Guidelines For Catering At Local Events

Environmental Services, Public Protection Service
Education and Enforcement Team
1st Floor, Lewis House, Manvers Street, Bath, BA1 1JG
Tel No: 01225 477508 or
email: public_protection@bathnes.gov.uk
GUIDELINES FOR MOBILE CATERING UNITS AT LOCAL EVENTS

All food businesses must comply with the current food safety legislation. If you regularly attend events around the country you may find it useful to compile a file containing a copy of your registration certificate, food safety management system, training records, temperature sheets etc. This can be shown to an enforcement officer, looks professional and saves time during any inspection. Remember to ask for identification if you are subject to an inspection. The enforcing officer should leave you with an inspection report form and clearly tell you why the inspection was made and what action will follow the visit.

A simplified sheet is available for low key operations and the guidance does not apply to those selling pre-wrapped stable lines like sweets or crisps etc.

Food Safety Management Systems
As from 1st January 2006 new Regulations say that you must write down simple details of what you do to make sure that food produced or sold is safe to eat. If you wish to cater at an event in Bath and North East Somerset that you are required to put a Food Safety Management System into place. You are therefore advised to contact the Public Protection Team on 01225 477508 or email (public_protection@bathnes.gov.uk) from your own local authority prior to trading, to discuss the food safety requirements.

The Organisers of events will expect you to comply with Food Hygiene requirements at all times. You are likely to be asked to stop trading and leave sites if poor practices or conditions are found by enforcement officers during inspection.

The type of food safety management system required, and how much is written down, will be related to the size of the business and how much food is produced. There are various food Safety Management packages available for example Cook Safe, Safe Catering, Safer Food Better Business etc. The latter is the most suitable for small to medium sized businesses.

Safer Food, Better Business

If you cater on a regular basis then you may wish to obtain a free pack called ‘Safer Food, Better Business’ from Bath and North East Somerset Council’s Public Protection Team on 01225 477508 or email; public_protection@bathnes.gov.uk or you can contact the Food Standards Agency (FSA) on 0845 606 0667(www.food.gov.uk). The pack is practical and easy to use and is based on the 4Cs Cross Contamination, Cleaning, Chilling, Cooking. Using this pack will allow you to:

- Comply with the new Regulations
- Show what you do to make food safe
- Train Staff
- Protect your business’s reputation
- Improve your business by wasting less food
**Single Events**

If you are catering at a ‘one-off’ event, and do not cater on a regular basis, then recording the following will help make up your written food safety management system:

- Keeping a written copy of your supplier list
- Recording your fridge and freezer temperatures during trading
- Recording any hot checks for high risk food in relation to cooking, reheating and hot-holding.
- Recording your cleaning schedule to show what is to be cleaned during and after trading, by whom, and by what methods are to be used.

**GENERAL REQUIREMENTS UNDER THE FOOD HYGIENE (ENGLAND) REGULATIONS 2006**

**Floor**

1. A suitable and safe floor covered with a smooth impervious material capable of being effectively cleaned, is required in all kitchen areas, food preparation areas, food serveries and mobile vans. It may also be required behind bars and in certain food stalls.

**Structure**

2. The Regulations require a minimum standard for structure. All food preparation rooms, bars, food serveries, mobile vans and stalls must allow for effective cleaning and be maintained in good repair. Bare wood surfaces should be gloss painted, treated with polyurethane or hard varnish or otherwise made impervious. If food is to be prepared next to tent walls, the walls should be lined with plastic sheets to ease cleaning.

**Equipment**

2. The Regulations require a minimum standard for equipment. All equipment intended to be used in connection with food operations must be kept in a clean, safe and sound condition.
Washing Facilities

3. Suitable and sufficient sinks are required. The number and type of sinks will depend upon the size and nature of the business. The use of disposable plates, drink containers and cutlery will help cut down the number of sinks required.

   The sinks require an adequate supply of hot and cold water, or water at a suitably controlled temperature.

4. In addition to sinks a suitable and sufficient number of wash hand basins will be required and they must be conveniently accessible to food handlers where food or drink is prepared or served.

5. Each wash hand basin requires an adequate supply of hot and cold water or water at a suitably controlled temperature and supplies of soap and clean towels. Disposable paper towels are recommended.

Water Supply

6. The water supply must be potable. Ideally there should be a mains supply. Where this is not possible tanked supplies or bowsers may be used or sealed containers. Containers must be kept clean and disinfected regularly and should be labelled correctly.

Drainage

7. Adequate arrangements must be made for the drainage of waste water from the sinks and wash hand basins. This should be by connection into the site sewage systems where possible. Waste water must not be disposed of directly onto the ground.

Lighting and Power Supply

8. Adequate 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

9. High-risk food must be kept either very hot or cold. Adequate provisions should be made for refrigeration to ensure that all high risk food mentioned specifically in the Regulations e.g. meats, fish, dairy produce etc are stored at temperatures below 8°C. Ideally the refrigeration temperature to be achieved should be below 5°C.
10. Cool boxes with ice packs or cold plates may be effective for short-term storage. Frequent drawing of stock gives rise to rapid temperature rises and therefore their use is limited.

11. Sufficient facilities must be available to keep food that is to be served hot, above 63ºC.

12. Pasteurised liquid ice-cream mix must be kept at 7°C or below. Sterilised ice-cream mix must be kept at 7°C or below after opening. Powder ice-cream mix must be kept at 7°C or below after reconstitution with water. Always follow manufacturers instructions when using ice-cream.

13. Food temperatures may be verified by thermometers or temperature gauges attached to equipment.

14. **On no account** should high-risk foodstuffs be stored overnight at room temperature.

**Protection of food from contamination**

15. The cooking of food should not take place on the front serving counters of stands unless suitable screens have been fitted to ensure both public safety and the protection of food against risk of contamination. Uncovered food or drink must not be displayed on open serving counter tops.

16. Wooden chopping boards/blocks and wooden handled utensils should be avoided as they are difficult to clean and disinfect. Alternatives constructed from synthetic materials should be provided.

17. Raw and cooked foods must be kept separate to avoid cross-contamination e.g. use separate staff, coloured equipment and ensure adequate hand washing.

18. All food must be sold within its “use by” date.

19. Foodstuffs e.g. fruit, vegetables etc displayed for sale should not be placed directly on to the ground and must be protected from risk of contamination.

**Accommodation for outdoor clothing**

20. Suitable and sufficient room should be provided for storage of outdoor clothing and footwear. This may be in the form of lockers or a separate area away from the food preparation area, servery etc.

21. Persons engaged in the handling of open food should wear clean and washable over-clothing.
First aid kit

22. Suitable and sufficient bandages and waterproof dressings should be provided at each stall, stand or catering unit.

Personal hygiene

23. Food handlers suffering from food poisoning, diarrhoea, vomiting etc should not be at work. They should immediately notify their manager.

24. Persons handling food must practice good hygiene, e.g. cover wounds, not eat whilst handling food, no smoking etc. All food handlers must be trained and/or supervised in food hygiene appropriate to their work activities.

25. Of particular importance is that you wash your hands frequently and always:
   > Before commencing work and after breaks
   > After using the W.C
   > After handling raw foods
   > After sneezing, coughing and scratching
   > After doing dirty tasks such as cleaning or handling refuse

Cleaning and disinfection

26. Adequate supplies of approved disinfectants or sanitising agents should be available for the regular disinfection of equipment and work surfaces.

Refuse storage

27. Suitable receptacles with close fitting lids should be provided for the temporary storage of waste and regularly emptied. Refuse must be removed at end of each day and properly disposed of.

Registration of operators

28. As from January 1st 2006 Food Businesses which trade on a regular basis must register with their Local Authority. Mobile Caterers should register with the Public Protection Team at the Council where their vehicle is normally kept or garaged. Registration forms can be obtained from your Local Council.

   “Outside” Caterers should similarly register where their main place of business or “Headquarters” are located.
Food hygiene training

29. You must ensure that all food handlers engaged in your food business are supervised, instructed and/or trained in food hygiene matters to a level appropriate to their work activity. In this respect staff should at least be instructed and have an appreciation of the importance of any control or monitoring points identified by your Food Safety Management Procedure for which they are responsible.

Useful Contacts

Bath and North East Somerset Council, Public Protection Team, 1st Floor, Lewis House, Manvers Street, Bath, BA1 1JG
Phone: 01225 477508 or email: public_protection@bathnes.gov.uk

The Food Standards Agency:
Phone: 0845 606 0667 Fax: 0208 867 3225
Website: www.food.gov.uk Email: foodstandards@eclogistics.co.uk

HEALTH & SAFETY AND OTHER INFORMATION
For advice on issues other than food safety, visit our website www.bathnes.gov.uk and click on → ‘Licensing’→ ‘Planning a public event’.
Or enter the site directly via http://cis/BathNES/environment/Licensing/LicensingAct2003.html

Alternatively you can contact the Licensing Team on 01225 477645 to let them know you wish to trade and they will inform you of their requirements.