



WARWICK DISTRICT COUNCIL

STANDARD FOR TEMPORARY PREMISES & STALLS

AT MARKETS AND EVENTS ETC.

The Council has worked constructively with market operators, Stoneleigh Park Events, event organisers and individual stall holders to establish acceptable standards for temporary food premises.

Food Registration

All food & drink businesses must be registered with their own Local Authority. Food & drink businesses that are registered with another local authority and intend to trade within Warwick District will also be required to complete a [Permit to Trade Form](#).

National Food Hygiene Rating Scheme (NFHRS)

Only businesses that have a rating of 3 (*broadly compliant*) to 5 (*very good*) will be allowed to operate within Warwick District.

Permit To Trade Form For Temporary Food Premises, Mobiles & Stalls

The form should be completed in full and returned to the Food Safety Department no later than **2 weeks before** the start of the event. The permit will cover you to operate at temporary events within WDC for the calendar year.

Documented Food Safety Management System

As a food business operator you must put into place, implement and maintain permanent written procedures based on the HACCP principles for your food activities.

A food safety management system requires you to make an assessment of the food hazards relevant to your business; putting in place food safety controls to ensure that the food you make and sell is safe to eat.

Your chosen documented food safety management system must be made available for inspection. Examples of food safety management systems also include NCASS procedures and documentation, Safer Food Better Business, Safe Catering, Cook Safe, HACCP plans and food safety temperature records.

Safer Food Better Business (SFBB) produced by the Food Standards Agency which can be downloaded free from <http://food.gov.uk/business-industry/caterers/sfbb/>

Food Hygiene Training

Event catering is a high risk activity with the potential for incidents of food poisoning.

Food handlers must be trained to a level appropriate to their work activities. Where open high risk foods are handled and prepared, food handlers should receive training to Level 2 Award in Food Safety or equivalent.

Keep copies of food hygiene certificates on your stall.

Structure and Stall Set Up

Outdoor catering takes place at a range of different events. The layout design and size of the stall / unit must allow for good hygiene practices; ensuring adequate space for food preparation, cooking, storage and wash up.

Consideration needs to be given to inclement weather when setting up your stall, especially if your unit is on grass. Frequently used walkways should be effectively weatherproofed by using sheeting, board panels, duck-boarding or plastic matting.

Your unit should be located near to essential services such as water, drainage and electricity and away from sources of contamination such as communal refuse areas.

Temporary Structures

Temporary stalls and marquees must be of sturdy construction, weatherproof, windproof and designed/constructed to prevent the ingress of water. Roof and wall coverings near heat sources need to be of flame retardant material, (BS 5438), and wall coverings around food preparation areas easy to clean. Sufficient artificial lighting should be provided where necessary.

Vehicles & Receptacles

Vehicles used for transporting foodstuffs must be designed and constructed with washable and durable finishes so as to enable effective cleaning; along with being maintained in good repair and condition in order to protect foodstuffs from contamination.

Ready-to-eat foods must be transported in sealed, washable, food-grade receptacles or kept suitably wrapped or covered to protect from contamination. Ready-to-eat foodstuffs must *not* be placed directly onto floor surfaces.

Water Supply

Where it is not practicable for temporary stalls to be connected to the mains water supply, tanked supplies or water bowsers may be used. Empty tanks at least daily and refill with potable water along with sterilizing them on a monthly basis. Tanks should be enclosed or covered. Filling hoses should be kept clean and off the floor. Clean and wastewater tanks should be clearly identified and labeled as such.

Hand Washing

If you handle open ready-to-eat foods you must provide appropriate hand washing facilities in a readily accessible position. **This facility must be fully operational prior to commencing food handling activities.**

A hand wash basin must be provided with an adequate supply of running hot and cold water or mixed hot water (around 45°C), liquid antibacterial soap and paper towels for hand drying.

On a mobile vehicle a wash hand basin must be fixed.

The supply of **hot water** to a wash hand basin may be provided by the following methods:-

1) A direct supply of hot water to a fixed wash hand basin by an instantaneous water heater and a cold water supply from a container to a wash hand basin.

This will allow for water to be thermostatically controlled or mixed to a temperature that hands can be safely immersed for hand washing. Water heaters and boilers should be sited so that they deliver a stream of running water directly into the basin. Water heaters and cold water tanks must be of sufficient capacity to provide a constant supply of hot and cold potable water if they cannot be replenished.

2)An insulated container of hot water providing a direct piped supply to the fixed wash hand basin. The insulated container must be of suitable capacity and capable of holding the water at a hot enough temperature for hand washing.

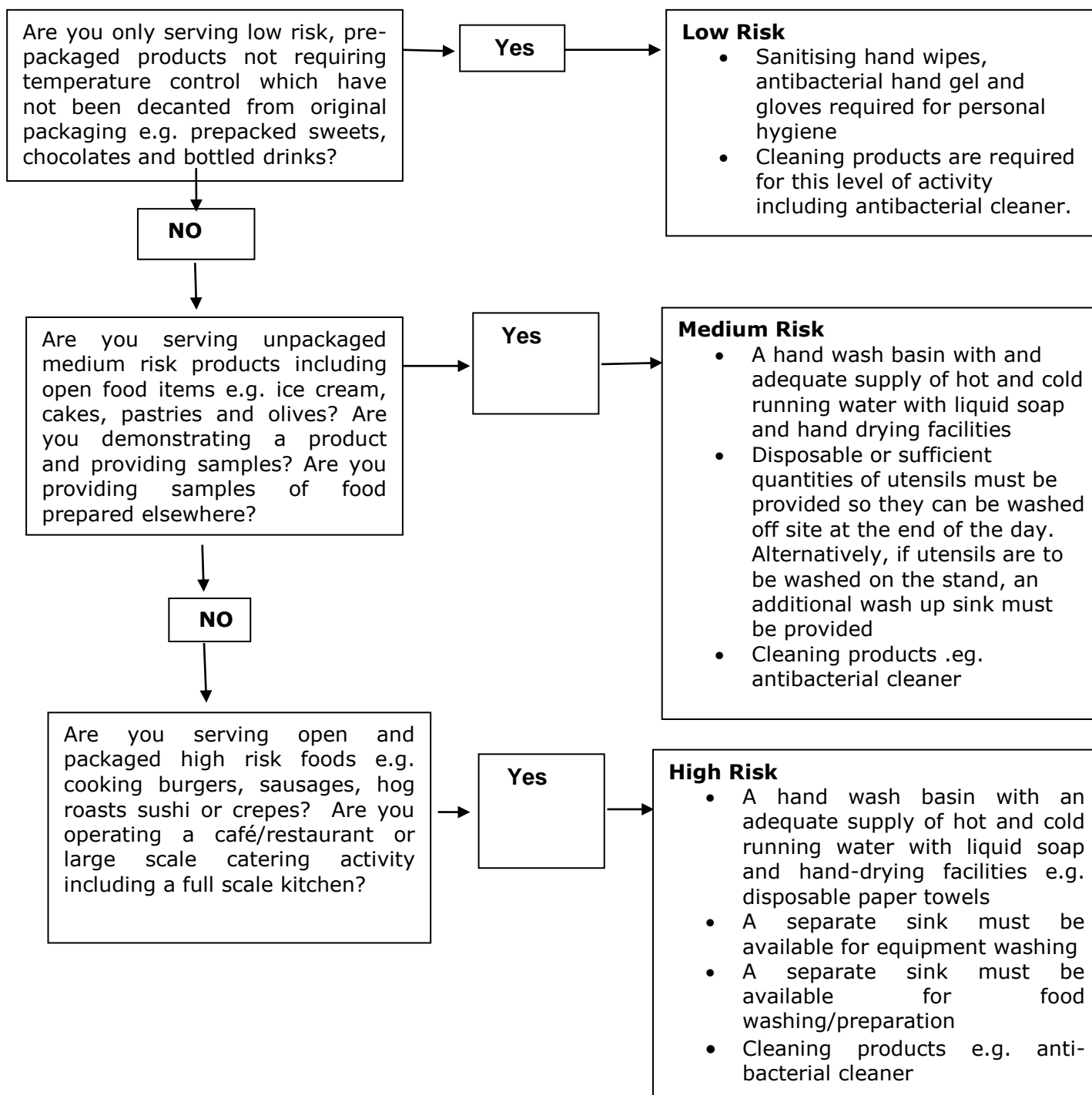
On a temporary stall a proprietary portable hand wash unit such as a "Teal Unit" (see <http://www.tealwash.co./product-category/handeman-range/>) or similar facility is acceptable such as hand-hot water supplied by a pump action thermos flask of sufficient volume for the duration of the event.

The use of kettles, vacuum flasks or jugs to mix hot and cold water is not acceptable.

The use of disposable gloves, tongs or antibacterial hand gels/wipes **does not remove the requirement for you to provide hand washing facilities.**

A wash hand basin must be supplied with direct drainage into a sealed container.

Washing facilities required?



Equipment Washing and Food Washing

Where utensils, food chopping boards or food surfaces need to be cleaned, you will be required to provide a second/separate sink or basin sufficient in size to facilitate their effective cleaning and disinfection. The sink or basin must be provided with an adequate supply of hot water.

Separate sinks must be provided for food washing, if the nature and amount of food preparation and the volume of equipment washing demands it. The size of sink needed will be dependent on the proposed use or size of equipment to be washed. If the same sink is to be used at different times for both food preparation and equipment washing, it must be thoroughly cleaned and disinfected between each process. Sink facilities must be provided with drainage into a sealed container.

Waste Disposal

Food waste must be frequently removed from food preparation and storage areas. It must be stored in lidded containers whilst awaiting collection from the site. Where means of liquid waste disposal cannot be linked directly into mains drainage, holding tanks may be used. Liquid waste contained in holding tanks must be discharged carefully so that there is no risk of food contamination. Liquid waste must not be emptied directly on the ground or into the rainwater drainage system.

Free Food Samples

The giving away of free samples is legally regarded as a 'sale' and the production and handling of the samples must comply with hygiene requirements.

Temperature Control

Chilled Transport, Storage and Display of Ready to Eat Foods

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:-

Any ready-to-eat food which is likely to support the growth of harmful bacteria or the formation of toxins, must be kept at or below 8°C. All chilled accommodation should be provided with a thermometer. When temperature control during transport depends only on insulation e.g. in a cool box, it is necessary to ensure that food is properly chilled below 8°C before dispatch.

Temporary stalls should ideally be provided with mechanical refrigeration equipment to achieve satisfactory temperature control. In their absence and for short periods of time, insulated boxes containing adequate quantities of ice or frozen ice-packs may be effective.

Cooking, Reheating and Keeping Hot Food Hot

Ensuring food is cooked or reheated to a core temperature of 75°C for 30 seconds and then held hot at 63°C or above will ensure the food is safe to eat.

You should monitor the core temperature of cooked, reheated and hot held food by using a sanitised digital probe thermometer.

Display of foods

Foods may be displayed unrefrigerated for a one off period of **up to four hours**. You will need to demonstrate that this is being monitored.

If hot food on display is held at a temperature below 63°C it must be for **no more than two hours** and the time period monitored.

Where open ready-to-eat foods are displayed they must be protected from contamination. Food must not be stored on the floor.

Temperature Records

Temperature records of the following will help you demonstrate that you have kept food safe to eat:

- Temperatures checks of chilled transported, stored and displayed foods.
- The core temperature checks of cooked, reheated and hot held foods.

Contamination of Food

Where open ready-to-eat foods are displayed or stored for sale they must be protected from contamination by either providing a suitable screen or by being appropriately wrapped or covered in sealable washable food receptacles. Food must not be stored directly on the floor.

Members of the public must not be allowed to rummage amongst unwrapped foods.

Ready -to-eat foods during transportation, storage and preparation must be kept away from raw foods that may contaminate them.

Minimise the amount of food preparation carried out in mobile or temporary stalls; either by choosing menus that only involve simple cook and serve steps, or by arranging more elaborate preparation to be completed in a commercial kitchen.

Any cleaning chemicals and materials must be stored separately to prevent contamination of food.

Equipment

Equipment must not be used when its condition has deteriorated to a point that it cannot be effectively cleaned or it poses a foreign body or any other risk of contamination.

Cleaning and Disinfection

Provide a suitable food grade cleaner for the disinfection and sanitizing of food surfaces and used in accordance with the manufacturers' instructions. Cleaning chemicals should comply with BS EN 1276 or BS13697. Paper towels or disposable cloths should be provided.

Stock Rotation and Food Labelling

The 'Use By' date mark is for perishable foods, which could become a food safety risk, such as meat products or ready prepared meals. **'Use By' is a clear instruction that food must be used by the end of the date given on the label.** The law requires that no person should change the date mark and that foods labelled with a use by date must be withdrawn from sale once that date has passed.

Food Allergen Information

There are fourteen recognised food allergens which are listed below:-

Celery (*including celeriac*), cereals containing gluten (*including wheat, rye, barley and oats, spelt and kamut or their hybridized strains*), crustaceans (*including prawns, crab and lobster*), eggs, fish, lupin, milk, molluscs, mustard, tree nuts *such as almonds, hazelnuts, walnuts, Brazil nuts, cashews, pecans, pistachios and macadamia nuts*, peanuts (*also called groundnuts*), sesame seeds, soyabeans (*sometimes called soya*), sulphites and sulphur dioxide.

As a food business operator you have a legal duty to accurately inform consumers whether any of the food prepared or supplied from your premises contains any of the 14 food allergens.

If it is not provided upfront, you will need to signpost customers to where it could be obtained, either in written or oral formats.

Unless you fully exclude from your menu the 14 allergenic foods their existence on your stall/unit presents a risk to customers who suffer from severe allergies. You should therefore advise customers that despite best effort it can- not be guaranteed that food is free from traces of any one of the allergens and display the following sign.

'Some of our menu items contain allergenic foods. Despite our best efforts there is a risk that traces of these may be in any other dish or food that we serve. We understand the dangers to customers with severe allergies so advise you speak to a member of staff'.

Personal Hygiene

All staff should be reminded of the importance for regular hand washing using soap and hot running water to prevent cross contamination of food and specifically:

- Prior to starting or returning to work.
- After handling raw meats and raw foods.
- After using the toilet.
- After handling rubbish.
- After smoking.
- After taking a break.

All food handlers must wear suitable and clean protective over-clothing such as an apron etc.

Instruct all staff on appointment that they must notify their manager or supervisor if they are suffering any illness such as stomach upset, diarrhoea or vomiting. Consult either a medical practitioner or the Food Safety Team at Warwick District Council (01926 456713) for advice on the exclusion of a food handler and on their suitability to return to food handling activities after illness.

EVENT SAFETY

Power Source

Electrical cables need to be wired in accordance with IEE regulations. Care should be made to prevent a tripping hazard from cables laid on the ground. Electrical appliance need to be regularly inspected by a competent electrician to ensure their safe use.

Fire Extinguishers

Means to safely extinguish a fire on your stall / vehicle is required. The number of extinguishers should be based on the size of your stall and number of potential ignition sources.

Type of extinguisher	Fires involving wood, coal	Fires involving flammable liquids, petrol, oil	Fires involving flammable gasses, butane, propane	Fires involving electrical equipment	Fires involving cooking oils and fats
Water	Suitable				
foam	Suitable	Suitable			
Dry powder	Suitable	Suitable	Suitable		
Co2		Suitable		Suitable	
Wet chemical	Suitable				Suitable

Liquid Petroleum Gas

LPG cylinders stored in the open

Cylinders housed outside must be on hard standing and secured in an upright position to prevent them falling and enclosed to prevent being tampered. Cylinder should be stored below the level of any adjacent opening into the vehicle.

Cylinders stored on a vehicle

The cylinder must be secured upright in a sealed compartment which has half hour fire resistance. Access to the LPG cylinder must be from the outside of the unit and there should be high and low level ventilation. The compartment must be identified by a suitable sign conforming to *BS 5738 Part I: 1980*, e.g. "Highly flammable".

Flexible Hoses

Hoses should be kept short and conform to *BS 3212 : 1991*. Hoses must be regularly examined for damage and changed every 2 years. Flexible hoses must be secured with proper hose clips, regularly tested with soapy water to ensure they are gas tight and must not be used in concealed locations. Wherever possible copper or steel rigid piping should be used.

First Aid Kit

A suitable first aid kit with washable (preferably blue coloured) plasters must be provided.

Contacts

For clarification and information regarding food safety and health and safety requirements for temporary events contact the Food and Occupational Safety Team direct on **01926 456713** or foodsafety@warwickdc.gov.uk.