



**FOOD & OCCUPATIONAL SAFETY
OUTDOOR EVENTS GUIDE: FOOD AND HEALTH & SAFETY**

The guidance set out below is based on the requirements of: -

- Food Safety Act 1990
- Regulation (EC) 852/2004 on the Hygiene of Foodstuffs
- The Food Hygiene (England) Regulations 2006
- Health and Safety at Work etc Act 1974

These are the minimum standards expected by the Food & Occupational Safety Service of Cambridge City Council with respect to the Mill Road Winter Fair

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Introduction

Catering at outdoor events is a high-risk activity which carries with it the possibility of causing food poisoning to a large number of people due to food being stored, handled, prepared and served in unfamiliar settings, in greater than normal quantities and over a longer period of time.

Issues may arise due to:

- Preparing large quantities of food too far in advance
- Incorrect food storage i.e. not under refrigeration
- Poor personal hygiene for food handlers
- Not cooking/reheating food for the correct length of time and at the right temperature
- Cross-contamination from raw food to high-risk ready to eat food
- Use of inappropriate food contact surfaces which cannot be cleaned

This guidance note has been devised to help event organisers and caterers in their implementation and compliance with good food hygiene practices, health and safety matters and legal obligations before, during and after the Mill Road Winter Fair in order to safeguard the health and safety of all attendees.

This guidance document provides information applicable to both professional food organisations, one-off stall holders and traders selling food who are participating in the Mill Road Winter Fair. For those stall holders doing the MRWF as a one off event and wish to have more guidance about the regulations and safe methods, please visit <http://www.food.gov.uk/>

For further advice and information from Environmental Health Officers (EHO). Please contact the Food & Occupational Safety Team, Environmental Services, Cambridge City Council, PO Box 700, Cambridge CB1 0JH, telephone: 01223 457900, or email: env.health@cambridge.gov.uk

1) Planning the Event

- The Mill Road Winter Fair Committee work closely with Cambridge City Council to ensure that public safety during the Mill Road Winter Fair is a priority.
- As the potential for problems associated with outdoor event catering is significant, traders, vendors, stall holders and any other parties handling food, from hereby known as “the caterer”, are expected to familiarise themselves with the standards expected of them. Guidance is included in this document.
 - ⇒ Should a food poisoning outbreak occur as a result of on-site catering operations, **both the event organisers and event caterers may be held responsible.**
- **Appendix 1** details a food safety questionnaire. On confirmation of a stall at the Mill Road Winter Fair, each stallholder/ caterer should complete the questionnaire and email this to foodfair@millroadwinterfair.org no later than **October 20th**
- **Professional Food Organisations** are asked to specify which local authority the caterer is registered with & to provide, where possible, a recent inspection letter from their local authority to indicate the levels of standards achieved during the last inspection for food hygiene and safety, structure and for confidence in management/control systems. Any inspection reports relating to health & safety should also be available if requested.
- **Stall holders and one off event caterers** are asked to complete the form stating clearly in the section under Local Authority that their catering is a one off event and therefore there is no requirement to register as a food business with the Council. See Appendix 2 for an example of a completed form. However, one off event caterers and stall holders still need to adhere to the food safety guidelines laid out in this document.
- **Traders** – Mill Road Traders are asked to check their licensing to ensure they are covered for activities related to the Mill Road Winter Fair which are outside their normal business dealings. Any trader offering food or drink to the public must follow the guidelines laid out in this document and liaise directly with the council to ensure they are operating within the food safety legislation. The Mill Road Winter Fair Committee cannot be held liable for any trader not operating within the published guidelines.

The Mill Road Winter Fair Committee commit to providing all caterers with the necessary guidelines which will also be available on the millroadwinterfair.org website. In addition, all caterers will be provided with information about the site(s) at the event, the available infrastructure and on the day requirements for managing food at the event. However it is the responsibility of the caterer to ensure they have read, understood and are compliant with all guidelines.

2) Enforcement Officer Visits

- During the event, authorised Enforcement Officers from the Food and Occupational Safety Team, Environmental Services, Cambridge City Council may visit to check for compliance with relevant food safety and health and safety legislation.

3) Hazard Analysis and Critical Control Points (HACCP)

*Each event caterer must have **on site** during the course of the event documentary evidence to show that the identification and control of potential food hazards applicable to their catering operations has been carried out as part of a food safety management system.*

Event organisers should be aware that this is a legal requirement and failing to provide it may be an offence.

- Since 1st January 2006, European Community Food Hygiene Regulations require caterers to document their arrangements for making sure that food provided to the public is safe for consumption.
- Food business operators are required to identify food safety hazards and risks relevant to their catering business, and to put in place procedures to prevent problems. Additionally, compliance with HACCP principles must be shown by the provision of written evidence that procedures to ensure food safety have been thought through carefully and are being properly applied, implemented, maintained and reviewed.
- HACCP requires the following: -
 - ⇒ Identifying all potential food safety hazards in the catering operation and then deciding at which things could actually go wrong.
 - ⇒ Deciding which of these points are actually critical to making sure the food is safe, and which must therefore be properly controlled e.g. food transportation/delivery, storage, preparation, cooking, arrangements for chilling and/or hot-holding of food whilst on display, etc.
 - ⇒ Putting in place control procedures to stop things going wrong and making sure that all staff always carry them out e.g. monitoring of temperatures, cleaning and sanitising of equipment prior to and after use.
 - ⇒ Provide documentation to show how the above has been achieved and controls have been monitored, which are critical to making sure food is safe e.g. training records, temperature records, cleaning schedules.
 - ⇒ The food business must periodically examine its processes to see if anything has changed which might need existing HACCPs to change e.g. new equipment, change of processes, etc.
- ‘Safer Food Better Business’ (SFBB) is an example of a food safety management system developed by the Food Standards Agency to assist businesses to comply with this requirement and give guidance on the necessary documentation. It can be accessed and downloaded free of charge from the website:

<http://www.food.gov.uk/foodindustry/regulation/hygleg/hyglegresources/sfbb/>

4) Food Hygiene Training

Certification documents to verify that professional food handlers have been suitably trained in food hygiene/safety issues should be available to the event organisers on request.

- All caterers are responsible for ensuring staff are supervised, instructed and/or trained in food hygiene matters to a level appropriate to their duties before starting work.
- Staff should be instructed and have an appreciation of the importance of any control or monitoring points identified in the food safety management system for which they are responsible and appreciate the essentials of food hygiene, for example: -
 - ⇒ Personal hygiene
 - ⇒ Fitness to work
 - ⇒ Temperature control
 - ⇒ Cross contamination
 - ⇒ Cleaning procedures
 - ⇒ Stock rotation and date labelling procedures
- Close supervision will be necessary for new, casual and temporary staff throughout the event.

5) Positioning of Outdoor Catering Operations

- A site plan of the event will be provided to each caterer for the event and must be adhered to. Site allocation is entirely the decision of the Mill Road Winter Fair Committee and based on the following considerations:
 - ⇒ Preventing any obstruction that may affect the health and safety of people attending or working at the event.
 - ⇒ Preventing access to the rear of catering operations, as far as possible, to non-catering persons.
 - ⇒ Allowing for the efficient storage and removal of waste.
 - ⇒ Provision of nearby toilet facilities for use of food handlers, with adequate hand washing facilities (supplied with hot and cold water, soap and drying materials).
 - ⇒ Positioning catering operations within close proximity to a supply of drinking water and foul drain system and away from possible sources of contamination i.e. refuse storage.
 - ⇒ Positioning catering operations within close proximity to the power source supplying it, thus preventing cables being a trip hazard.
 - ⇒ Manual handling issues involved in the set-up and delivery of supplies.
 - ⇒ Provision of suitable facilities parking and access of support vehicles.

6) Structure of Catering Operations or Stalls

- For professional food operators, stall frameworks must be designed and constructed so that they can be effectively cleaned, maintained in good repair and condition and avoid any risk of food contamination or harbouring of pests.
- All food and hand contact surfaces i.e. tables, work surfaces, equipment etc must be of smooth and durable material, in good repair and capable of being cleaned and disinfected where necessary.
- The floor areas must be level, clean and washable and, where possible, non-slip. *Precautions must be taken to cope with wet weather.*

7) Water Supply

- All catering operations must have a sufficient supply of potable water.
- Ice must only be made from potable water and must be stored and handled in conditions that protect it from contamination.
- Water should be provided from a mains supply, but if this is not possible then bowsers are permissible, provided they are suitable for purpose. All water dispensing equipment should be clean, well maintained and suitable.

8) Washing Facilities

All catering operations handling open high-risk foods^(*) must have separate hand washing facilities with a supply of hot and cold water, soap and clean towels (recommended to use liquid antibacterial soap and disposable paper towels).

(*) High-risk foods are foods upon which bacteria can easily grow, and which may be eaten without further cooking. They are usually moist and high in protein. Ready-to-eat foods are high risk because if they are contaminated or allowed to deteriorate, there are no further preparation steps to control the hazard. Examples include cooked meat and poultry, pates, meat pies, cooked meat products, shellfish and other seafood (cooked or intended to be eaten raw), dairy products, cooked rice, cooked eggs and products made with egg, but excludes bread, pastry and similar baked goods, prepared salads, fruit and vegetables.

- The wash-hand basin must be set up ready for use before food preparation commences and should be sited close to the food preparation, cooking and service areas.
- All catering operations handling open high risk food must have a separate sink supplied with hot and cold potable water and detergent suitable for the hygienic washing of utensils, equipment and food.
- Wash-hand basins and sinks must drain hygienically to a wastewater container e.g. sink waste pipe into a wastewater carrier, and must not discharge directly on to the ground or into a road drain.

9) Waste Disposal

- All catering operations must have adequate facilities for disposing of rubbish and waste food, and for separating out unfit food.
- Plastic refuse sacks may be used and should be properly tied or sealed. Cardboard boxes and open containers are not suitable for the disposal of waste.
- A refuse bin should be provided at each outlet for the collection of litter from customers.
- Waste disposal on site may be limited. If on site bins are full, caterers are asked not to place at the side of the bin but to collect and dispose of their own refuse.

10) Work Surfaces & Equipment

- Any food and hand contact surfaces should be clean and washable. During the event bacteria will build up on these surfaces and it is advisable to sanitise these periodically.
- If both raw and cooked food are being prepared on site separate cutting boards should be used to prevent the risk of cross contamination.
- Any wiping cloths used for cleaning surfaces should be replaced frequently as using a dirty wiping cloth will spread bacteria - not destroy them.
- All items of equipment and kitchen utensils should be in a good condition so they can be properly cleaned.
- Separate utensils i.e. separate tongs should be used when handling raw and cooked food.

11) Storage Facilities

- Appropriate and adequate storage facilities should be available at all times.
- There must be enough space within chilled storage facilities to allow raw and cooked foods to be stored safely and to avoid the risk of cross contamination.
- When transporting food it is important that non-food items such as chemicals that may cause contamination or taint foods are stored separately.
- Containers and vehicles used for transporting foods must be capable of maintaining high-risk foods at the appropriate temperatures.

12) Personal Hygiene

- All food handlers should keep themselves clean and tidy.
- Any food handler who knows, or suspects, that he/she is suffering from any disease which could be transmitted through food is legally required to notify their manager/supervisor immediately and refrain from handling food i.e. if suffering from diarrhoea, vomiting, a bad cold, an infection of the chest, nose, throat, ear or skin, or a skin infection.
- Clean, washable, protective clothing must be worn over outdoor garments at all times when handling food i.e. an apron or overall. All outdoor clothing must be stored away from food areas.
- Hair should be kept clean and neat, and it is recommended that long hair should be tied back and hats and hairnets should be worn to cover and contain hair.
- Fingernails should be kept short and clean and the use of nail varnish should be avoided.
- Jewellery should be kept to a minimum and food handlers are recommended only to wear plain wedding rings and/or sleeper earrings.
- Any cuts, boils, sores and broken skin should be covered with a clean, preferably coloured, plaster or waterproof dressing which should be readily available in a first aid kit.
- Correct hand washing must be carried out frequently and always on starting work, after a break, before handling food, between handling raw and cooked food, after handling waste and after using the toilet.
- Gloves should not be used as an alternative to hand washing.
- Unnecessary handling of food should be avoided and food handlers should not cough, sneeze over food or smoke, drink or eat near food.

13) Food Handling Practices

- All catering operators must take adequate precautions to protect food from contamination.
- The basic rule is: -
 - ⇒ To keep raw food away from cooked/ready to eat food
 - ⇒ Raw ingredients and other materials must be stored to prevent contamination and/or deterioration.
 - ⇒ Avoid storage directly on ground.
 - ⇒ Provide separate containers for raw and ready to eat foods and avoid dual use at all times.
 - ⇒ Containers used for transporting food must be cleaned and capable of being kept clean.
 - ⇒ Use separate cooking utensils for raw and cooked foods.

⇒ Keep all unwrapped foods on display covered or protected by screens.

- Food must not be prepared in the open air. Suitable screening of the stall (top, sides and rear) must be provided where open food is exposed for display, stored or prepared.

14) Temperature Control

- Careful control of food temperatures is probably the most important way of reducing the risk of causing food poisoning.
- Adequate facilities must be provided for maintaining and monitoring suitable food temperatures.
- Stored cold food must be kept below 8°C and hot food must be kept above 63°C.
- Ensure that chilled or frozen goods are delivered at a suitably controlled temperature.
- High protein food i.e. meat, fish and dairy products must be kept cool (below 8°C) until it can be cooked or heated.
- Care must be taken when cooking raw food to make sure that they are thoroughly cooked before they go on sale/display.
- Adequate facilities must be provided for reheating and maintaining (whilst stored) the temperature of hot food, at or above 63°C.
- Only sufficient food should be brought for reheating. Any leftovers at the end of the event must be thrown away and on no account must it be reheated again for sale/display after the event.
- Partial cooking of food items off-site is not recommended because of the difficulties with temperature control over prolonged periods of time during delivery.

15) Monitoring Food Temperatures

- Catering operators are advised to monitor and record, periodically, the temperatures of cold food storage units, hot holding units and the core temperatures of cooked food.
- Digital probe model thermometers can be used for this purpose.

- Probe wipes should be used to sanitise probe thermometers before and after use in order to prevent cross-contamination.
- The catering operator is advised to note any incidents or problems encountered when monitoring temperatures, with the corrective action taken to ensure that the food product is safe. For example: a chicken breast is probed following cooking and registers 60 °C, so the food handler cooks the product further, until a core temperature of 75 °C for 30 seconds is achieved and this action is documented.

16) Thawing of Food

- The thawing of foodstuffs should be undertaken in such a way as to minimise the risk of growth of pathogenic micro-organisms or the formation of toxins in the food.
- During thawing, food should be subjected to temperatures, which would not pose a risk to health.
- Where run-off liquid from the thawing process may present a risk to health it is to be adequately drained off.
- Following thawing, food is to be handled in such a manner as to minimise the growth of pathogenic organisms or the formation of toxins.
- Once defrosted, frozen food must never be re-frozen but should either be cooked, refrigerated or discarded.

17) Liquefied Petroleum Gas (LPG)

- LPG is the main source of fuel for outside catering operations and it does present a substantial fire/explosion risk.
- All operators using LPG should be able to demonstrate a basic understanding of its safe use, characteristics and emergency procedures.
- All LPG is handled and stored in accordance with the current regulations and codes of practice.
- All supplies of LPG are secure from interference by guests.
- Fuelling and refuelling of generators must be carried out in a safe manner.
- Fuel must be stored in a safe manner in suitable containers.
- The relevant fire officer must be notified if large amounts of LPG, diesel or petrol are being brought onto the site.

18) Electrical Installations

- They must be of a suitable rated power output for the intended use.
- They must have been tested and certified by a competent person.
- They are sited in a well-ventilated place away from LPG cylinders and combustible material.
- They are adequately guarded to avoid accidental contact, by people or combustible material.
- Cables and sockets are appropriate for their intended use; indoor extension sockets and cable are not acceptable for external use.
- Should be protected by a residual current device (RCD).
- Cables do not create a trip hazard. Cables should be placed running at a high level or covered with matting if at ground level.

19) First Aid & Accident Reporting

- Where open food is prepared, a first aid kit complete with waterproof dressings and bandages must be provided.
- A suitable accident book should be provided on the catering unit. This is to record any injury resulting from an incident or accident affecting catering staff. When filling out the accident book following details should be included: -
 - ⇒ Date of incident/accident
 - ⇒ Person(s) affected
 - ⇒ Job title of person(s) affected
 - ⇒ Incident/accident description
 - ⇒ Location of incident/accident
 - ⇒ First aid/treatment administered
 - ⇒ Any action taken as a result

20) Alcohol & Bar Areas

- Alcohol comes under the definition of food and should meet the requirements of the relevant food safety legislation, associated industry guides and codes of practice.
- The operation must be designed to allow the free flow of people to and from the bar serving areas to prevent congestion and crushing hazards.
- The electrical installation complies with the requirements set out earlier in the guidance.

- Carbon dioxide cylinders are suitably secured to a sound structure.
- Chemicals to clean pipelines must be properly handled and stored.
- The type of containers used to serve drinks should conform to any site/event specifications e.g. a no glass policy.
- Bar areas are kept free of litter and the floors are cleared of spillages.
- A member of staff trained in changing gas canisters, and kegs or casks of beer must be present at the event if these items are to be used.
- Ice that is to be served in drinks must be protected from contamination (This means not storing bottles in the ice bin to cool them!)
- If there is to be an ice sculpture at the event then glasses should be provided so that people don't have to drink straight from the sculpture.
- Suitable and sufficient hand washing facilities must be available at all bars.

Appendix 1**FOOD SAFETY QUESTIONNAIRE FOR EVENT CATERERS**

A form must be completed for each catering operation once a confirmed place at the Mill Road Winter Fair has been offered and sent to foodfair@millroadwinterfair.org by 20th October at the latest.



Date of Event: 1st December 2012

Company Name	
Name of Food Business Operator	
Address & Postcode	
Telephone number	
Fax number	
Email address	
Name and address of Local Authority registered with?	
Date of last food hygiene inspection?	
Length of time company has operated this type of catering operation?	
Has the company implemented a documented food safety management system based on the principles of HACCP? If yes, then this and all verification/monitoring records must be made available at the event.	
Number of food handlers working at the event? Level of food hygiene training these food handlers have received prior to the event – please provide photocopied evidence of training certificates.	

<p>Please indicate which of the listed unit types will brought on to site and the number of each:</p>	<p>Stall Marquee Purpose built unit Converted vehicle Tent Other (please state)</p>
<p>Please indicate the unit size: length, width, height:</p>	
<p>Main types of food to be offered at the event:</p>	
<p>Please indicate which of the listed products are intended to be carried for sale or as an ingredient:</p>	<p>Milk Cream Ice-cream Salad Egg products Raw meat/poultry Cooked meat/poultry Shellfish Fish Other (please state)</p>
<p>Please list the names and addresses of the main food/drinks suppliers to be used for the event</p>	
<p>Please indicate which of the listed equipment will brought on site:</p>	<p>Refrigerator(s) Freezer(s) Cooking Hob(s) Microwave(s) Oven(s) Grill(s) Sink(s) Hot water supply to sink Wash hand basin(s) Hot water supply to wash hand basin Soap & hand drying facilities First aid kit Other (please state)</p>
<p>Please indicate which power source will be used:</p>	<p>LPG Diesel Petrol Electrical generator Mains Other (please specify)</p>
<p>By what means will potable water be provided to the unit?</p>	

How will hot water be provided on the unit for hand and equipment washing?	
Will any food be prepared or stored in a place other than the catering unit?	
Please outline the delivery arrangements for food/drinks supplies to the site?	
What measures will be taken to monitor and record the temperatures of high-risk food (hot and cold) being stored and displayed for service?	
List the 2 most recent outdoor event functions the business has catered at (please give event name and address)	1. 2.
Name of person completing questionnaire & position in company	
Address & Postcode	
Signature / email signature	

THANK YOU

Please send completed form to foodfair@millroadwinterfair.org

Appendix 2

Example of text for non- professional food operators and stall holders	
Form Statement	Example Text
Name and address of Local Authority registered with?	N/A. According to the Food and Safety team at Cambridge City Council. Since this is a 'one-off' event for us we do not need to register as a food business.
Date of last food hygiene inspection?	
Length of time company has operated this type of catering operation?	
Has the company implemented a documented food safety management system based on the principles of HACCP? If yes, then this and all verification/monitoring records must be made available at the event.	We have a Code of Practice for food preparation & follow the principles for food Safety as outlined by the Food Standards Agency. The food will all be low risk food (example -mainly cakes).
Number of food handlers working at the event? Level of food hygiene training these food handlers have received prior to the event – please provide photocopied evidence of training certificates.	Up to five people will be involved with baking cakes. They will all receive the Code of Practice.
Please indicate which of the listed unit types will brought on to site and the number of each:	Stall - Table with separate gazebo
Please indicate the unit size: length, width, height:	Table 1m x 0.5m
Main types of food to be offered at the event:	Cakes. Possibility of hot spiced apple juice.
Please indicate which of the listed products are intended to be carried for sale or as an ingredient:	None of these high risk foods, except that milk and eggs are baked into the cakes.
Please list the names and addresses of the main food/drinks suppliers to be used for the event	N/A
Please indicate which of the listed equipment will brought on site:	None of the equipment, except for possibly a burner which will work from an LPG cylinder.
Please indicate which power source will be used:	LPG
By what means will potable water be provided to the unit?	No open food at the stall.
How will hot water be provided on the unit for hand and equipment washing?	No hand contact with open food at the stall.
Will any food be prepared or stored in a place other than the catering unit?	Some cakes will be baked in domestic kitchens, with adherence to good

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	standards of cleanliness as outlined by the Food Standards Agency.
Please outline the delivery arrangements for food/drinks supplies to the site?	Cakes will be fully contained and pre-packaged so there are no open cakes delivered or on display.
What measures will be taken to monitor and record the temperatures of high-risk food (hot and cold) being stored and displayed for service?	No high risk foods.
List the 2 most recent outdoor event functions the business has catered at (please give event name and address)	None, this is a one-off event.