A Guide for Food Stalls at Temporary Events
INTRODUCTION

This guide has been prepared by the Greater Manchester Food Liaison Group. The guide is intended to provide food hygiene and safety information to traders selling ready to eat food from temporary stalls at carnivals, fairs, melas and other similar events. **It is not a legal document.**

Less detailed standards will apply to low risk businesses such as the sale of fruit and vegetables or pre-packed groceries.

Different standards may also be required for food businesses which operate from a mobile vehicle or which are part of a regular market. Please contact us at the address at the end of this guide for advice.

**Food Premises Registration**

Your food business will need to be registered with your local authority where your stall is stored or where you live. There is no charge for registration. An application form to register with Rochdale MBC is included at the end of this guide. If you are based outside the Rochdale MBC boundary you should contact your Local Authority for their form. You should Register 28 days before you start trading for the first time.

**Street Trading Consent or Licence**

In addition to being Registered, if you sell hot food you may also require a street trading consent or licence. Please contact the Rochdale MBC Licensing Team for further information:

Rochdale MBC, Public Protection Service, Number 1 Riverside, Smith Street, Rochdale, OL16 1XU

Telephone: 01706 924114 Option 4
Email: licensing.registration@rochdale.gov.uk
FOOD SAFETY

Construction

Stalls must be sited on a surface which is level and free from tripping hazards, for example concrete or tarmac. Grass can become slippery or muddy in wet weather and should be covered with suitable timber sheeting.

Units should be positioned so that food is protected from risk of contamination from passing traffic and the public. Where cooking equipment is being used, adequate space should be left between units to prevent any risk of fire spread. LPG cylinders and generators must be positioned or guarded so that they are not accessible to the public.

Stalls or barrows they must be constructed so they are easy to clean. Food must be protected from the weather. I.e. a full sided gazebo, which is adequately secured to the ground. Where gas burners or other open flames are being used to cook food, the unit must be constructed from suitable flame retardant materials.

Work Surfaces, Storage Units, Equipment etc.

All working surfaces must be capable of being easily cleaned. Suitable preparation surfaces are stainless steel and laminated plastic.

Temporary tables may be covered with suitable heavy duty plastic sheeting to provide a wipe-able surface. This should be secured using adhesive tape. An adequate number of cutting boards must also be provided.

All equipment must be in good condition and kept in a clean hygienic condition at all times. Catering grade equipment is recommended. Equipment must be secured but access should be provided for cleaning beneath and behind.

TEMPERATURE CONTROL OF FOOD

Storage

The Food Safety and Hygiene (England) Regulations 2013 require food businesses to make sure that the food they sell kept at the correct temperature so that it is safe to eat.

Where “high risk” foods such as cooked meats, cheese, cream or milk are sold, a suitable refrigerated display or refrigerator of adequate size should be provided to keep these foods at low temperatures (Ideally 0°C to 5°C). Unit should be fitted with thermometers to allow the operating temperature to be checked. Food should not be displayed in direct sunlight as it will increase the temperature of the food. In very limited circumstances the use of cool boxes and freezer packs is acceptable for storing food for short periods. However, frequent opening and closing allows temperatures to rise so their effective use is limited. The Food Safety Team can give you detailed advice.
In the case of fish, ice should be provided for keeping the temperature at 5°C or below.

Raw and cooked foods must be kept separate to prevent cross-contamination of food poisoning bacteria.

Food, which is not pre-packed, must be protected from the risk of contamination for example by keeping it behind “sneeze guards”, in suitable lidded containers or covering with food wrap.

Where frozen food is sold, freezers should operate at -18°C or colder.

**Cooking**

It is important that foods such as burgers and sausages are cooked thoroughly to temperatures above 75°C so that any food poisoning bacteria are destroyed. In particular, burgers must be cooked until the juices run clear and there are no “pink bits” inside. Ideally a probe thermometer should be provided so that the “core temperature” of food can be checked.

Where possible it is safest to cook food freshly and serve it immediately. However, if food is to be kept hot for any period of time a bain-marie or other equipment must be provided to keep the food above 63°C.

**Washing Facilities**

Adequate washing facilities must be provided in all units where ‘high-risk’ foods such as hot dogs, burgers, ice cream etc. are sold.

Separate washing facilities must be provided for preparing food/washing equipment and for hand washing. This is necessary to reduce the risk of cross contamination of food poisoning bacteria. As a minimum, a bowl of hot water can be used to clean equipment as long as the water is changed regularly. The bowl must be large enough to hold the equipment to be cleaned. Hot water can be provided from a boiler or by hand pump flasks. An adequate supply of hot water must be provided throughout the whole of the trading period.

Boilers must be properly secured so that there is no risk of them causing scalding injuries.

Appropriate cleaning and disinfecting products must be provided. These must be suitable for use with food. It is recommended that a bactericidal detergent be used to allow effective cleaning and disinfection.

**Hand Washing**

Adequate facilities must be provided for cleaning hands:

As a minimum, hand pump flasks of hot water and plastic bowls are acceptable for hand washing. An adequate supply of hot water must be provided throughout the whole of the trading period. Soap or detergent and a
hygienic means of drying hands (i.e. paper towels) must also be provided. If you are to trade at a number of events you should consider buying a portable hand wash unit.

**Water Supply**

Water tanks or food grade storage containers (minimum 10 gallon capacity) should be rinsed out and refilled each day from a mains supply. They must be cleaned regularly (e.g. weekly) with appropriate cleaning chemicals which are suitable for use with food equipment. Cleaning tablets can be purchased from camping/caravan shops and some supermarkets.

**Waste Water/Refuse Storage and Disposal**

Waste water must be disposed of using sealed containers or tanks. These should be labelled and cleaned regularly. Waste water must not be discharged into road gullies or onto the ground.

Rubbish bins of an adequate size must be provided for waste produced by the business and also for use by customers. These must be emptied when full and at least daily. Ideally, the event organiser should make arrangements for the collection and disposal of refuse.

**Food Safety Procedures**

The Food Safety Regulations require food business operators to have written procedures to make sure that the food that they sell is safe. The procedures need to be appropriate for the size of business and the types of food you sell. For most temporary food stalls simple procedures explaining how you will keep food at the correct temperature and how you will cook it thoroughly, along with some simple temperature records will be adequate.

The Food Standards Agency have developed a manual ‘Safer Food Better Business’ to help small businesses comply with this legal requirement. This can be obtained from us at the address at the end of this guide or downloaded free of charge from the FSA website:

https://www.food.gov.uk/business-guidance/safer-food-better-business

In addition, food safety regulations require you to be able to show where you have obtained your products and ingredients. You should keep invoices or receipts for inspection.

**Allergens**

The new EU Food Information for Consumers Regulation (EU FIC) came into force on the 13 December 2014. This means as a food business operator will need to provide information to consumers about any of the 14 listed food allergenic ingredients which you use in your foods or you provide.

You can find out more about FIR at: http://food.gov.uk/science/allergy-intolerance/label
An increasing number of people have allergies to certain foods such as nuts, seeds, milk, etc. You may be asked by a customer if food is free from such as allergens as nuts or milk. You need to make sure that you have adequate procedures in place for controlling allergens. If you cannot be certain that you do not have such ingredients in your foods then you must be honest with the consumer and inform that you cannot cater for them.

Ideally staff should have food allergy awareness training. Details are available from the address at the end of this document.

**FOOD SAFETY TRAINING**

Regulation (EC) No 852/2004 came into force in January 2006 and makes the training of food handlers compulsory. The Regulations say that all food handlers must be ‘supervised and instructed and/or trained in food hygiene matters commensurate with their work activities’.

In simple terms this means that everyone involved in a food business who handles food must receive some training or instruction. The training needed will depend on the type of business, foods prepared or served and the type of work the person does. For example a person who cooks and serves burgers will need more detailed training than someone who handles only fruit and vegetables.

Food handlers who prepare or serve high risk or perishable foods will need a Level 2 Award in Food Safety or the equivalent. It is good practice for a business to have a training plan to identify the training needed for each member of staff.

The person responsible for the development and maintenance of a food safety management procedures should also have received adequate training.

Further information and a list of local organisations that run food safety training courses is available from the address at the end of this guidance.

**Personal Hygiene**

All food traders must maintain a high level of personal cleanliness by keeping themselves, their clothes and their over clothing clean.

Hand washing is one of the most important steps in producing safe food. Hands must always be washed before starting work and after any task, which may have made them dirty, particularly after handling raw food or visiting the toilet.

Clean, suitable (e.g. long sleeved) and washable over clothing must be worn whilst handling, serving or preparing open food. Head coverings are also recommended. Protective clothing should only be worn during the trading period and should not be worn when setting up the stall, carrying out maintenance etc.

Disposable gloves may be used, however they should be changed regularly and washed between handling raw and cooked food (as you would wash your hands.)
All cuts and abrasions should be covered with a blue waterproof plaster at all times. Smoking in any food area is prohibited.

**Illness**

Food handlers should not work if they are suffering from food poisoning symptoms such as diarrhoea or vomiting. They should not be involved in the handling of food until 48 hours after the diarrhoea or vomiting has ceased. On return to work careful attention to personal hygiene including scrupulous hand washing is essential.

Food handlers should also be aware that skin infections such as boils, septic fingers or any other discharging wound can also lead to contamination of food with food poisoning bacteria. These conditions must also be reported to the person in charge of the business.

**Food Handling Practices**

Safe food handling techniques are important to reduce the risk of food poisoning. Food must be protected from risk of contamination with food poisoning bacteria.

For example: -

- Food should not be handled unless absolutely necessary. Tongs or serving utensils should be used wherever possible.
- Raw and ready to eat foods must be kept separate.
- Separate utensils and chopping boards should be used for the preparation of raw and cooked foods.
- Displayed food must be covered or wrapped, as appropriate. Sneeze guards may be required at the serving counter to protect food from customers coughing or sneezing.
- Wrappings must be of food grade quality, clean and stored in a clean place. Wrapping in newspaper is not acceptable unless food is first wrapped in food grade paper.
- A stock rotation system must be set up. High-risk foods must be sold within their ‘Use By’ date. Only as much stock as is necessary for immediate use should be carried.
- Food for sale must be kept completely separate from waste food or refuse.
- Implementing a two stage cleaning regime i.e. hot soapy water and then anti-bacterial spray to effectively clean work surfaces and equipment. The use of single use cloths is recommended.

Where food is stored or prepared at home or at a storage depot, these premises must also comply with food safety legislation.
HEALTH AND SAFETY

General Construction

The stall should be laid out so that food handlers have enough room to work safely, particularly where gas rings or other equipment which has open flames are being used. Cooking equipment and water boilers should be located so that they are away from areas where members of the public may be present.

The floor surface must be free from tripping hazards and all cooking equipment and water boilers must be properly secured.

Liquid Petroleum Gas (LPG)

LPG is widely used as a source of heat for cooking. It can however form a highly explosive mixture when mixed with air. Great care must be taken to avoid leaks of gas into the cooking area where there are naked flames.

You must make sure that gas appliances, flues, pipe work and safety devices are maintained in a safe condition. They should be installed and inspected by a competent person. In practical terms, CORGI registration is the clearest way of demonstrating competence. As a general rule equipment and pipework should be inspected at least annually.

A visual inspection of the containers, pipe work, appliances, vents and flues should also be made each working day.

All persons working on temporary stalls should have adequate instructions, information and training including the dangers associated with LPG, the action to be taken in the event of an emergency and the safe method of changing cylinders.

Fire extinguishers suitable for the cooking equipment being used must be provided. The Greater Manchester Fire Service can provide you with further advice. Their details are provided at the end of this document.

LPG cylinders

All LPG cylinders, regulators and change-over devices should be located in the open air or housed in a separate, well ventilated, fire-resistant compartment. Cylinders must be kept upright at all times. Cylinders and control valves must not be accessible to members of the public.

Where used, storage compartments should be constructed of non-combustible material and provide at least 30 minutes fire resistance.

Flexible LPG Hoses
Flexible LPG hoses should be of high pressured type (BS3212 part 2) where fitted between cylinder and regulator and of the low pressure type (BS3212 part 1) in all other areas.

Tubing should be kept as short as possible and properly secured by integral threads, crimping or hose clips. Worm driven (jubilee) clips are not considered suitable.

Where subjected to temperatures above 50°C, LPG hoses should be braided or armoured. Where they pass through partitions or equipment they should be protected against abrasion damage by rubber grommets.

Liquid Petroleum Gas attacks rubber and it is recommended that flexible hoses should be replaced after two years use.

All control valves and taps should have their open and closed positions clearly indicated upon them.

**Cooking Equipment**

Appliances should be manufactured to the appropriate British Standard and suitable for use with LPG. They should be fitted with flame failure devices, which shut off the gas to the main burner if the flame goes out. Appliances should be installed, maintained and serviced to manufacturers/suppliers instructions and securely fastened to avoid any movement.

Catering appliances should not be left unattended whilst in use.

**Fryers**

An automatic high temperature limit device should be fitted which will operate if the temperature of the frying cooking oil/fat exceeds 230°C.

The main hazard associated with hot fat or oil is burns. This can be caused by splashes when food or the basket is dropped carelessly, or if it spits or boils over if there is excess water or moisture in the food. Where there is hot oil or fat there is a major fire hazard. If the oil is spilled or splashed onto the floor it can cause slips. The following safety measures should be adhered to: -

- Check that the oil at the correct level and do not overfill.
- Break up dripping or fat into lumps.
- Do not top up with oil from large containers.
- Do not leave the fryer unattended while in use.
- Check the food is dry before immersing in hot oil. Brush off ice crystals carefully.
- Do not overload the basket and do not let the basket drop into the oil.
- Take care when shaking food in the basket.
- Clean up spills or drips from the floor immediately.
- Allow the oil to cool completely before draining or moving equipment to prevent a risk of burning or scalding.
- Have appropriate fire fighting equipment and fire blanket near the fryer with a sign explaining what to do in the event of a fire.
If filtering of oil is undertaken the oil must be **cold** to prevent the risk of serious injury.

**Electrical Equipment**

All electrical equipment must be of a suitable type and installed/maintained by a competent person so that it is safe. Equipment should be protected by a Residual Current Device (RCD) to reduce the risk of electrocution.

Cables must be secured and positioned so that they are not likely to become damaged and do not cause a tripping hazard.

Where generators are used they must be sited so that they are not accessible to members of the public and do not cause a noise nuisance to the occupiers of nearby premises.

**Hazardous Substances**

Some cleaning products may contain chemicals, which may be hazardous to those using them. You need to decide whether you need to take any safety precautions. These might include: -

- Making sure that you follow the manufacturers instructions;
- Finding a safer alternative;
- Providing protective clothing such as rubber gloves or goggles.

**First Aid Kit**

An adequate first aid kit must be provided and be available at all times. It is recommended that this should include blue ‘food grade’ plasters and a finger stall.

It is also recommended that at least one person should have received emergency first aid training.

**Reporting Accidents**

If you or one of your employees has an accident at work, which leads to a three day absence from work, it must be reported to the Health and Safety Executive Incident Contact Centre. Any accident which results in a member of the public being taken to hospital must also be reported. Contact details are as follows:

Tel: 0845 300 9923. (A national accident reporting hotline) or report on-line using the website: www.riddor.gov.uk
WHERE CAN I GET MORE INFORMATION?

You can get further advice from the following sources:

Contact us at:
Rochdale MBC
Public Protection Service
Number One Riverside
Rochdale, OL16 1XU
Tel: 01706 924114 Option 4
Website: www.rochdale.gov.uk
E-mail: environmental.health2@rochdale.gov.uk

The Food Standards Agency at www.food.gov.uk

The Health and Safety Executive at www.hse.gov.uk

Greater Manchester Fire and Rescue Service www.manchesterfire.gov.uk
Tel: 01706 900155

Trade Associations

- Nationwide Caterers Association, Centre Court, Association House
  89 Mappleborough Road, Shirley, Solihull, B90 1AG ☏ 0121 603 2524
  Website - www.ncass.org.uk

Publications

The following publications are available from us:

- Food Hygiene – A Guide for Businesses (Food Standards Agency)
- An Introduction to Health and Safety INDG 259
- The Safe Use of Gas Cylinders INDG 308
- Gas Appliances - Get Them Checked Keep Them Safe INDG 238
- First Aid at Work - Your Questions Answered INDG 214
- Electrical Safety and You INDG 231
- Preventing Slips & Trips at Work INDG 225
- Getting to Grips with manual handling INDG 143
- Take a fresh look at health & safety INDG385
- RIDDOR explained HSE 31 (rev1)
- COSHH: brief guide to Regulations INDG136rev3
- Starting up (FSA)
- Eat Well (FSA)
APPLICATION FOR THE REGISTRATION OF A FOOD BUSINESS ESTABLISHMENT
(Regulation (EC) No. 852/2004 on the Hygiene of Foodstuffs, Article 6(2))

This form should be completed by food business operators in respect of new food business establishments and / or where there is a change of ownership. The form must be submitted to the relevant food authority 28 days before commencing food operations. On the basis of the activities carried out, certain food business establishments are required to be approved rather than registered. If you are unsure whether any aspect of your food operations would require your establishment to be approved, please contact Rochdale MBC for guidance.

1. Address of establishment
(or address at which moveable establishment is kept) ____________________________________________________________________________
Post code __________________

2. Name of food business ___________________________________________________________
(trading name) Telephone no. __________________

3. Full Name of food business operator ______________________________________________

4. Address of food business operator
(Registered Office or Home Address) ____________________________________________________________________________
Post code __________________
Date of birth __________________
Telephone no. __________________ E-mail __________________

5. Type of food business (Please tick ALL the boxes that apply):

- Farm Shop □
- Food manufacturing/processing □
- Packer □
- Importer □
- Wholesale/cash and carry □
- Distribution/warehousing □
- Retailer □
- Restaurant/café/snack bar □
- Market □
- Seasonal Slaughterer □
- Retailer □
- Market □

6. Type of business:

- Staff restaurant/canteen/kitchen □
- Catering □
- Hospital/residential home/school □
- Hotel/pub/guest house □
- Private house used for a food business □
- Moveable establishment e.g. ice cream van □
- Market stall □
- Food Broker □
- Takeaway □

7. Limited company name ____________________________ Company no. ______________
Registered Office address ____________________________________________________________________________
Post code __________________

8. Number of stalls or stalls kept at, or used from, the food business establishment and used for the purposes of preparing, selling or transporting food:

- 5 or less □
- 6-10 □
- 11-50 □
- 51 plus □

9. Water supplied to the food business establishment:

- Public (mains) supply □
- Private supply □

10. Full name of manager (if different from operator) ____________________________________________

11. If this is a new business ____________________________

   Date you intend to open ____________________________

12. If this is a seasonal business ____________________________

   Period during which you intend to be open each year ____________________________

13. Number of people engaged in food business

   Count part-time worker(s) (25 hrs per week or less) as one-half

   0-10 □
   11-50 □
   51 plus □

Signature of food business operator ____________________________

Date ____________________________

Name ____________________________

(BLOCK CAPITALS)

Position in company/business ____________________________

It is an offence to give false or incomplete information

AFTER THIS FORM HAS BEEN SUBMITTED, FOOD BUSINESS OPERATORS MUST NOTIFY ANY CHANGES TO THE ACTIVITIES STATED ABOVE TO [THE FOOD AUTHORITY] AND SHOULD DO SO WITHIN 28 DAYS OF THE CHANGE(S) HAPPENING.

The completed form should be sent to:
Rochdale MBC
Public Protection Service
Number 1 Riverside
Smith Street
ROCHDALE OL16 1XU 01706 924114

Revision date May 2018
NOTES ON REGISTRATION OF FOOD BUSINESS ESTABLISHMENT

What is Registration?

1. Registration of premises used for a food business (including market stalls, delivery stalls and other moveable structures) is required by law. Registration will allow local authorities to keep an up-to-date list of all those premises in their area so they can visit them when they need to. The frequency of the visits will depend on the type of business.

Who needs to Register?

2. Under Article 6(2) of Regulation 852/2004, food business operators must register their establishments (i.e. each separate unit of their food businesses) with the appropriate competent authority, except establishments which:
   - Are subject to approval under Regulation 853/2004 (product specific establishments e.g. meat and dairy product manufacturers), or;
   - Primary Producers of products of primary production including products of the soil, of stock farming, of hunting and fishing e.g. farmers retailing small quantities of vegetables, or;
   - Domestic Premises who only prepare, handle or store food for private domestic consumption.

You should contact your local authority if you think you might be exempt.

Food Business Establishments includes farm shops, food manufacturing/processing, packers, importers, wholesale/cash and carry, distribution/warehousing, retailers, restaurants/cafes/snack bars, markets and stalls, seasonal slaughterers, staff restaurants/canteens/kitchens, catering, hospitals/residential homes / schools, hotels/pubs/guest houses, private houses used for a food business, moveable establishments e.g. ice-cream vans/hot dog vans, food brokers, takeaways etc…

3. If you use stalls for your food business in connection with permanent premises such as a shop, or warehouse you only need to tell the local authority how many stalls you have. You do not need to register each stall separately. If you have one or more stalls but no permanent premises, you must tell the authority where they are normally kept.

4. Anyone starting a new food business establishment and / or where there is a change of ownership must register with the local authority at least 28 days before doing so.

How do I Register?

5. By filling in this form. Registration cannot be refused and there is no charge. The Registration form must be sent to the local authority in which the food business establishment is located. If the form is sent to the wrong address your application will not take effect until it is received at the proper place. If you use premises in more than one local authority, you must register with each authority separately.

6. You must tick all boxes, which apply to your business, answer all questions and give all the information requested. Seasonal businesses operating for a certain period each year should give the dates between which they will be open in answer to question 12. If you have any questions your local authority will help you. It is an offence to give information, which you know is false.

What happens to the information given on the form?

7. The local authority will enter the details on its Register. A Register of addresses and the type of business carried on at each will be open to inspection by the general public. Records of the other information provided will not be publicly available.

Changes

8. Once you have registered with the Local Authority you only need notify them of a change of proprietor, if the nature of the business changes, or if there is a change of the address at which moveable establishments are kept. The new food business operator will have to complete an application form.

If the local authority wishes to change the entry in the Register because of information, which it receives from someone else, you will be given 28 days notice and an opportunity to comment on the proposed change.

These notes are provided for information only and should not be regarded as a complete statement of the Law.