away from the public and/or in a protective cage on a hard standing or firm ground. External plugs and sockets must be waterproof and the circuit breakers must work effectively
- Small generators should be placed on a bund enclosure to prevent ground contamination in the event of a fuel spill or mechanical failure: large generators often have bunds built into the design.
- A suitable (CO2) Fire Extinguisher should be within 5m of a generator
- Suitable environmental protection measures should be available (spill kit) to absorb spilled fuel and the Environmental Agency notified if a spill occurs
- Small generators must be fitted with a residual current device and all circuits should be protected with a 30mA device
- The generator must be sited to prevent exhaust fumes from contaminating food or affecting people(PUWER 98 Regulation 4(1) and (2))
- Generators must be sited away from any inflammables and fuel

ELECTRICITY (con).

- Fuel used for the generators must be stored in an approved container away from any ignition source and the generator itself. The safest form of fuel is LPG. It is recommended to use diesel rather than petrol to reduce the amount of fuel storage needed. Please note the item above regarding action against spilled fuel
- If possible, do not store oil (petrol or diesel) in significant risk locations (such as within 50m of a spring, well or borehole, or 10m of a watercourse)
- Petrol generators can be converted to LPG
- Generators must not be refuelled whilst the generator is still running
- Generators must not be overloaded by connecting appliances that require higher wattage than can be delivered. Generators must fit the size of operation
- Generators are also a noise source and can produce fumes. This must be borne in mind in the siting of the equipment. Most event organisers will require super silent diesel or LPG powered generators. Many events may supply power from a centralised generator and charge for usage
- Consideration needs to be given to contingencies in case of generator failure particularly in maintaining food safety temperatures
- Many events may supply power from centralised generator(s) together with a skilled electrician. They may charge for usage and should provide individual traders with a separate, clearly labelled point of supply and isolation (Power 98 Regulation 8 and regulation 19, EAWR regulation 12). Care should be taken to ensure that a fault in one operation does not affect others on site

LIGHTING

- Sufficient working, safety and emergency lighting must be available (PUWER 98 Regulation 21), the choice of lighting should take into account dangers from rotating machinery. Lights for workers safety may be necessary to the rear of catering units. Fixtures must be suitable for the environment and external influences (IP44) outdoors.
- Cables – Cables must not be a tripping hazard and should be protected from accidental damage. If for outdoor use cables must be of industrial grade BS7179 (HO7RN-F or equivalent) rubber, with a minimum voltage designation of 450/750v (heavy duty flexible as a minimum as defined in BS7540-1) and resistant to abrasion and water.
- Note BS6500 cables are for domestic duty and in particular the PVC blue "artic" cables are not considered suitable for work environments outdoors. (See PUWER regulation 4)

REFERENCE.

The Electricity at Work Regulations 1989
Provision and use of work regulations 1998

BS7909: 2008 The code of practice for temporary electrical systems for entertainment and related purposes

BS7671: 2008 IEE Wiring regulations Section 708 Electrical installations in caravan/camping parks and similar locations Section 711 Exhibitions, shows and stands Section 717 Mobile and transportable units

BS7540 Electrical cables guide to use for cables with a rated voltage not exceeding 450/700v

BS7919 Electrical cables- flexible cables rated up to 450/750v for use with appliances and equipment intended for industrial and similar environments

BS 7430:1998 Code of practice for earthing HSE Electrical safety of independent low voltage ac portable and mobile generators and connected systems (OC482/2)

INTRODUCTION FOR CATERERS.

This Advice Note is based on environmental health experience in managing food safety in catering at outdoor events. It aims to provide guidance to help food business operators comply with the requirements of food safety legislation and improve standards so as to provide safe and high quality food.

The type of events that this advice covers include: trade shows, promotional events, agricultural fairs, community fairs, carnivals, street events, festivals, sporting events and other events that may use outdoor catering such as weddings. Although dealing primarily with food hygiene, some health and safety guidance will be included. You are still advised to seek further information and direct advice from your local environmental health service within your local council.

Catering at an outdoor event or from mobile facilities is a high risk activity and will always carry with it the possibility of causing food poisoning to a large number of people. There is a general requirement in the hygiene legislation for all food businesses to be operated in a hygienic manner. However, the remaining advice is recommended as it may be necessary to help you to meet a legal requirement or to achieve good management practice.

FOOD SAFETY ADVICE FOR THE CATERER.

The food business operator must:

- Make sure food is supplied or sold in a hygienic way
- Have in place a documented food safety management system such as "Safer Food Better Business", which identifies food safety hazards, which steps are critical for food safety and ensures that safety controls are in place, maintained and reviewed
- Your food business must be registered with the local authority where your unit is based.
- Selling alcohol may need a licence – check with the licensing officer at your local council.
- If someone asks about an allergy – be honest and do not guess about ingredients.
- Buy from reputable suppliers and keep a record
- Food and drink must be described fairly and labelled accurately (check with Trading Standards if you need more advice on this)
- Make sure you risk assess and do a fire risk assessment and take with you a suitable fire extinguisher and fire blanket.
- Do you provide healthier options?
- Are you eco-friendly?
- Weather forecast - be prepared

DESIGN AND STRUCTURE

- All stalls/vehicles should be designed and constructed to protect food from risk of contamination.
- Fittings and equipment for mobile units should be of good quality materials capable of being readily cleaned. Bare wood is not acceptable.
- Floors in mobile units should be of smooth, impervious and non-slip material and preferably covered to the wall fixtures.
- Stalls should be screened at the sides and back to prevent risk of contamination and pests
- Tent/marquees should be of cleanable materials or the kitchen/preparation areas should be provided with washable wall linings.
- Frequently used walkways should be effectively weather proofed.
- Lighting levels within the marquee must be adequate

FOOD SAFETY ADVICE FOR THE CATERER.

LAYOUT

- Ideally catering exhibitors should be sited close to essential services e.g. water/power
- Allow adequate space for preparation, cooking, storage and wash-up
- Ensure that refrigerated storage vehicles and trailers are easily accessible
- Dirty crockery and dirty laundry should not be carried through food handling areas
- The event organiser should arrange collection and removal of refuse and recycling from the site
- Check for any tripping and safety hazards

SERVICES

- Outdoor events take place in a wide variety of sites and locations. At some sites it may be possible to provide essential services such as water, drainage and electricity, others may not. You need to find out the service arrangements before arriving on site.

WATER SUPPLY

- There must be an adequate supply of clean and wholesome water provided (ideally from the mains)
- If water containers are used they must be cleaned and sanitised on a regular basis

DRAINAGE

- Waste water from sinks and wash hand basins should be discharged into foul water system or into suitable containers and not directly onto the ground

EQUIPMENT

- All equipment should readily cleanable
- Preparation surfaces and tables must have smooth, impervious surfaces, stainless steel or laminate surfaces are suitable

FOOD SAFETY ADVICE FOR THE CATERER.

WASHING FACILITIES

- Suitable and sufficient hand wash basins must be provided and accessible for use by food handlers. Supplies of soap and means of hygienic hand drying must be available at each basin
- Suitable sinks must be provided for food preparation and for equipment washing
- A constant supply of hot water should be provided at the sink(s) and wash hand basin
- The use of plastic bowls as sinks or wash hand basins is not recommended

STAFF TOILETS

- Separate toilets for the exclusive use of food handlers should be provided on site where possible
- All sanitary accommodation must be maintained in a clean condition
- Suitable and sufficient wash hand basins with hot and cold water, soap, towels must be provided at the sanitary accommodation

TEMPERATURE CONTROL

Effective temperature control and storage is one of the most important safeguards for controlling the growth of food poisoning organisms. You should consider the following points:

- High-risk products such as cooked meat and dairy products, must be kept at or below 8°C or above 63°C
- Ideally food should be prepared immediately before service, if this is not possible then the food should be prepared in small batches and kept at the correct temperature
- All should have sufficient fridge space for the storage of high-risk foods or the use of commercial cool boxes with eutectic freezer blocks. Keep a check of the temperatures in your food management diary
- Cooked food should reach core temperature 75°C. Take particular care when barbecuing as cooking temperatures can be less predictable. Use a probe thermometer and disinfect before and after use
- Hot food displayed for sale/service should be kept above 63°C
- Thermometers with probes should be used to check temperatures (all probes should be disinfected after use)
- Keep food covered when stored in the fridge
- Vehicles used for transporting high-risk food should be refrigerated
- Four hour rule
- Protect stored food from public access and contact

FOOD SAFETY ADVICE FOR THE CATERER.

CROSS-CONTAMINATION

One of the main risks facing event and mobile catering is to protect food from contamination. This is an important legal requirement:

- Food preparation areas/chopping boards should be cleaned/disinfected after use
- Raw and cooked food should be kept separate at all times, raw food should always be stored below cooked food, ideally separate refrigerators should be used
- Clean sinks after washing/preparing vegetables and raw food
- Avoid touching food use tongs etc
- All equipment including knives and containers should be cleaned and disinfected after use
- Disinfect all cloths regularly and replace as soon as they become worn/damaged. The use of disposable cloths and paper towels is recommended
- Food must not be stored on the ground and must be kept away from risk of contamination
- Food may be kept at a suggested height of 45cm above ground and protected from the weather
- Equipment/utensils/crockery should be stored above ground, covered and kept free from contamination
- Protect food from pests (insects, birds and rodents)

CLEANING

- Adequate supplies of suitable food grade disinfectants or sanitising agents should be used for the regular disinfection of equipment and work surfaces to Bs EN 1276 1997 or BS EN 1276 2009 or BS EN13697
- Hazardous substances such as cleaning materials must be used and stored in a safe manner
- Hot and cold water (or water at a suitably mixed temperature) must be available at sinks and basins and must be available before food preparation begins

TRANSPORTING FOOD

- Vehicles and storage areas should be of sound construction, kept in good repair and able to be cleaned
- Ensure that appropriate containers are used
- Recommended use of refrigerated vehicles

PERSONAL HYGIENE

High standards of personal hygiene are essential and the following rules must be followed:

- Hand washing must be carried out: Before starting work, after handling any raw foods. After using the toilet, after a break, after sneezing, coughing, etc
- Where possible tongs should be used for handling food
- All cuts or boils should be covered with a waterproof plaster preferably coloured

- Jewellery and nail varnish should not be worn. Hair should be covered and tied back
- Clean, washable, over-clothing must be worn at all times when handling food
- Outdoor clothing must be stored away from any food area
- Any food handler who knows, or suspects, they are suffering from symptoms of food poisoning (particularly diarrhoea and vomiting) must notify their employer or manager and refrain from working with food

Food safety training

- Event catering is a high-risk activity with potential for food poisoning. Food handlers must be trained to a level appropriate to their work
- It is recommended that any person who handles, prepares or cooks high-risk food have a Level 2 Certificate in food hygiene. The courses developed by the Chartered Institute of Environmental Health are suitable

First aid

- A first aid-kit including washable (preferably coloured blue) plasters must be provided.

Refuse

- There must be an adequate supply of suitable refuse containers provided
- With sites like the Park Farm it is paramount that all waste is stored in bins provided and the lids closed. During the event waste is picked up by the contractor several times during the show to prevent waste being blown into the fields where live stock is grazing. Any problems with waste collection please contact the event manager.
- Plastic sacks must be tied securely and stored to prevent attraction of pests.
- All waste must be removed by the trader prior to leaving the site any waste left on site will be charged for.