

### Food safety at Events

Bath and North East Somerset Council (BANES), expects event organisers to follow the criteria below, to ensure good food safety standards are met at events in their area.

### Sourcing food traders

Event organisers should carry out the following checks when sourcing food traders:-

- they are registered with their local authority
- they have a food hygiene rating of 3 or more
- their arrangements for waste collection, power, water and electric, LPG and toilets and this is communicated and agreed with all traders.

Good standards of food safety and hygiene are expected from all food traders and they have a duty to comply with food safety legislation.

### Event Management Plan

Please ensure that any Event Management Plan, fully describes the food safety arrangements. This will include the following:-

- Number of food vendors, type of food served, and list of food traders. And any bars, in addition to food vendors serving hot and cold food or retail packaged food.
- Type of structures used (for example, marquees, mobile vehicles). And if you will provide any back up storage at your pitch such as refrigerated vans, trailers or use those provided by event organiser
- Wall and floor coverings, wash hand facilities, wash up sinks, cold storage, hot display and disinfectant or sanitiser product used.
- Food safety documentation - type of food safety risk assessment or food safety management system in place, for example Safer Food Better Business or NCASS. Allergen information and display of allergen sign, food hygiene training certificates, monitoring records for temperatures, cleaning schedules, pest checks and any day monitoring record logs.
- The responsibility for who is providing the waste collection and disposal, water and electrics, LPG and toilet facilities, MUST be specified.

- How the food safety standards will be maintained at the event. Who is the appointed person for food safety and how will checks be made.

Documents required – please provide these no more than 8 weeks before the event.

Please provide copies of these documents for each food trader attending,

- Food Trader Event checklist
- Food trader list - please provide this at the earliest date and maximum of 4 weeks before an event.
- Food Hygiene Training certificates (Level 2, 3 or equivalent training)
- Food Safety Risk Assessment
- Allergen charts/signage
- Food Hygiene Rating - 3 or above
- Electric certificates
- Gas certificates

### Food Trader Event Checklist

Please ensure that all food traders who will trade at an event, complete/return the *Food Trader Event checklist*. This is to confirm they will have everything in place on the day and for duration of the event. It outlines our expectations for the practical necessities.

### Food trader list

Please provide a list of all food traders who will be trading at an event, at the earliest date possible and not less than 4 weeks before date of event. This list should contain the following information;-

- Trading Name and Registered address and contact details of trader.
- Name of the Food Business Operator
- Name of their registering Local Authority
- Current Food Hygiene Rating Score

**Please note** - if you decide to accept a food trader at a later date, whom is not on the original food trader list, the ensure you carry out the necessary sourcing checks. PLEASE BE AWARE THAT LATE TRADERS MAY NOT GET THROUGH OUR CHECKING PROCESS AND SO MAY NOT BE PERMITTED TO ATTEND.

### Awaiting inspection

We do not accept food traders who are Awaiting Inspection onto events in BANES. A food trader must have a minimum of a **3** food hygiene rating to attend. If you are a new business and need to obtain a rating to attend an event in our area, please contact our public protection team to discuss this. We may be able to carry out a food hygiene inspection to award a rating, if we are informed of this request no less than 2 weeks before the date of the event.

Unfortunately, we do not offer this service to food traders based at an authority outside of Bath and North East Somerset. They are advised to contact their own authority for advice about their services.

### Checks by Event organiser

Events organisers should ensure that food traders have everything set up and in place on the day of the event - before they start trading. It is also important to check standards are being maintained across the duration of the event.

For larger events we recommend checks are done by appointing someone suitably competent to manage food safety matters, for example a food safety consultant.

**Please note** - If a food trader intends to come from another event, to trade in BANES, they should have fully cleaned their catering set up beforehand. This will include flooring, wall surfaces, food preparation areas and equipment used. It is not expected that food traders will set up with dirty pitches.

### Set up on the day

It is important to communicate to food traders, the need to allow plenty of time to set up. And to ensure they have bought everything needed on site. Key aspects are-

- a wash hand facility located directly within the pitch, with hot and cold water, soap and paper towels. Hand sanitiser alone is not suitable for hand washing purposes. They should provide a container for waste water where necessary.
- a British Standard Approved sanitiser or disinfectant available
- cleanable non-slip flooring laid down in catering pitches
- allergen information for menus and allergen sign displayed at front of pitch
- a recorded food safety management system or food risk assessment with monitoring records on site.

### Low risk stalls and bars

Food traders who intend to serve low risk foods (ambient, stable not requiring refrigeration such as baked goods, biscuits or preserves) or drinks in bars, are still expected to provide their own wash hand facility within their pitch.

For example, a portable hand wash basin such as a TEAL unit or stand alone wash hand system are suitable.

As a minimum, we do accept a bowl, flask of warm water, soap and paper towels, as long as the water is changed regularly. And a container should be provided for any waste water for disposal.

*Examples of wash hand facilities - a portable unit, and flask, bowl, soap and paper towels.*



**Please note** - hand sanitiser alone is not suitable for hand washing and should not replace the use of hot and cold water, soap and paper towels.

### Sampling of foods

Food traders who sell retail packaged foods, but plan to give out food samples on the day, should ensure they have a wash hand facility within the pitch. They can use a flask and bowl, with hot and cold water, soap and paper towels. Hand sanitiser alone is not acceptable for hand washing purposes.

And they are advised to use a separate display board and cutting knife for foods that contain allergens.

### Useful information

Please see our food safety website for food safety advice  
<https://www.bathnes.gov.uk/services/environment/food-safety>

Food Standards Agency events guidance hubb  
<https://www.food.gov.uk/business-guidance/food-hygiene-for-your-business>

If you have any queries about event catering, then please contact the Public Protection team [Public-Protection@bathnes.gov.uk](mailto:Public-Protection@bathnes.gov.uk)