# **METHOD STATEMENT**

This method statement outlines how outlines how we will complete tasks related to safe set up, trading and break down at

Name of Business Event Date Responsible Person Signature

On receipt of a site plan from the organisers the following method statement has been prepared

# **Arriving on site**

On arrival on site will immediately report to the Site office and register its arrival and record the number of vehicles and staff on the site.

 will provide a list of staff and their duties/which Trailer they will be working on.

All staff members will wear their standard high visibility vests for security and health and safety purposes where required. They will follow the site rules communicated to them, including conditions for driving and the use of vehicles on site.

Only competent trained drivers will manoeuvre vehicles and equipment onto site. Fire exits and the designated meeting points will be noted and relayed to staff.

# Setting up units

The Responsible Person will make sure that the trading unit is set up in line with the site rules and conditions, keeping within the parameter of the designated site pitch.

Adequate spacing will be maintained between adjacent traders, to enable the safe use of equipment such as LPG cylinders and generators and to maintain appropriate access and emergency escape routes.

Any issues that prevent a safe and compliant set up such as the pitch size, location or proximity to adjacent traders will be communicated without delay to the event organiser to ensure a swift resolution.

The Responsible Person will carry out a dynamic Fire Safety and Health and Safety risk assessment of the setup to make sure that hazards are minimised, and the relevant controls are in place in line with the documented risk assessments that have been produced for the business.

The area in and around the trading unit will be maintained free of slip and trip hazards.

Whilst setting up on site the Responsible Person will identify and familiarise themselves with key facilities and services across the site such as the waste disposal, water collection points, staff toilets, fire extinguishers, power points etc. They will ensure these are communicated to staff and they are trained on these matters as applicable.

Relevant safety signage e.g. ‘no smoking LPG in use’ will be positioned in relation to the trading unit.

Suitable provisions for first aid will be in place.

Suitable firefighting equipment relevant to the fuel sources in use will be included within the trading set up. This equipment will be readily available for use in an emergency.

Firefighting equipment has been properly maintained, and staff have been trained in its use.

# Compliance Documentation

 implements and maintains the NCASS Safety Management System which includes relevant risk assessments and a H&S Policy. The Responsible Person has undertaken a full risk assessment for Food Safety, Health and Safety and Fire Safety.

All relevant documentation will be available and displayed if required.

# Allergen Management

Specified food allergens have been identified in the foods items that are produced and can be effectively communicated to consumers upon request. This information can be documented and displayed if required.

 has undertaken a risk assessment for allergen cross contamination. Relevant controls are outlined in the NCASS food safety risk assessments and are implemented as applicable.

Relevant staff have undertaken Allergen Awareness training.

# Waste Management

On arrival will make themselves and the staff aware of where the waste disposal and wet waste disposal points are.

All food waste and other refuse will be deposited in the correct waste bins on a regular basis throughout the day.

 will provide a suitable refuse bin per catering trailer for the public to dispose of their litter, which will be emptied when required during the trading day.

# Gas Safety

LPG cylinders will be secured in an upright position. Where reasonably possible LPG cylinders will be stored in a secure cage or suitably designed storage locker.

Whilst access to LPG cylinders will be restricted to the public to minimise the risk of deliberate or accidental tampering, the business will maintain direct access to the cylinders to enable the gas supply to be quickly isolated in the event of an emergency.

LPG cylinders will be stored and set up to ensure that minimum distances are maintained from ignition sources and combustible materials to minimise the risk of fire and to ensure the safety of the LPG installation.

The LPG installation will be set up and checked in line with the relevant NCASS risk assessment and NCASS gas safety checklist.

Gas appliances have CE or UKCA conformity marking and are suitable for use.

The trading unit will have a valid Gas Safe Certificate of conformance produced by a Gas Safe registered engineer competent in LPG.

# Electrical Safety

Generators and electrical connections will be safe and suitable for use. They will be visually checked for signs of damage before use and regularly checked during use for signs of overheating, tampering etc.

Generators will be correctly sited, and used in the open air to prevent the build-up of exhaust fumes.

In wet conditions the generator will be suitably protected from water ingress.

The electrical installation and generator is regularly maintained and tested by a competent person in line with manufacturer’s instructions. Evidence of this maintenance and electrical certification is available.

Electrical appliances have been checked for signs of damage and have been subject to routine portable appliance testing (PAT) to ensure they are suitable for use.

All electrical equipment used outdoors is suitably protected against adverse environmental conditions such as water, dust and heat etc.

Extension cables are kept to a minimum and suitable protective devices such as fuses, RCDs (circuit breakers) and appropriate earthing are in place.

# Cleaning and equipment preparation

All food preparation and storage areas will be maintained in a clean and hygienic condition.

It is policy and practice to clean up spillages and soiling as they occur during work activities and also includes cleaning surfaces and equipment that have been in contact with food after every use or frequent use.

A cleaning plan and checklist is maintained and recorded in the NCASS Daily Diary.

Where necessary, safety equipment such as gloves, goggles and rubber aprons will be provided to staff.

 will ensure that all possible health and safety precautions have been taken to minimise the risk to staff and the public.

Safety precautions for the use of cleaning chemicals have been assessed in line with the NCASS COSHH assessment that has been completed for the business.

# Food preparation, storage and handling

Regular temperature checks are taken on refrigerators, freezers, and cooked or hot held foods throughout the day. These are recorded in the NCASS Daily Diary or Digital Safety Management System which is maintained on each trading unit.

Raw and cooked foods are kept separate and food conditions are checked regularly to avoid cross contamination and bacterial growth.

Food processes are carried out in accordance with the controls measures, monitoring procedures and corrective actions that are outlined in the NCASS food safety risk assessments that have been produced for

# Staff Training & Hygiene Policy

All staff are trained in food hygiene matters and have a high level of customer service skills.

NCASS training certificates are available upon request to evidence staff training.

All food handlers will be wearing the company uniform which will include appropriate protective clothing as applicable.

All staff will follow the company hygiene policy which includes maintaining high standards of personal hygiene, tying back/covering long hair, wearing minimal/no jewellery etc.

Properly maintained handwashing facilities are maintained. This includes the provision of hot running water, soap and hygienic hand drying facilities, to enable staff to carry out regular effective handwashing

There is a strict no smoking policy within food preparation areas, staff are only allowed to smoke away from the catering units and not whilst wearing their protective clothing.

# Departing from site

When departing from the site, food units will be cleaned, and waste deposited at the designated waste points.

The site of the trailers will be inspected and cleared of any waste. The site will be left in a clean and sound condition.

Electrical and gas equipment will be checked to ensure correct and safe disconnection and transportation, prior to movement.

The Responsible Person will report and record the time of departure, signing any relevant documentation required.

The business will agree to follow the site rules and conditions for departing the site, which will be communicated to them in advance by the event organiser.

# Team Briefing Record

In this section you can edit/add details to a staff briefing record. Some suggested topics have been included but are not exclusive and should be checked to ensure they are applicable. Include all matters relevant to staff briefing and specific details where applicable.

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| **Tick once briefed** |
| **Event Arrangements** – Include all matters relevant to the staff briefing and specific details where applicable, e.g. event timings, crowd dynamics/size, site rules and conditions, essential services (water, power, waste, WC facilities) |  |
| **Staff uniform and personal hygiene** – e.g. arrangements for handwashing, protective clothing, personal belongings, hygiene rules. |  |
| **Work rota** – e.g. staff breaks, rules for use of mobile phones, minimum staff numbers and supervision. |  |
| **Fire safety/evacuation procedures** - e.g. risk assessment controls, evacuation points, firefighting equipment, gas supply isolation. |  |
| **Equipment** – e.g. training on use, relevant restrictions, and personal protective equipment, awareness of risk assessment. |  |
| **First Aid** – e.g. illness and injury reporting procedures, first aid kit. |  |
| **Health & Safety Procedures** – e.g. risk assessment awareness, common hazards and controls understood e.g. manual handling, slips and trips. Relevant checks/ checklists understood to ensure gas and electrical installations are correctly set up and safe. |  |
| **Food safety** – e.g. relevant training on food safety procedures, understanding of relevant responsibilities as part of food safety management system, allergen information system, cleaning and food waste procedures. |  |

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| **NAME** | **ROLE** | **BRIEFING ATTENDEND?** | **SIGNATURE** |
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**Contact Us**

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