



The NCASS Outdoor Event & Festival Catering Guide



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Catering at Events

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Important Notes:

- Catering at outdoor events is a high-risk activity. There are pressures that impact food safety management which include the large numbers of people to cater for, the temporary nature of the trading set-ups and structures, the use of temporary and/or inexperienced food handlers and the storage and preparation of high-risk foods.
- Food and drink are an important component of most events. The aim is to ensure that food traders produce safe food, good standards of hygiene are maintained, and the public health is protected, so everyone can enjoy a diverse high quality food offering.
- Food traders can operate in a variety of set-ups and structures. For example, gazebos with stand-alone appliances and basic water provisions for handwashing and cleaning, renovated and converted vehicles and trailer units with fixed appliances and some provisions for basic electrical and running water facilities.
- The event organiser is responsible for ensuring that competent and compliant food traders provide food and drink at an event. They should understand the required standards and key requirements so that they can set relevant and suitable conditions for food traders to adhere to and where applicable, carry out checks to ensure compliance.
- The standards required by food traders and arrangements for food safety should be outlined within the documented Event Management Plan and be clearly communicated to food traders ahead of the event.
- The information contained in this guide sets out the standards that should be considered by event organisers and food traders. However, it does not necessarily cover everything that they need to consider for a particular event. It should be used as a supporting guide.

- The food safety requirements and guidance outlined in this chapter include provisions for supplying both food and drink.

Key Points to Consider

- Event organisers should check local food safety and street trading legislation, as there may be regional variations, and they will need to ensure that mobile caterers and traders can comply.
- Food traders should be able to demonstrate that they are implementing an adequate food safety management system which includes controls for food allergen management, to meet legal requirements and ensure public protection.
- Food traders must have provision in place for suitable hand washing and hot water facilities.
- Food traders are also responsible for maintaining key health and safety controls relative to their trader set-up/structure.
- Event organisers will need to take reasonably practicable steps to assure themselves that the provision of food and implementation of work activities by food traders does not pose a risk to the public.
- Event organisers must ensure that they provide traders with sufficient means to set up safely. For example, providing adequately sized pitches and sufficient spacing between food traders.
- Event organisers must make sure that there is provision of a wholesome water supply in sufficient quantities to enable safe food preparation and maintain effective hygiene standards.

Food Safety Legal Requirements

1.1 Responsible Person

Each food trading unit/operation should have a nominated Responsible Person, who has the duty of ensuring that the operation is safe, and that employees are trained in accordance with their duties and are aware of their Food Safety and H&S responsibilities.

The Food Business Operator (FBO) is a person (sole trader), partnership or company that makes the decisions about the food business and is legally responsible for ensuring that the requirements of food law are met.

In the absence of the FBO then an appropriate manager or supervisor should be nominated as the Responsible Person and should function as the point of contact for the food business throughout the event. Event Organisers should be able to readily identify the food traders at their event and hold the relevant contact details and business details. They should be able to provide a list of the food traders to the Local Authority Environmental Health Service if requested to do so, to support their food safety interventions.

1.2 Food Business Registration

A food-business operator (FBO) must register the food establishments under its control with the Environmental Health Department at the Local Authority. All food businesses including temporary structures and mobile food trader of all sizes must be registered.

Mobile food traders should register with

the Local Authority within which the establishment is ordinarily kept or returns to between trading, e.g., the private residence of the FBO of the mobile food business. This local authority is known as the 'Registering Authority'.

The FBO or responsible person should be able to provide proof of their Registering Authority e.g., a registration confirmation letter or a food safety inspection report.

1.3 Food Safety Legislation

Food traders are subject to the following key food safety regulations:

- **Regulation (EC) 178/2002 'General Food Law'** – lays down the general principles of food safety, the definition of food and food business, the requirements for traceability, details the offence of unfit (unsafe) food etc.
- **Regulation (EC) 852/2004 'Hygiene of foodstuffs'** - this outlines the structural requirements for food businesses, and the need to have a documented food safety management system.
- **The Food Safety and Hygiene Regulations (England) 2013** – enables Environmental Health Officers to enforce the provisions in (EC) 178/2002 and sets out the temperature control requirements for England.
- **The Food Hygiene (Wales) Regulations 2006** - enforces the EU food hygiene regulations and provides rules for temperature control in Wales.
- **The Food Safety and Hygiene (Scotland) Regulations 2006** – enforces the EU food hygiene regulations and provides rules for temperature control in Scotland.
- **The Food Safety and Hygiene (Northern Ireland) Regulations 2006** – enforces the EU food hygiene regulations and provides rules for temperature control in Northern Ireland.

• Food Information Regulations 2014

outlines the requirements to provide correct food allergen information and labelling for prepacked and loose foods, was updated in 2021 with Natasha's Law to include requirements for foods which are prepacked for direct sale.

Event organisers and food traders should be aware that regional variations in legislation (including for the operation of mandatory food hygiene rating schemes) exist between England, Wales, Scotland and Northern Ireland.

Authorised Environmental Health Officers (EHOs) and Trading Standards Officers (TSOs) from the local authority will check if food businesses are complying with these laws and producing safe food. This will often mean reviewing their practices and procedures and examining the business premises/ trader set-up, whilst the business is trading at events.

1.4 Licensing Legislation

A license is not required to operate as a mobile food trader. A Food Business Registration is required as outlined in Section 1.2. However, depending on where they trade and the products that they sell (e.g. alcoholic drinks), food traders may be subject to the following licensing requirements:

Licensing Act 2003 – Alcohol Sales

If there is not a Premises License in place to cover the whole event area, then individual traders that serve alcohol will need a Temporary Event Notice (TEN). This will need to cover their licensable activities for the duration of the event.

A food trader that holds a Personal License will be able to apply for up to 50 TENs a year. They will need to apply for a TEN to the relevant local authority in advance of the event (at least 10 working days).



To be applicable for a TEN the food trader selling alcohol would need to be accessible to fewer than 500 people. This may be applicable to small events, or a food market or food festivals that take place on a high street location. For large events it may be necessary to apply for a premises license to cover all food traders selling alcohol. The food trader will still require a Personal License to sell alcohol.

Event organisers should support the traders by directing them to the correct local authority to make their applications (for 'serving a Temporary Event Notice'). They should also be able to identify which food traders have alcohol sales included within their offering and have checked they have the correct license in place.

Traders should display a copy of their TEN where it can be easily seen and checked by the licensing authority and event organiser. Event organisers should also not undermine a food traders' ability to comply with their license. For example, if their TEN has been issued to a specific location, then they should avoid moving the trader at the last minute without consulting and agreeing this with the licensing authority.

Licensing Act 2003 - Late Night Refreshment

There is a requirement for an authorisation issued under the Licensing Act 2003 for the provision of late-night refreshment. This is the selling of hot food/drink between 2300hrs and 0500hrs.

There needs to be either a Premises License or Temporary Event Notice (TEN) in place to cover the provision of late-night refreshments, applied for by either the event organiser or food trader as applicable. Event organisers will need to consider the trading hours for the provision of hot food and drink and whether this licensing requirement will apply. They will need to

be able to identify which of the traders this will be relevant to and check that there is the appropriate license in place to cover this activity.

Local Government (Miscellaneous Provisions) Act 1982 - Street Trading

Street Trading is the 'selling or exposing or offering for sale of any article in a street'. It includes any area to which the public have access without payment (e.g. without ticketed entrance). This includes private land, for example, a car park or industrial estate. Local authorities are responsible for implementing a Street Trading Policy which will usually require food traders to apply and submit supporting documentation. For example, proof of public liability insurance, food hygiene rating, evidence of trader set-up.

If the application is successful, they will be issued with a consent to trade (street trading consent) which outlines certain conditions that they must adhere to. The consents to trade are usually time-limited and will only apply for certain dates or the length of the event. So, for recurring events it may be necessary to repeat the application process each time.

Checks can be carried out by authorised officers from the local authority to ensure that traders are trading safely and are complying with the consent conditions.

Street Trading can be complicated. There are several exemptions in the Local Government (Miscellaneous Provisions) Act 1982. For example, markets or fairs established by a local charter, trading as a 'pedlar' or 'roundsman'. In addition to the Act there are a number of private Acts and Bills that impact the enforcement of local street trading. There may be distinct areas where street trading is not permitted, known as 'prohibited streets'.



Event organisers and food traders should always check the local Street Trading Policy for requirements to trade to ensure that they can comply and can facilitate the application process. It is vital to research, check and understand the local street trading requirements.

In general, if the event is taking place on private land and there is a paid-for entrance fee, then street trading consents for food traders will not apply. The advice is to always check arrangements with the local authority.

Event organisers should communicate local street trading requirements to traders well in advance of the event so the relevant applications and arrangements can be made. Depending on the approach preferred by the local authority, the event organiser may be required to coordinate the street trading applications on behalf of the traders or to direct clear communication on the local and regional requirements as necessary.

1.5 Food Hygiene Rating Scheme

In England, Wales and Northern Ireland

The National Food Hygiene Rating Scheme provides information about the hygiene standards and compliance levels within food businesses at the time they are inspected. There are six different ratings which can be awarded to businesses: zero (the worst) to 5 (the best).

The scheme is overseen by the Food Standards Agency (FSA) and is implemented by Local Authority Environmental Health Services.

The ratings can be found online at the Food Standards Agency Food Hygiene Rating website [Search for ratings | Food Hygiene Ratings](#) as well as on window stickers (green and black) which are displayed at business premises.

It is mandatory in Wales and Northern Ireland for food traders to display their food hygiene rating. In these regions the following legislation applies to food traders:

- The Food Hygiene Rating (Wales) Act 2013 and Regulations made thereunder.
- The Food Hygiene Rating (Promotion of Food Hygiene Rating) (Wales) Regulations 2016
- The Food Hygiene Rating Act (Northern Ireland) 2016 and the Food Hygiene Rating (Northern Ireland) Regulations 2016

The National Food Hygiene Rating Scheme - the six different ratings which can be awarded to food businesses.



It is not currently mandatory for food traders operating in England to display their food hygiene rating although traders are strongly recommended to do so to support consumers make decisions about where they choose to buy food.

In Scotland

The Food Hygiene Information Scheme applies to food traders operating in Scotland. There are three different ratings; 'Pass'/ 'Improvement Required'/ 'Exempt Premises'.

A 'Pass' rating means the premises are meeting the legal requirements for food hygiene. All ratings are displayed on the Food Standards Scotland website [Food Hygiene Information Scheme | Food Standards Scotland | Food Standards Scotland](#). Businesses are encouraged to display their rating on their premises.



Minimum Levels of Compliance

Event organisers should take into account the National Food Hygiene Rating Scheme and The Food Information Scheme when selecting food traders for an event and should encourage traders to display their rating window sticker during the event.

Event organisers are advised to specify a minimum food hygiene rating for food traders as part of their event booking terms and conditions and application process. Event organisers should gather evidence of this requirement to support their due diligence. To demonstrate that they have checked the suitability and compliance of the food traders permitted to sell food at the event. They may want to consider the requirements set by local street trading policies or Safety Advisory Groups (SAGs) and match these requirements.

In general, a Food Hygiene Rating of 4 (Good) is considered a suitable minimum standard for food traders who intend to prepare high risk foods at outdoor events where there will be large numbers of the public present.

1.6 Insurance

Food traders that employ members of staff must have Employers' Liability Insurance. It is compulsory insurance to protect the business against claims from employees for accidents or sickness.

Public Liability Insurance is not a legal requirement at present but covers the food trader for claims made against them by members of the public and/or other

businesses. For example, if a customer makes a claim for food poisoning or incorrect allergen advice.

Without Public Liability Insurance cover, the catering business can be liable to any successful claim that may arise, and all settlement costs involved. The event organiser may also become implicated if a civil claim arises.

The industry standard cover for employers', public and product liability insurance is £5million each. Event organisers should not allow their event to go ahead without adequate insurance coverage in place for all traders. Insurance requirements should be included in the booking terms and conditions and application process for food traders.



Food Safety Management

2.1 Food Safety Practices

Food traders must ensure that the food and drink they sell is protected from contamination at every stage of food processing from delivery and storage through to service.

Food Purchasing & Delivery

Food traders must purchase foods from reputable suppliers and carry out checks on deliveries to ensure that specifications for the products and hygiene and safety standards are met.

They must be able to identify where they have purchased ingredients and food products from.

Food traders must have suitable arrangements in place to receive deliveries to site. For example, have adequate refrigerated space to store the volume of chilled foods delivered.

Food deliveries should not be left in the open air, unattended, where they could be subject to contamination or tampering.

Food Transportation & Storage

Containers used for transporting and storing food stuffs must be clean, maintained in good repair and capable of protecting foodstuffs from contamination. Where vehicles are used to transport foods there must be an adequate separation of food and non-food items. For example, foodstuffs should be stored in separate designated containers away from cleaning chemicals, outdoor equipment and

fuel etc. to minimise the risk of contamination. The same principle must also apply during storage on site.

Consideration must also be given to the separation of raw and cooked foods to prevent cross contamination of harmful bacteria. For example, raw poultry products must not be stored directly above or in contact with cooked or ready to eat foods in a refrigerator, as contamination can drip onto and contaminate these foods, increasing the risk of food borne illness.

Foods should be kept wrapped, covered, sealed in packets or lidded containers, during transportation or storage.

Vehicles, containers and storage equipment must be capable of temperature controlling foods and allow for the temperatures to be checked and monitored. For example, chilled foods must be kept refrigerated (below 8°C) and hot foods must be kept hot (at 63°C and above). The temperature control chain must be maintained throughout transportation and storage.

Foods should be labelled with a 'Use by Date' or 'Best Before Date' as appropriate. The food trader must check the durability dates of the food ingredients that they use. Perishable, high-risk foods that they prepare and then store must be provided with a suitable use by date to enable adequate shelf-life controls and avoid the use of out of date/unsafe food. Examples of common high-risk foods are cooked meat products, ready meals, shellfish, dairy products, cooked rice etc.

Food Preparation

During food handling and preparation, food traders must implement controls to prevent cross contamination - the transfer of bacteria from raw food (e.g. meat, unwashed vegetables, raw eggs) to cooked/ready to eat foods. Cross contamination should be



avoided by making sure raw and cooked/ready to eat foods are always separated. For example, using separate designated preparation areas, colour coded chopping boards and knives.

Good personal hygiene is key. Food traders that undertake direct food handling must provide adequate hand washing facilities and ensure that staff wash their hands before handling food and after preparing raw foods, handling rubbish and going to the toilet. Food traders must also provide clean protective clothing for staff to wear whilst preparing and handling food to protect the food from contamination.

Cooking/Reheating and Hot Holding

Food traders must take steps to ensure that foods are thoroughly cooked or reheated to eliminate harmful bacteria from the food. They should be able to demonstrate the steps they take. For example, the use of a probe thermometer to check the core temperature of food (e.g. 75°C for 30 sec), visual checks for changes in colour/texture of food, observing bubbling/boiling of liquids.

Once cooked or reheated, hot foods must be kept hot (at or above 63°C). The trader should carry out regular temperature checks to ensure food that is hot holding is held at the correct temperature.

A food trader should be able to demonstrate the important checks that they carry out in the form of temperature monitoring records. It is not expected that every food item that is cooked and reheated will be recorded but a good sample representing the type and quantity of food cooked should be noted. Monitoring records should focus on the higher risk food items.

NCASS members can demonstrate this through their completed Daily Records in the NCASS Daily Diary or Digital SMS.

During cooking, reheating and hot holding, food must be protected from contamination. For example, the use of fitted lids on bain-maries or chaffing dishes, sneeze screens to separate hot plates and serving hatches.

Cooling/ Freezing & Defrosting

Food traders should ensure that any hot foods that they prepare are served immediately or kept sufficiently hot. When prepared foods are intended for use later on then they must be cooled as quickly as possible and then refrigerated or frozen.

Food traders can achieve rapid cooling of foods by spreading food in thin layers, cutting and slicing foods, stirring liquid foods to release heat, placing food in a cooler food room /area and immersing the food container into cold water or ice.

Food traders should outline their cooling process in their food safety management system and evidence this within their monitoring records. NCASS members can evidence their cooling process through the Daily Records in the NCASS Daily Diary or Digital SMS.

If freezing foods, then these should be labelled with the date they were frozen. Food traders should ensure that when frozen food is defrosted, it is done in such a way that bacterial multiplication is minimised. For example, defrosting overnight in a refrigerator. Small quantities of frozen food can be carefully defrosted in a microwave using the defrost setting.

Food must be thoroughly defrosted before cooking/reheating takes place.

Food Service

Food traders must ensure that clean and hygienic containers, utensils and equipment are used for serving food. Where possible direct handling of food should be minimised,

instead using tongs and utensils etc.

Staff personal hygiene practices must be properly maintained. For example, regular effective hand washing, long hair tied back, or covered, and clean protective clothing worn. Food traders must ensure that prepared food is kept covered/ protected from contamination and is adequately temperature controlled during service.

Food traders should be prepared to provide information about the food they prepare and be able to deal with these requests effectively. For example, be able to provide information to consumers about the ingredients and specified food allergens present within the food.

2.2 Personal Hygiene

The food trader must make sure that all staff/ food handlers maintain a high standard of personal hygiene to minimise the risk of contaminating food. This will involve ensuring that:

- Appropriate clean protective clothing is worn and changed when dirty.
- Hands are kept clean by thorough regular hand washing.
- Hair is kept tied back or covered.
- There is no smoking or spitting in food preparation areas.
- Cuts and wounds are kept covered with waterproof dressings which are highly visible.
- Gloves are changed regularly as hands would be washed.
- False nails and nail varnish are not worn.
- Jewellery (other than a plain wedding band) is not worn unless covered with a waterproof dressing.
- Bad habits such as biting nails, licking fingers, coughing and sneezing are avoided.

Food traders must ensure they regularly

monitor staff personal hygiene arrangements and ensure hand washing is carried out effectively.

Event organisers should check and ensure that food traders have appropriate arrangements in place to maintain a high standards of personal hygiene.

2.3 Temperature Control

High risk foods must be subject to strict temperature control to minimise bacterial growth and toxin formation that can lead to food poisoning.

Food traders have a responsibility to ensure food safety and therefore should know the correct temperatures involved in storing, cooking, and preparing foods. They must be able to demonstrate how they adhere to correct temperature control and minimise the amount of time that high risk food remains in the 'Danger Zone'.

The 'Danger Zone' is the temperature range where harmful bacteria in food can multiply and grow most rapidly. It is the temperature range between 8°C and 63°C.

Food traders must ensure that:

- Chilled food is stored below 8°C to slow bacterial growth.
- Frozen food is stored below -18°C to prevent bacterial growth.
- Food is cooked/ reheated thoroughly to reach an adequate combination of time and temperature at the core (e.g., 70°C for 2 minutes or 75°C for 30 seconds) to remove bacteria to safe levels.
- Hot food (hot holding) is kept at 63°C and above to minimise bacterial growth.

Food traders should be using a digital probe thermometer to check core food temperatures and referring to reliable thermometer displays



within storage equipment.

There are some exemptions within food safety regulations that allow food traders to hold food between 8-63°C (Danger Zone) for a limited time and for a single period, after which the food must be immediately restored to temperature control or discarded. If these exemptions are used, then it will be up to the food trader to set up a monitoring system to show that this is strictly controlled.

Where there is evidence that high risk food has not been subject to strict temperature control then it must be disposed of and not served to consumers. This is to avoid the likelihood of food born illness.

2.4 Documented Food Safety Management System

It is a requirement of Regulation (EC) 852/2004 for food traders to have an appropriate written Food Safety Management System in place, based on the internationally recognised principles of Hazard Analysis Critical Control Point (HACCP).

The purpose is to demonstrate how food safety hazards are managed - to prove that the business has done everything reasonably possible to ensure the food they produce is safe (due diligence).

An adequate food safety management system should consist of:

- Evidence of Good Hygienic Practices e.g. cleaning plans, pest controls records, maintenance records
- An assessment of all the things that could go wrong (the food safety hazards)
- Identification of relevant controls and critical control points (the areas for focus to remove or minimise the risk)
- Relevant monitoring records, e.g. temperature records, Daily Diary, to

demonstrate how the important food safety controls are checked and evidenced.

- An outline of the action that should be taken if something goes wrong (corrective actions).
- Evidence that food handlers and members of staff have been trained in these procedures.

Food traders should be able to demonstrate their compliance with this requirement. They should have relevant parts of their Food Safety Management System with them when they trade.

Event organisers should be able to recognise the relevant systems and understand their relevance. Examples of suitable systems include:

- The NCASS Safety Management System (SMS) folder and Digital SMS.
- Food Standards Agency Safer Food, Better Business (SFBB)
- Food Standards Agency Scotland Cook Safe Manual
- Company-specific HACCP based systems.

Photo: NCASS Safety Management System



2.5 Allergen Management

As required by The Food Information Regulations 2014, all food businesses must be able to provide information to their customers regarding the presence of the 14 specified allergens as ingredients in any of the food that they serve.

The specified allergens are Celery (and celeriac)/ Cereals (containing gluten)/ Crustaceans (e.g. prawns, crabs, lobsters)/ Eggs/ Fish/ Lupin/ Milk/ Molluscs (Mussels and oysters)/ Mustard/ Tree Nuts (e.g. almonds, hazelnuts, pecan nuts)/ Peanuts/ Sesame seeds/ Soya (e.g. tofu, miso paste)/ Sulphur Dioxide (preservative in wine and dried fruit).

Food traders must know exactly which allergens are present in the ingredients they use and the food items they produce. They must also understand and manage cross contamination from allergenic ingredients. To do that they must undertake an assessment for food allergens across all stages of food processing from incoming ingredients through to service of the finished products to identify:

- What is possible (what specific allergen requests can be fulfilled)
- Any limitations (situations where allergen presence or allergen cross contamination cannot be avoided)
- The controls required to prevent cross contamination.
- How to communicate this assessment to customers so that they can then make properly informed decisions about the foods that are served.

A traders' food safety management system should include details outlining their allergen management arrangements.

Prepacked food and drink items must have

the specified allergens highlighted on the product label. Loose/open food and drink does not require a label, but the food allergen information for these products must be available so it can be shared with consumers. It is usually up to the food trader to decide how to provide the allergen information. The following are examples of how allergen information can be provided:

- An allergen information pack or folder – to store product specifications sheets and ingredient labels etc. and be available to staff and consumers to support requests for information and decision making.
- An “Allergen Matrix” form to record details of the food allergens present in all the food products made by the business. It could be displayed next to a menu board or be readily available upon request.
- The Menu – by highlighting the relevant specified allergens adjacent to each dish on the menu.
- Chalkboard/Signage - to either highlight the presence of food allergens used within the business or to direct consumers on how to obtain allergen information. For example, ‘For allergen information please ask a member of staff’.
- Verbal communication – by asking consumers at the point of ordering if they have a food allergy or require further information about the food items they are to order.

NCASS has provided relevant resources to enable its members to outline their allergen controls and provide allergen information to consumers.

an allergen known as anaphylactic shock. These incidents can be life threatening and will often require assistance from event first aid/medical services and the emergency ambulance service.

Event organisers should also consider how they would react to and deal with an incidence of severe food allergy/ anaphylactic shock, ensuring they have the first aid and medical provisions in place to properly respond and potentially save someone's life.

Further information on food allergen management can also be found on the Food Standards Agency (FSA) website.

2.6 Food Safety Training

It is a requirement of Regulation (EC) 852/2004 that all food handlers engaged in the food business are supervised, instructed and/or trained in food hygiene matters to a level appropriate to their work activity. For example, relevant food safety training should include:

- The importance of food safety and hygiene
- The impact of food borne illness
- Personal and legal responsibilities
- The effects of temperature control and correct food safety practices
- The relevance of food safety management systems

Food traders are responsible for ensuring that their staff have undertaken relevant training to ensure that everyone has the appropriate knowledge and understands how they should put that knowledge into practice. Therefore, as well as theoretical training on food safety, it should include practical 'on-the-job' training on relevant processes, procedures and site-specific hygiene rules. Food traders should keep records of the training provided and be able to demonstrate this on request.





Relevant Training Courses include:

- Level 2 Food Hygiene Award - this food safety course underpins general food safety controls to enable safe food handling and serving. It also provides staff with a nationally recognised level of food safety qualification.
- Level 3 Food Hygiene Award - an advanced food safety qualification ideal for senior food handlers who are looking to go the extra mile and/or those who are responsible for supervising staff.
- Allergen Awareness Training – Relevant for anyone who works within the front facing part of the food business and assists customers with the ordering and service of food and drink. This course outlines the principles of allergen identification and how to communicate allergen information to customers.

NCASS members have access to all of these training courses as part of their NCASS membership package.

Event organisers are advised to specify that food traders and their staff are able to evidence a minimum level of food hygiene training. It is also advisable to request evidence of this training in advance of the event. This is to support the due diligence arrangements in place for the event – being able to demonstrate that competent and compliant caterers are in place.

It is generally accepted that the Level 2 Food Safety Award is the minimum level of food safety training for catering at events. NCASS recommends Level 3 Food Hygiene Training for business owners (Food Business Operator) and responsible persons.

Structural Requirements

3.1 Design & Layout of Food Premises

All premises used for catering (food premises), which include gazebos, mobile vehicles and trailer units must be designed, constructed and maintained in good repair and a clean condition so as to avoid the risk of contaminating food.

Siting of these premises should be away from potential sources of contamination (e.g. Portaloo's, communal refuse) and, where possible, close to key services such as water, drainage and electricity.

Food premises should be of sturdy construction, weatherproof, windproof, and designed and constructed to prevent the ingress of water and, wherever possible, pests. They should be sufficiently covered to top and sides, including food preparation, equipment and food-storage areas in order to protect food from contamination.

Where temporary structures such as gazebos and marquees are used, then the structure should cover most sides of the food business area with openings as required. The front will need to be open to serve customers, and there will need to be sufficient openings to enable adequate ventilation if gas appliances are in use, as well as to facilitate an emergency escape route.

All walls of the gazebo/tent should be made of cleanable, flame-retardant materials.

All reasonably practicable steps must be made within the gazebo to facilitate:

- Hygienic food preparation.

- A workflow that enables the separation of raw and cooked food and prevents cross contamination.
- Cleaning of equipment and food contact surfaces (e.g. sinks, water supply),
- Adequate food storage

As tented structures cannot be proofed against pests and flying insects, then food items and food equipment must be kept covered, stored off the floor and in pest-proofed containers. Food contact equipment and surfaces must be cleaned and checked prior to commencing food preparation.

For more permanent food premises (e.g. kiosks, vehicles and trailers), the construction, doors, windows and hatches should be properly fitting to prevent access to pests especially when the premises is closed/not in use.

The layout and design of a food premises such as mobile vehicle, trailer or kiosk must be arranged so that:

- Adequate hand washing, cleaning and disinfection can take place.
- Walls/floors and ceilings are smooth, durable and easy to clean to prevent the accumulation of dirt and grease.
- Surfaces throughout are free from toxic materials, shedding particles (e.g. flaking paints or exposed wooden surfaces) and mould formation.
- Storage areas and the use of equipment prevent cross contamination.
- The workflow allows for the separation of raw and ready to eat foods.

All food premises must have adequate natural and/or artificial lighting to ensure safe food handling and to facilitate effective cleaning and pest monitoring to take place.

All food premises must also have a suitable



and sufficient means of natural and/or mechanical ventilation. In small, tented structures such as gazebos only natural ventilation will be sufficient. Permanent structures such as vehicles or trailers will usually require a mechanical ventilation system in addition to natural ventilation, particularly if a gas powered floor standing fryer is installed. Mechanical ventilation will help to remove harmful products of combustion e.g.. Carbon monoxide. It should be interlocked to gas supply as an additional safety measure.

Food Traders must ensure that their food premises meets the structural requirements. Event organisers should reassure themselves that food traders are meeting these requirements, and their food premises are suitable. They can do this by reviewing previous inspection reports and checking the food hygiene rating awarded to the trader. They could request photographs of the trader set up in advance of the event as well as carrying out additional checks when the trader is on site.

3.2 Cleaning and Disinfection

By law food premises must be hygienic. This means that:

- All food preparation and storage areas, including surfaces and structures, must be kept clean and disinfected where necessary.
- All equipment and utensils that come into contact with food must be kept clean, disinfected where necessary and maintained in good working order.

A food trader is responsible for ensuring that their food premises are clean and hygienic and that they have appropriate equipment and facilities in place to enable effective cleaning and disinfection to take place. This should include:

Sinks and Hot Water - where possible there

should be a designated sink for cleaning and washing up that is separate from the sink used for food preparation. If there is no space for a dedicated cleaning sink, then food preparation must not be undertaken in the same sink at the same time as cleaning/washing up and the sink should be thoroughly cleaned and disinfected between use.

Photo: Designated sinks for cleaning and food preparation with faucet plumbing.



An adequate supply of running hot water must be available to enable effective cleaning to take place.

There are a range of portable hot water systems available to food traders that are powered by electricity or Liquid Petroleum Gas (LPG). They can be fixed/wall mounted or moveable/countertop. They can be installed so they are pumped/automatically refilled.

Depending on the type of set up they may either require professional installation or are manually filled, requiring no professional installation.

Water urns and boilers are acceptable if they have adjustable temperature settings, a fitted lid and a working tap.

Photo: A portable hot water system



Photo: Manual water boiler



Potable Water must be used for cleaning and washing up.

Cleaning Chemicals – Food traders will require an adequate supply of detergent (chemicals that dissolve grease and remove dirt) and disinfectants/ sanitisers (chemicals that will remove bacteria and viruses and reduce them to safe levels).

The cleaning chemicals used need to be food safe/suitable for use on food contact

equipment. Food traders should be referring to the product label to ensure they are using the products correctly e.g., correct contact time/ dilution. Disinfectant and sanitiser sprays must meet the following standards: BS EN 1276 or BS EN 13697 which should be outlined on the product label.

All cleaning chemicals must be stored securely so they cannot contaminate food.

Cleaning cloths – Food traders should be using disposable cleaning cloths wherever possible to prevent the spread of contamination from one surface to another. Food traders should have an adequate supply of cleaning cloths so that they can be replaced regularly.

Two Stage Cleaning – Food traders should be cleaning up spillages, and soiling of equipment as they occur during work activities. When cleaning food contact surfaces or equipment they should be undertaking a two-stage cleaning process;

Step 1 -cleaning with hot water and detergent/sanitiser to remove grease and food debris, **Step 2** – application of a disinfectant or reapply sanitiser to remove/ reduce bacteria to safe levels.

The food trader is responsible for putting adequate cleaning arrangements in place. The event organiser should check and satisfy themselves that the traders are maintaining adequate standards of cleanliness and have provisions in place to undertake cleaning and maintain hygiene standards throughout the event.

3.3 Handwashing Facilities

Regular effective hand washing is key to managing the cross contamination of harmful bacteria and food allergens and to maintaining good hygiene standards.

Food traders must put in place an adequate

number of suitably located wash hand basins that are specifically designated for hand washing.

Wash hand basins should be provided with:

- A readily available supply of running hot and cold water (or mixed)
- Liquid antibacterial soap
- Hygienic hand drying facilities e.g., paper towels

Tea urns (boilers) are not an acceptable method of providing hot water for hand washing as the water is generally boiling hot. If the water is too hot, then it will increase the risk of scalds and prevent effective hand washing taking place.

The use of a bowl to mix water for handwashing is also not an unacceptable method as water will become stagnant and dirty and is unlikely to be replenished regularly enough.

Water needs to run over hands to wash away dirt and bacteria. Using running water is more hygienic than reusing water in a bowl. Hand washing facilities should avoid the need to transfer hot water into bowls which increases the risk of scalding.

There are a range of portable wash hand basin units that will heat water to a suitable and safe temperature for hand washing. These can be manually filled, and either be positioned on counter tops or as stand-alone units.

The most effective arrangement is to have a properly installed pumped water system that delivers hot and cold running water to the wash hand basin, with the water heated by electric or gas.

Photo: Example of a water heater



It is vital that the hand washing facilities are located within the trader set up and are therefore readily accessible – near to where the food preparation is taking place. It is not appropriate to rely on wash hand basins located in separate nearby buildings or trading units.

Photo: Example of a portable compact hand wash unit, suitable for sitting on a countertop.



Photo: Examples of standalone wash hand basins with soap and paper towel dispensers



The food trader is responsible for putting adequate hand washing facilities in place.

The event organiser should check and satisfy themselves that the traders have facilities in place and are able to maintain personal hygiene standards throughout the event.

3.4 Water Supply & Drainage

A food trader must have an adequate wholesome supply of potable water for drinking, cleaning food, cooking, cleaning equipment and surfaces that come into contact with food.

Some food traders will have direct water connection systems allowing them to pipe water from permanent or piped water systems straight into their trading unit. For example, a pressure relief valve or break tank. These systems should incorporate adequate backflow protection.

Most traders rely on filling water containers, which are then connected to a basic piped system to supply taps at sinks or enable the manual transfer of water into water boilers or equipment.

Food traders may arrive at the event site with

filled water containers and sufficient water supplies to last a day's trading. These water containers should be filled from a mains water supply. Food traders may also need to refill their water containers during the event.

The event organiser must make sure there is an adequate wholesome supply of potable water for the entirety of the event, to enable food traders to refill their water containers as necessary. They will be responsible for the water supply on site up until the point of connection with the food business. Food traders will then be responsible for the water systems from their connection and points of usage onwards.

The water storage containers used by food traders should meet the following requirements:

- Constructed of material suitable for contact with water
- Must not be clear/see through – white or blue coloured water containers are appropriate to reduce algae growth by blocking out sunlight.
- Clean and properly chlorinated
- Labelled 'drinking water only' and not used for any other purpose than storing fresh potable water.
- Properly sealed to prevent contamination e.g., ingress of rainwater, insects etc.

Water containers must be connected by suitable pipework or catering standard hoses and not garden hose pipes.

Pipework used to carry fresh water supplies must be clean and have been properly chlorinated. Food traders should be ensuring that pipework is flushed before use and drained after use.

When not in use the pipework must be capped. If flexible hoses are used then these should also be rolled tight, with the ends

capped on reels on racks so that they be stored in a sanitary manner.

Food traders should be chlorinating/ disinfecting their water containers, pipework, and water pumps regularly. They should be able to confidently outline their chlorination steps upon request.

Drinking water containers and hoses must be kept separate from those used for collecting wastewater.

NCASS members have access to the handy guide “Maintaining Water Storage Containers and Pipework in Mobile Catering Units” which will outline the important steps to be taken to ensure mobile water systems are properly maintained and water does not become contaminated.

Drainage facilities must be adequate and avoid the risk of contaminating foodstuffs. On many sites it is unlikely that food traders will be able to discharge their wastewater directly into a mains drainage system. Food traders will usually have designated wastewater containers and hoses to collect water from sinks and hand washing facilities. These can also be manually filled when emptying equipment.

Suitable wastewater containers should be labelled ‘wastewater only’. Food traders must have wastewater containers or drainage facilities in place to avoid the need to empty wastewater directly into streets, public spaces, walkways, local waterways etc. where it can create a slip and trip hazard and contaminate surfaces and groundwater.

Event organisers should make arrangements for site wastewater storage facilities to allow food traders to empty their wastewater containers and to provide contingency arrangements. These facilities should then be discharged into a proper drainage system.

Event organisers should check and be satisfied that the food traders’ arrangements for storing potable water and wastewater/ drainage are adequate.

Event organisers must support food traders by arranging adequate facilities for potable water supplies and wastewater storage and disposal. They must ensure that these facilities are readily accessible and properly maintained.

The arrangements for potable water and wastewater should be clearly outlined to food traders so they understand where they can locate these facilities on site.

3.5 Food Storage Areas

Food and food equipment, e.g. food containers, baking trays, utensils, must be protected from contamination.

Food storage areas should be covered, secure and not exposed to the elements.

Food items and food contact equipment should be stored off the ground on benches or racking systems.



Loose food items should be stored in easy to clean lidded containers, to minimise the risk of contamination and to prevent access by pests.

Allergen ingredients should be clearly labelled and where possible stored separately to other ingredients.

Freezer and refrigerated trailer units should be pest-proofed, and adequately temperature controlled. They should be regularly checked and remain under the close supervision of the food trader to ensure food stocks remain secure and protected from contamination. Where possible these facilities should be lockable to avoid tampering or theft.

If cool boxes are in use, then these need to be supplied with adequate icepacks so that the temperature of the food remains below 8°C, with arrangements in place to replace and/or refreeze ice packs as necessary as throughout the event. Traders should be using good quality insulated cool boxes that have tight-fitting lids. They should be stored away from cooking heat sources and direct sunlight.

To ensure the food remains at a safe temperature within the cool box the trader will need to carry out regular checks with a probe thermometer. For best practice consider setting up a wired probe thermometer so the digital display can be monitored from the outside of the cool box and includes an audible alarm that sounds when the temperature rises above 8°C.

Traders are responsible for making sure that they have adequate food storage areas and that these are regularly checked and properly maintained.

Event organisers should be able to recognise when foods storage areas are not suitable. They should support traders by providing them with adequate space to set up their

units correctly and with access to relevant energy requirements.

3.6 Floor Coverings

On greenfield sites, measures should be put in place to limit the transfer of contamination, e.g. mud, into food-preparation areas.

Arrangements should include ensuring that floor surfaces are raised above the ground, and that floor coverings are readily cleansable and non-slip.

Mud transfer may be significantly reduced by the introduction of clean footwear policies which involve changing out of dirty footwear into clean footwear before entering food-preparation areas.

Food traders should provide adequate floor coverage to all areas where food is prepared and stored. This should include areas where sinks, refrigerators/ cool boxes and water containers are stored.

Food traders and event organisers should check applicable street trading conditions for the event. This may stipulate that food traders are required to provide floor coverings to protect hard standing ground or grassed areas from grease staining damage etc. If applicable, then these requirements must be complied with.

Food traders should ensure that adequate floor coverings are included within their set-up.

Event organisers should support food traders by ensuring that any site-specific conditions are communicated in advance of the event so traders can comply.

Photo: Plastic floor covering provided inside a marquee.



3.7 Food Waste & Refuse

Food traders must have arrangements in place to store their food waste and packaging etc. as it is produced. They should have suitable bins and containers in place to contain their waste hygienically and safely within their trading area. In food preparation areas foot-operated lidded bins should be used where possible, to avoid the need for food handlers to repeatedly touch and lift bin lids whilst preparing food. Bulk packaging such as boxes and bottles should be flattened and contained so it cannot blow away and to make the best use of the trading space.

Food traders should locate their bins and waste materials away from ignition sources (e.g. BBQs, gas appliances and LPG cylinders) and take steps to ensure that waste does not contaminate food and equipment.

There should also be arrangements in place to suitably collect and store waste cooking oil e.g. lidded leak-proof containers.

For some shorter events it may be suitable to require food traders to dispose of their own waste which will mean taking their waste off site with them when they leave and disposing of it in a proper manner.

For longer events, organisers must provide suitable centralised bulk waste storage

facilities. This is so food traders can empty their bins and avoid waste overflowing and spreading across the event site, causing fire hazards, harboring pests and creating a nuisance etc. These waste storage facilities must be of appropriate construction, kept in sound condition, and be easy to clean. For example, plastic lidded skip bins of suitable size and quantity to facilitate the number of food traders on site.

Photo: A central waste storage facility



Event organisers must ensure that the waste storage facilities are checked and maintained throughout the event. The aim should be to ensure waste bins are not overflowing, are being used correctly and do not present a fire hazard. It is important that refuse areas are kept clean and food waste is not stored directly on the ground as it can harbour public health pests (e.g. rats) and attract flies etc.

It is advisable to erect 'No Smoking' signage in refuse areas as well as written notices/ instructions on how the facilities should be used or the types of waste that are not permitted for disposal. Many traders have a legal duty to separate the recyclable materials from their general waste. To enable traders to comply with the requirements of the relevant waste separation regulations applicable across the UK nations, Event Organisers should also provide designated recycling bins to allow for the separation and collection of recyclable materials e.g.. cardboard, plastic bottles.

Disposal of waste must be done in a proper manner, which will involve a commercial waste contract with the local authority waste management service or with a trade waste contractor registered with the Environment Agency. It is not appropriate for food traders to dispose of their commercial waste in their

domestic wheelie bin at home. Event organisers should ensure that details of the central refuse storage and collection arrangements are clearly communicated to food traders.



Health & Safety

4.1 Safe Set Up

Suitable Pitches

The location and layout of food trader pitches should be planned out in advance of the event. In addition, there should be planning for the safe access of food trader vehicles and pedestrians onto and around the site.

This should include suitable arrangements for onsite vehicle parking and holding areas for equipment. For example, providing secure holding areas for bulk LPG storage.

The suitability of food trader pitches should be assessed considering:

- The venue capacity for the audience and staff.
- Ground conditions and site topography.
- Emergency exits and routes.
- Any hazards posed by existing features or structures on site.
- How vehicles and pedestrians will safely access and move around the site.
- Proximity of local amenities e.g. water, electricity supplies, waste disposal.
- Any hazards posed by permanent or temporary underground services or temporary structures?
- Any relevant health risks arising from animals e.g. animal droppings because of farm animals/ animal pastures.

Food traders should have sufficient space around their trading unit to enable them to trade safely. For example, the average gazebo is 3mx 3m in size but in reality, traders will need to be allocated additional space around the perimeter of their structure to facilitate

the safe use of:

- Liquid Petroleum Gas (LPG)
- Ignition sources e.g. BBQs
- Generators
- Fire exits, means of escape.

The size of the trading pitches should not just consider the actual unit size but should also incorporate additional surrounding space to enable safe set up and practices. For example, traders should also have the means to provide adequate emergency exits should they need to evacuate the trading unit in an emergency.

LPG cylinders and generators should not be used inside enclosed spaces, so food traders should have sufficient space outside of their vehicle trailers and tented structures to set up their equipment. For example, they may have to facilitate storage cages for LPG cylinders or set up a generator that requires an LPG supply.

Spacing between Food Traders

Sufficient distance is also required between individual food traders to enable the minimum safety distances between LPG supplies and to prevent the spread of fire. The National Fire Chiefs Council (NFCC) recommend that there is a minimum of 6m separation between trader structures that have ignition sources, e.g. gas appliances, in use.

The Minimum distance between individual trader LPG supplies should be 1m.

Traders should not be buttressed up immediately adjacent to one another.

It can be helpful to mark out the perimeter of trader pitches so that food traders can remain within their designated trading area.

The set up and layout of traders should not



prevent access by emergency services. For example, a fire engine requires a safe width of 3.7m to pass safely. This is particularly pertinent for trader pitches that are located in built up areas e.g. in town centres, on highstreets, on or adjacent to the highway.

Suitable Structures

The structures used by food traders must be reasonably weatherproof, windproof and constructed to prevent the ingress of water.

Temporary structures, e.g. gazebos, must be erected so they are safe and secure and are not at risk of collapse or of blowing over in strong winds. Signage attached to the frontage as well as A-boards, decoration and lighting must also be properly secured in place. Stakes and ropes used to support the structure must not present a tripping hazard.

Whoever builds the structure should undertake a risk assessment of the likely construction hazards and risks which are likely to include:

- Falls from Height
- Manual Handling
- Vehicle Safety
- Fire Safety
- Electricity and Gas Safety

Gazebos and tented structures should be fire retardant– can withstand a brief attack of flames while limiting the spread of the flame. Food traders should be able to provide evidence of the suitability and quality of the gazebo that they are using to demonstrate that it conforms to the international fire resistance table and B1 classification. The conformity of the gazebo should have been supplied by the manufacturer.

Site Safety

The arrangements for food traders and their

trading locations should be detailed in the event management plan and site plan.

Food trader vehicles and trailers must be positioned onto site safely. This may require the use of a 'banksman' to oversee vehicle movements and ensure separation of vehicles and pedestrians.

Event organisers should communicate relevant site rules and conditions including instructions for arriving on site etc., in advance of the event. Event organisers are encouraged to share relevant sections of the event management plan and risk assessment findings with food traders. This information should include contact details for the event organiser so they can be contacted by the food trader in the event of an emergency on site. For more details on Trader Booking Terms and Conditions refer to Section 5.1.

Event organisers should have dedicated staff available to supervise food traders, to locate their correct pitch and to support them with setting up.

Food traders should ensure they adhere to the site rules and conditions and cooperate with event organisers during their set up and whilst trading.

Wherever possible access to the sides and to the rear of food trader units should be restricted to the public by the use of suitable barriers and signage etc. This could include barriers between traders. Food traders should ideally only be accessible to the public from their service hatches/ frontage. This is to prevent deliberate/accidental tampering of foodstuffs, equipment etc. and to minimise fire risks. Any barriers should be temporary/removable and should not undermine fire exits/means of escape.

4.2 Safe Use of Chemicals

The detergents, disinfectants and sanitisers used by food traders contain chemicals and

therefore should be handled, stored, and disposed of with care. Chemicals should be used in accordance with the manufacturer's instructions and not mixed, as this may produce harmful vapours.

The Control of Substances Hazardous to Health (COSHH) Regulations places a duty on food traders to assess the risks involved in the use of any hazardous substance by carrying out a COSHH assessment. This is to ensure that their employees and other people are protected from substances hazardous to health. For example, some cleaning products can be flammable, corrosive or toxic. Relevant hazard warnings should be indicated on the manufacturer's product label.

As part of their COSHH assessment food traders should have:

- Identified any hazardous substances in use.
- Identified how they will be used and who could be exposed to these substances.
- Identified suitable control measures.
- Provided information, instruction, and training on the safe use of these substances to staff.

Where necessary, personal protective equipment (PPE), such as gloves, goggles and rubber aprons, must be provided.

NCASS members have access to an online tool that will allow them to easily produce a COSHH assessment for the use of cleaning chemicals. NCASS members are directed to complete this assessment and include a copy within their Safety Management System.

Event organisers should be familiar with the requirements placed on food traders so that they can readily identify when hazardous chemicals and substances are not being correctly managed and may present a risk to others. Examples of unsafe practices include:

- The use of oven cleaners or drain cleaners

without protective gloves, aprons etc.

- Mixing two chemicals e.g. bleach or ammonia-based chemicals and detergent together, in an enclosed space where they can be readily inhaled.
- Disposing of waste cleaning water and cleaning chemicals directly onto the ground instead of into a suitable drain or storage container.
- Storing cleaning chemicals and foodstuffs together, mixing or using chemicals directly adjacent to open foods, increasing the risk of food contamination,

Event organisers should ensure that appropriate waste and water disposal arrangements are in place to enable traders to dispose of cleaning chemicals and wastewater safely.

4.3 Risk Assessments

Every food trader must operate safely. They are required by law to protect their employees and others who may be affected by their business. This means:

- Identifying anything that could cause harm.
- Determining how likely it is that the harm could be realised and how seriously.
- Taking action to eliminate the hazard or control the risk.

It is the legal responsibility of the food trader to make sure the safety measures put in place are based on the way the business operates. Therefore, risk assessments that are specific to the business are necessary. If a trader employs more than 5 people, then they are legally required to document the risk assessment findings.

Examples of the types of hazards that would be relevant for food traders to risk assess (not an exhaustive list):

- Slips, trips and falls

- Manual Handling
- Use of electricity
- Use of Liquefied Petroleum Gas (LPG)
- Use of portable generators
- Use of tented structures e.g. gazebos

Event organisers should not act to undermine the controls outlined in a trader's risk assessment or impact their ability to trade safely. If different measures are required, then these should be discussed and reviewed with the food trader and a reasonable resolution sought.

Event organisers are advised to request documented risk assessments from traders in advance and to review them as part of the overall event planning. They should then check the implementation of key risk assessments once the trader is on site. For event organisers to understand the types of hazards that traders may present they should review the trader set up and observe the practices taking place e.g. the use of tools and equipment, supervision of staff, general conditions of the business set up.

On-site spot checks should form an integral part of the event management plans and the work undertaken by event staff. This is to ensure trader arrangements do not undermine the event management plan, site rules and conditions and overall safety.

NCASS provides its members with an online Health & Safety risk assessment tool to help members to carry out their risk assessments for relevant health and safety and fire safety hazards. These documents can then be easily reviewed, updated and shared with event organisers and local authorities as applicable.

4.4 Gas Safety and Liquefied Petroleum Gas (LPG)

LPG will be the main type of power source used by food traders for cooking, heating

water or to power generators.

It is essential that LPG is stored and used safely otherwise the results can be disastrous e.g. explosions and fires. A number of serious LPG incidents occur each year at events because the LPG cylinders and their connections have not been correctly managed. Add to the fact that food traders are often sited too close together, LPG fires have frequently spread to multiple nearby traders. Traders must risk assess their LPG set up.

NCASS have prepared LPG safety checklists and specific fire safety risk assessment templates to support members with the safe use of LPG.

The event organiser should ensure that they risk assess the use of LPG across the event and ensure that traders are implementing the essential safety requirements for LPG. For both the trader and event organiser this should include consideration for:

- The use of suitable appliances and cylinders
- Safe transportation of cylinders
- Safe siting and storage of cylinders
- Safe connection and disconnection of cylinders
- Suitable ventilation
- Fire reductions measures.
- Emergency protocols
- Suitable maintenance and gas servicing.

Traders must be able to demonstrate that their LPG set up is suitable and has been appropriately checked and certified by a qualified Gas Safe Registered Engineer who is competent in LPG. Event organisers should ensure that they gather evidence that the relevant checks and maintenance have been carried out on a trader's setup.

Event organisers and traders should undertake basic training in how to safely use



LPG and assess the suitability of LPG set ups. Event organisers should consider stipulating relevant training as a condition to trade.

NCASS has developed essential training in LPG safety, to assist with day to day LPG tasks and the assessment of suitable set ups. The online course "Safe Use of LPG in Mobile and Outdoor Catering" is suitable for traders and event organisers and is available to nonmembers. For more details <https://www.ncass.org.uk/lpg-environmental-health-professionals/>

The NCASS Gas Safety Hub safety provides free gas safety guides and news features <https://www.ncass.org.uk/resources/legal-compliance/gas-safety/>

Safe Siting of cylinders

Event organisers and traders should be aware of the essential rules for the safe siting of LPG cylinders.

LPG Cylinders must be:

- Stored upright in the open air in a well-ventilated environment.
- Secured from toppling over (Ideally sited on hard and firm ground but if they are to be on grass try and secure them with a stake of some sort.)
- Secured and properly supervised so they cannot be accessed or tampered with by the public (particularly if they are stored out of direct sight).
- Readily accessible to authorised personnel so they can be isolated (turned off) in the event of an emergency.
- Stored away from walkways and vehicular traffic routes
- LPG is highly flammable and explosive so there must be a minimum distance of 1m

between LPG cylinders and:

- Ignitable sources e.g., generators and cooking appliances.
- Combustible materials e.g., rubbish and vegetation, sides of gazebo. This is to reduce the risk of fire and explosion.
- There must be a minimum distance of 2m between LPG cylinders and:
 - Un-trapped drains and unsealed rain gullies.
 - Openings to lower levels or cellars.

DO NOT SMOKE anywhere near cylinders and try and have some sort of signage or notice on display to tell others the same.

Bulk Cylinder Storage

Event organisers should also put in place suitable arrangements for storing traders excess/spare cylinders in a 'bulk/dedicated LPG storage area' which can also act as controlled delivery point and a place to store empty cylinders.

The number of cylinders kept at a food trading trading unit shall be no more than the number in use and one in reserve. Any excess cylinders should be transferred to the bulk cylinder storage area.

During the design and layout of the event, provision of a secure (controlled access) outdoor storage compound can be met by allocating an area that is:

- Flat and level (with sufficient slope to allow rainwater to run off)
- Well ventilated (paying particular attention to nearby buildings and tall walls)
- Not be obstructed by more than 50% of the perimeter of the storage area.

- Be surrounded by a substantial fence of at least 1.8M in height.
- Have a dedicated entry and exit system.
- Be adequately labelled along the perimeter with a suitable no smoking boundary enforced.

4.5 Electrical Supply and Generators

Traders will inevitably need a means of supplying electricity to their trading unit to power electrical appliances and lighting etc. This supply will likely be achieved by connecting their trading unit directly into a mains supply or via a generator that either belongs directly to them or is hired/supplied by the event organiser.

Electrical Inspections and Testing

Vehicle and trailer units should have built in electrical installations that are protected from the external environment. These must be installed and maintained by a competent electrician.

It is recommended that the fixed wiring systems in mobile catering units are subject to inspection and testing each year. Traders are responsible for ensuring that their electrical installation is properly maintained and should be able to present a recent Electrical Installation Certificate (EIC) issued by a competent electrician, demonstrating that their fixed electrical wired installations are safe.

Where traders work from more temporary structures, for example gazebos and marquees, the risks posed by the electrical system can be higher because the wiring and connections are more exposed to the outdoor environment e.g. extension cables, trailing cables. Any electrical equipment used must be fit for purpose and only used in accordance with the manufacturer's instructions. They must be protected from environmental conditions e.g. water ingress.

In either case, the electrical appliances (e.g. tea urns, microwaves, bain-maries) used by food traders must also be in good condition and subject to regular electrical safety checks. Appliances must be CE/UKCA/UKNI marked and fit for purpose.

Electrical appliances should be subject to annual Portable Appliance Testing (PAT) by a certified electrical engineer. Food traders are responsible for arranging PAT as part of their routine maintenance program. They should be able to provide evidence of this testing in the form of a PAT report which should list all the appliances that have been tested. Individual appliances may also be marked by a PAT sticker or label to indicate that they have passed testing.

Event organisers should be mindful of the fact that there are imported food trailers in circulation that have been manufactured with substandard electrical installations and have not undergone testing and examination in the UK before use.

Event organisers are advised to request evidence that the trader has properly maintained their electrical installation and appliances. Requesting in advance of the event, installation certificates, EIC reports, evidence of PAT. They should also carry out spot checks and ensure that trader set-ups do not pose electrical hazards. For example, checking that traders are suitably protecting cables and connections from water ingress, minimising the use of extension leads, using CE marked appliances etc.

Event organisers should also check that electrical cables used by traders do not present a trip hazard and are not laid directly across public walkways without additional safety measures in place.

Event organisers should look out for incorrectly wired and unsafe power connections such as outlet sockets incorrectly fitted to the supply side making the exposed

prongs live (commonly known as a widow maker).

Exposed prongs! The outlet socket is incorrectly fitted to the supply side (a widow maker)



Inlet socket correctly connected to the supply side e.g. generator



To assist NCASS members to operate safely NCASS has produced an Electrical Safety checklist specific to outdoor settings. Traders can use this checklist to assess the safety of their electrical equipment and electrical supplies outdoors. This checklist should be reviewed at the start of each trading season and is then incorporated into the Daily Record checks.

Electrical Safety Requirements

The electrical installations in mobile catering set-ups must have protective measures

in place including correct earthing and protection against excess electrical current. Residual Current Device (RCD) will detect faults in the system and switch off the electrical supply to protect people and appliances from electrocution, fire and damage. An RCD should be fitted into the main switchboard or socket outlets of the fixed installation in the trading unit. Where electricity is used in marquees or gazebos, then a plug-in RCD mains unit device should be in use.

Traders should ensure that their installation includes an RCD. Any electrical work should be undertaken by a competent electrician. For example, someone registered with the National Inspection Council for Electrical Installation Contracting (NICEIC).

Generators

An electrical supply derived from a generator is no more or less dangerous than the supply derived from a building. There are key safety elements to consider:

- Generators should be enclosed and segregated from the public to prevent deliberate/accidental tampering, harmful contact and trip hazards.
- Fuels must be stored safely – away from ignition sources, and LPG! If LPG generators are in use, then the cylinders must be correctly sited with minimum distances and the key safety control measures maintained in place.
- Care must be taken during refuelling - it can splash or spill onto surfaces where it can be easily ignited. The fuel must never be decanted while the generator is still running or is still hot from use!
- The generator may need to be earthed with an earthing rod to prevent electric shock.
- Generators should not be covered in case they overheat – if used in wet weather then they should be protected by a purpose-built

shelter or a specifically designed canopy cover.

Event organiser should clearly stipulate to traders the type of generators permitted at the event and the relevant conditions for their use. Petrol fueled generators are the least desirable and are increasingly being prohibited for use at public events. This is because petrol very easily ignites and is so explosive. As well as being generally less safe, petrol generators produce toxic exhaust fumes. Alternative viable generators are fueled by Diesel or LPG.

Some generators produce noise levels that can cause nuisance and interfere with the aesthetics of the event. It may be necessary to set suitable noise levels for generators and ensure that only generators that can meet these conditions are in use.

If traders intend to use their own generators, then these should be regularly serviced and certified. For LPG generators this will need to be done by a competent gas engineer who has the relevant competency (CGLP1 non-domestic gas fired generators).

Traders are responsible for ensuring that their generator is correctly set up and is safely used. If using liquid fuel, then they should have a spill kit readily available to deal with fuel spills. Event organisers should not undermine the trader's ability to maintain these measures, enabling them with adequate space to safely use their generator and store their fuel supplies away from other traders, members of the public, combustible materials and ignition sources etc.

Event organisers should check and be able to identify poorly maintained generators that need to be taken out of use. For example, those generators that produce excess smoke/ are excessively noisy/ are not properly protected from water ingress/ are in direct contact with the public. If event organisers are providing generators and electrical

hookups for traders to use then they must ensure that the system they provide has been set up, checked and certified by a competent electrician. It must be fit for purpose. In all cases the cables, plugs and connections to generators must give suitable protection against physical damage and water ingress.

Electrical Risk Assessment

The electrical arrangements put in place by the trader should be covered by a suitable risk assessment. Likewise, the event organiser should risk assess for electrical hazards across the whole event taking into consideration the standards to be implemented by food traders.

4.6 Emergency Arrangements

Traders must plan and consider how they will deal with a serious incident such as a fire in their trading unit or the emergency evacuation of the event site. It will ensure that their staff and consumers can be safely evacuated.

Traders should plan emergency exit arrangements into the layout of their trading unit. For example:

- Leaving an opening in the rear of the gazebo to act as an emergency exit,
- Making sure there is adequate clearance around the entry/exit to other mobile units/ trailers.
- Removing combustible materials and ignitions sources from exits
- Ensuring that LPG and electrical supplies can be quickly isolated.
- Placing firefighting equipment where it can be easily accessed, e.g. near to appliances and exit points.
- Having procedures in place to contact the emergency services without delay and to ensure that the area is evacuated.

Photo: A Guide to Fire Extinguishers

	Freely burning materials	Flammable liquids	Flammable gases	Flammable metals	Electrical equipment	Cooking oils and fats
CLASS	A	B	C	D	Electrical	F
CLASS ICON						
WATER	●					
WATER (WITH ADDITIVE) ¹	●					
FOAM	●	●				
(ABC) DRY POWDER	●	●	●		●	
SPECIAL POWDER ²				●		
CARBON DIOXIDE		●			●	
WET CHEMICAL ³	●	Check with provider				●
HALON	HALON EXTINGUISHERS ILLEGAL TO USE IN UK with the exception of essential users					

Relevant controls should be reflected in their risk assessments. They should also ensure that they have trained their staff in these procedures, including how to use firefighting equipment as applicable.

Traders should seek to see the event plan or emergency evacuation plan for the site; they must ensure they know what to do in the event of an emergency.

To support these arrangements, event organisers should share their emergency arrangements for the overall event site with traders, so they can understand who will coordinate arrangements and where the exit points are etc. Event organisers should ensure that traders have the emergency contact details for the event team so they can contact the person in control of the site.

Event organisers should ensure they support the emergency arrangements that traders put in place. For example:

- ensuring the site layout enables adequate space and clearance around trading units.
- regularly clearing accumulations of waste, minimising ignition sources.
- enforcing 'no smoking' conditions.
- providing barriers to help prevent access to the public to the rear of trader units.
- separating vehicle and pedestrian movements.

4.7 Fire Fighting Equipment

Appropriate firefighting precautions will vary depending on the trader set up and its activities. However, they are likely to include:

- Provision of suitable fire detection and warning systems to alert staff, the public and adjacent businesses to fires.
- Availability of correct firefighting equipment, maintained in good working order.



- Staff trained in use of firefighting equipment, emergency evacuation measures/ escape routes etc. and fire risk reduction measures.

Firefighting equipment should be in the vicinity of all areas in which LPG cylinders and appliances are stored and used. This is especially important for those traders using ignition sources, for example deep fat fryers, BBQs and wood fired pizza ovens.

The following firefighting equipment is required:

Where frying oils are used:

- Fire Blanket
- 6 Litre Wet Chemical Extinguisher

Where generators and electrical appliances are used:

- CO2 Fire Extinguisher (with a size that is reflective of the number and types of

equipment used)

Where vehicles are used:

- 2Kg Dry Powder Fire Extinguisher is required for the engine compartment and cab of the vehicle.

Where waste bins are provided:

- 6 Litre Water Fire Extinguisher

The relevant equipment should be reflected in the traders' fire risk assessment.

Fire blankets are commonly found in mobile catering units because they can be used to extinguish the following fires:

- Cooking oil - deep fat fryers, chip pans, frying pans.
- Gas hobs
- Waste bins.
- A person's clothing.

To ensure the proper use of a fire blanket, traders should refer to the user instructions and ensure that their staff have been trained in its correct use.

The trader (Responsible Person) should ensure that all firefighting equipment is subject to inspection and servicing by a competent person on an annual basis. They should ensure they retain the Certificate of Inspection to demonstrate this.

As well as an annual inspection fire extinguishers should be subject to extended service as outlined:

- Water, foam and powder extinguishers are subject to an extended service every 5 years.
- CO2 extinguisher doesn't, however they require an overhaul every 10 years.

Fire extinguishers should be replaced after their expiry date.

It is important to be aware that fires directly involving an LPG cylinder should not be tackled with a fire extinguisher! Evacuate the area straight away!

Event organisers should risk assess for fire safety hazards across the whole event taking into consideration the standards to be implemented by food traders. Event organisers should stipulate the requirements for firefighting equipment on site and communicate these to traders in advance of the event.

Event organisers should carry out checks to ensure that traders have the correct firefighting equipment in place and that fire extinguishers have been subject to the relevant inspections/servicing and have not expired.

NCASS provides an online training course on Fire Safety Essentials to support with establishing these checks and setting

relevant conditions for traders.

4.8 Camping Arrangements

If an event takes place over consecutive days, then onsite camping arrangements may be necessary for traders.

Wherever possible camping areas should be sited in a separate designated area from the trader set up/catering area. Traders should avoid setting up their tents directly adjacent to trading units that use LPG and have ignition sources. If camping tents and adapted vehicles are set up too close to trading units, it could undermine the minimal distances required to manage fire safety risks, the safe use of equipment, LPG etc. and will also create additional slip and trip hazards as a result of guy ropes and temporary structures etc.

Event organisers will need to consider this when carrying out a risk assessment of the trading areas and when setting site rules and conditions to be able to trade. In the event of an emergency, they must be able to demonstrate to the emergency services where attendees including traders will be camping, so that appropriate emergency protocols and evacuation procedures can be carried out. Allowing uncontrolled camping all over the site will create additional safety challenges for everyone, especially for the emergency services in the event of an emergency incident.

Traders may expect to camp directly next to their trading unit in order to provide security to their trader setup and equipment. Instead, the event organiser should provide adequate overnight security arrangements for the site, to ensure trading units remain secure, to allow traders to safely sleep away from their trading units. If necessary, nearby demarcated camping areas can be set up and designated for traders where they are in sight of their trading unit at night and likewise their accommodation whilst trading.

Wherever possible individual camping arrangements directly adjacent to trading units are to be avoided.

Relevant sites rules and conditions in relation to camping should be checked and enforced by event organisers. If necessary, traders should be required to relocate tents etc. to permitted areas, and helped where necessary to do so.

The designated camping area should be sufficient for the number of traders requiring overnight camping and to enable adequate spacing between their tents/caravans etc. Camping arrangements for traders should include access to adequate hygienic toilets, hand washing and showering facilities. These welfare facilities are necessary to maintain personal hygiene, which is key to hygienic food preparation.

4.9 First Aid

It is a legal requirement that every employer ensures there is suitable first aid provision in their workplace. This means that each trader who employs staff to work within their trading unit must include an appropriate first aid kit.

The minimum provision is a suitably stocked first aid box with an appointed person to take responsibility for restocking it, calling an ambulance, and maintaining treatment records.

The first aid box should conform to BS 8599 and be a sufficient size for the number of employees.

If employees are required to travel a lot, work remotely, or work alone then consideration must be given to issuing personal first aid kits as well as mobile phones or radios.

This first aid provision applies to the trader and their employees. It does not apply to non-employees, e.g. members of the

public. The event organiser is responsible for arranging adequate first aid provisions to cover the whole event and everyone in attendance. This will require a first aid needs assessment to demonstrate that appropriate provisions have been made.

Section 5

Enforcement & Compliance

5.1 Trader Booking Terms and Conditions

Event organisers should set out to traders in clear easy to understand written language, exactly what is expected of them both prior to the event and once they are set up and trading on site. The purpose of having relevant written contracts, terms and conditions and supporting guidance is to:

- Enable the trader to easily comply with the event organisers' requirements, to trade on site without complications and to avoid the last-minute disappointment of being refused permission to trade.
- Enable the event organiser to facilitate their compliance with safety, food hygiene and licensing requirements etc., evidence their due diligence and properly implement their event management plans.

Event organisers should ensure that their event management plans and the key controls within their risk assessments are supported by the trader booking terms and conditions (T&Cs) and requirements stipulated to traders.

For example (but not exclusively) here are some suggestions for inclusion in trader booking terms and conditions:

- The application process – the required information, evidence, time frames for provision, consequences for failing to provide or satisfy compliance documentation and

requirements.

- The arrangements for site pitches – size of the pitch, relevant safety rules.
- Compliance requirements – outline the minimum compliance standards to trade, the provision of key compliance documentation, additional requirements e.g. sustainability policies, provisions for providing allergen information to consumers.
- Responsibilities in the event of an emergency – appointing a responsible person, providing key contacts, cooperating with site emergency procedures etc.
- Requirements for power provision – outlining responsibilities, evidence of correct installation and maintenance, which types of generators are permitted, specific set-up requirements, banned appliances or fuel supplies.
- Waste Management Provisions – outlining responsibilities, key arrangements for waste disposal, compliance with site specific rules.
- Insurance requirements – minimum requirements, relevant supporting documentation.
- Trader's conduct – outlining what conduct will not be permitted, consequences for failing to comply etc.
- Terms of payment – if deposits are required to secure pitches, how and when traders will be paid, what charges apply etc.
- Cancellation requirements – details of how to cancel/withdraw from an event, timescales that apply in relation to refunds, deposits etc., what will happen if the event has to be cancelled or cannot proceed, the circumstances that apply.

Event organisers are advised to set out written information for traders outlining everything they need to know in order to successfully trade at the event. This should ensure consistency and efficiency, saving time, hassle and conflict.

5.2 Documentary Checks

Previous sections of this guide have highlighted the importance of compiling and reviewing trader compliance documentation to ensure important safety matters and minimum standards are in place. It is vital that event organisers have processes and procedures in place to assess the suitability of traders, to ensure they are accepting only compliant and diligent traders at their event.

To ensure documentary checks are carried out correctly, relevant event staff should be suitably trained to assess the suitability of documents and information submitted by traders. They should also be supported to challenge and chase traders for outstanding information, and to make decisions on unsuitable trader applications. Implementation of these procedures should be consistent and fair in line with event policies.

It may help to complete a relevant checklist of requirements, and to securely store supporting documentation. Evidence of these checks will support the due diligence in place for the event, as well as satisfy the requirements of certain licensing conditions, landowner permissions and recommendations outlined by the local authority Safety Advisory Group (SAG).

It is the decision of the event organiser to decide the appropriate requirements that should apply to traders. Outlined below is a guide to the documentary checks and information that should be considered to support this process:

Recommended minimum standards of compliance and safety:

- Proof that the trader is registered (food business registration) with their local authority, has been inspected and issued with a food hygiene rating - this can be in the form of a recent food safety inspection report from

the local authority where the trader is based.

- Food Hygiene Training – training certificates to evidence that key food handlers have undertaken a minimum of level 2 food hygiene training.
- Evidence of safe gas installation/maintenance – where applicable a gas safety certificate issued within the last 12 months to evidence that the traders LPG installation and appliances have been serviced by a Gas Safe Engineer competent in LPG.
- Evidence of safe electrical installation/maintenance -where applicable an EIC report issued within the last 12 months to demonstrate that the fixed wiring systems in mobile catering units have been subject to inspection and testing each year. In addition, evidence that electrical appliances have been subject to portable appliance testing (PAT).
- Insurance - evidence of suitable public liability insurance, to cover the food trader for any possible claims made against them by members of the public and/or other businesses.

Additional checks to consider:

- Evidence that the trader has identified the 14 specified food allergens in the food they prepare – e.g. a completed allergen matrix or a menu with allergens identified.
- Key H&S risk assessments e.g. outlining how the trader manages the risks from fire, use of LPG, how they set up their structure/trading unit safely.
- Confirmation of the type of food safety management system that the traders uses to identify and manage food safety hazards e.g. NCASS Safety Management system, FSA Safer Food Better Business, FS Scotland Cook Safe systems etc.
- Evidence of fire retardancy - particularly for gazebos, e.g. evidence they meet B1 specification for fire retardancy to manage the spread of fire.
- Confirmation of the firefighting equipment



that will be available e.g. types of fire extinguishers and evidence they have been serviced.

Information to support with safety planning:

- Details of the trading unit – type of unit (e.g., gazebo, vehicle, trailer), size of unit, where possible images of trader set up, the types of food prepared.
- Details of the power supply required, fuel use – e.g. LPG, electricity, generators, wood fired pizza ovens, BBQs– what is the fuel source and is it permitted and supported by the event?

5.3 Disposable Plastics & Sustainability

Food traders must no longer supply the final consumer as part of an over the counter/ ready to consume food and drink service with certain single use plastic items. The ban

includes single use:

- plates, bowls, trays
- cutlery
- polystyrene food and drink containers

This is in addition to the existing ban on single use plastic straws and drink stirrers (since 2020). It applies to all types of single use plastic including biodegradable, compostable and recycled plastic. Catering establishments can supply single-use plastic straws with food and drink for immediate consumption, but must:

- keep straws where customers cannot see them or help themselves to them.
- only give straws to customers that request them.
- not offer them to customers either verbally or in writing.

Traders must ensure that they are not supplying any of the banned single use plastic items as part of their food service. Instead, they must use suitable material alternatives e.g. food service items manufactured from paper, glass or bamboo. Traders should ensure that these material substitutes do not present other hazards or undermine food safety. They should first check if certain materials are permitted for use at events. For example, glass drink containers may not be permitted at certain licensable events.

To ensure compliance and reduce overall waste traders could implement a 'reuse policy' whereby they require customers to reuse cups and food containers, or they could require customers to bring their own e.g. their own reusable cups for takeaway drinks. This type of initiative could form part of a wider sustainability policy or statement in which traders outline their commitment to reduce impacts on the environment.

Event organisers should ensure that banned plastic items are not being served across the event site by reiterating advice, reminding traders of the requirements, and carrying out checks.

Local authorities can carry out checks to make sure the rules are being followed. Failure to comply could result in fines.

It is becoming increasingly common for event organisers to implement a sustainability and environmental policy which;

- Promotes responsibility for the environment and is communicated and implemented at all levels across the event.
- Reduces the use of energy, water, and other resources.
- Minimises waste by reduction, re-use and recycling method.

To support the wider event policy, traders

may be required to submit details of their own sustainability policy as part of their application to trade at an event – a statement detailing the steps they take to reduce waste e.g. plastics.

Where applicable event organisers should support traders with their sustainability policies and procedures and should take these into consideration when devising their own overall sustainability policy for the event.

NCASS provides a template Environment/ Sustainability policy for members to complete and adapt to outline the measures they take to reduce pollution and emissions.

5.4 Trader Compliance Checks

Event organisers must take reasonable steps to ensure they are using professional and compliant event caterers and traders. Prior to the event, the traders' applications and supporting information should be checked to ensure the trader can demonstrate the minimum levels of compliance in line with the terms and conditions to trade. It is important to understand the types of food offering that the trader will deliver to support with event planning, arranging the layout of the event and marketing.

Once a list of suitable traders has been compiled and confirmed then they should be sent relevant details on how to arrive on site efficiently and safely and set up.

Event Organisers should ensure they have arrangements in place to oversee and support traders as they set up on site. As well as ensuring that traders know where to go and set up, they can be helped to understand the site rules and requirements, and know where to access key services e.g. waste, water, electricity etc. Providing support at this stage can save problems later on in the event when the public are also on site.

Event organisers should satisfy themselves



that traders are correctly set up and compliant and not leave it to chance. Carrying out relevant spot checks will help to enable this and ensure the key hazards are addressed. It may not be reasonable to cover everything in these spot checks, but instead prioritise a list of key matters to check when reviewing the safe set up and working arrangements of event caterers and traders.

Examples of matters to incorporate into compliance checks (not exhaustive)

- There are suitable designated hand washing facilities and access to hot water.
- Adequate temperature control facilities are in place for storing food (refrigeration below 8 °C, hot holding facilities 63°C and above).
- Food is covered, protected from contamination, stored up off the floor.
- Food handlers are wearing clean, protective clothing and have long hair tied back or covered.
- Temperature probes are available to carry out key food safety checks.
- There is a safe and suitable set up in place for LPG cylinders and generators.
- CE/UKCA/UKNI marked gas and electrical appliances in use.
- Refuse and waste oil is stored safely and does not present a fire hazard.
- There is adequate distancing between traders and their LPG supplies.
- Trailing cables and trip hazards are kept to a minimum.
- Open flames e.g. BBQs, are barriered off and not in direct access to the public.
- The set up is structurally safe, including signage and decoration.
- There is an up-to-date allergen matrix available.

Event organisers are advised to appoint an expert in food safety and health and safety

to support these checks at the start of the event and throughout, to ensure standards are maintained and everyone remains safe. Appointing a suitably qualified expert for example an Environmental Health Consultant, who can oversee the catering arrangements on site, will free up other event staff to oversee other arrangements across the event site such as crowd management and site security.

There are environmental health consultants who specialise in event safety – who can review the food trader set-ups, practices and procedures in line with relevant regulations and best practice.

Trust NCASS to know the experts! NCASS can put event organisers in contact with relevant environmental health professionals who can help with the delivery of safe and successful events.

NCASS has created a Festival Catering Checklist to support event organisers develop their own trader compliance checks. Refer to the appendix of this guide.

5.5 Local Authority Compliance Checks

Local Authority Environmental Health Services are often involved in enforcing food safety, food standards and health and safety requirements at events.

Event organisers should be prepared to share details of their event catering arrangements including their food trader list with the Environmental Health Service at the local authority relevant to where the event is taking place. The service may want to check the traders are registered with a local authority/ have been inspected, they may make specific enquiries with traders or their local authority, they may wish to see their compliance documentation.

It is vital that event organisers are familiar with the details of their traders, can readily

supply details upon request and can help with relevant enquiries.

These checks may be directed through a Safety Advisory Group (SAG) or the Environmental Health service directly.

Event Organisers should be prepared for Environmental Health Officers (EHOs) carrying out compliance checks and food safety interventions during the event. This may be via arrangement or unannounced.

Once on site the EHOs should announce themselves to the event organiser and proceed to carry out checks and liaising with individual traders. If they have concerns about a particular trader set up or their food safety practices, then they will usually try and resolve this directly with the food trader.

If issues arise with a trader, e.g. significant contravention/ safety issues are identified, then the event organiser should be notified and may be required to help the trader comply. If the necessary steps cannot be carried out to secure compliance and manage the food safety or health & safety risks, then the EHO may take enforcement measures to prevent the trader from selling any further food or using certain equipment.

The event organiser should consider how they would deal with a situation whereby a trader is prohibited from trading and may be required to leave the site. This could be because their set up is unsafe or they are uncooperative in terms of remedying matters as directed.

Summary

It should be possible to demonstrate effective arrangements in place for event catering, that will satisfy the requirements of the local authority environmental health service by:

- Being aware of the relevant food safety and health and safety requirements that apply to food traders as outlined in this guide.
- Properly implementing the relevant advice and guidance in this guide.

For further information on compliance matters relevant to food traders as well as details of [NCASS The Nationwide Caterers Association](https://www.ncass.org.uk/) and the services it offers to members and non-members go to <https://www.ncass.org.uk/>.

Event organisers and food traders can contact NCASS at info@ncass.org.uk or 0300 124 6866.



Festival Catering On-Site Checklist

The following checklist has been designed to act as a guide, to support event organisers structure relevant trader checks. It provides an overview of the most relevant things to look for when checking that food traders are set-up safely.

It is important to adapt or expand this checklist as applicable.

It is recommended to work with an expert to support with these checks. For example, a competent Gas Safe Registered LPG engineer, an Environmental Health Consultant.

What to ask for and to look out for:

Food Safety	Yes/No	Comments
Is there a food safety management system in place detailing the way they safely prepare food, and evidencing their important food safety checks?		
Have you checked Food Hygiene Rating Scores to ensure that they meet your standard E.g. a minimum food hygiene rating of 4- Good?		
Have all staff that are handling food undertaken food hygiene training?		
Is there a designated hand wash unit with hot water, soap and hygienic hand drying facilities.		
Are there separate sinks for food prep and for washing up or are these tasks being separated by time, with cleaning & disinfection in between?		
Is there any food being stored or prepared directly on the floor?		
Are water containers clean and have they been disinfected?		
Is there access to potable water?		
Are fridges and/or freezers (including hired fridge trailers) well organised and operating at the right temperature? (fridges needs to be operating at below 8°C. Raw and cooked foods stored separately, labelled with use by dates, defrost dates.		
Is food that is not being refrigerated or is on display adequately covered or protected from contamination?		
Is waste stored safely and is there a central waste deposit close by?		
Is waste oil stored safely e.g. in a lidded leak proof container?		
Are temperature food probes being used to ensure that hot food is being kept at and served at the right temperature?		
Is there an allergen management system in place? e.g. separate designated chopping boards, utensils etc to minimise cross contamination.		
Are allergens clearly indicated on the menu or in an allergen matrix, with signage in place directing the customer to request information from a member of staff?		

Food Safety	Yes/No	Comments
Are all food handlers working in clean, protective clothing and is their hair tied back?		
If accreditation wristbands are worn by food handlers are they clean and dry?		
Is the set up clean and tidy? Are there cleaning materials readily available for use?		

Fire Safety	Yes/No	Comments
Are set-ups fire resistant or manufactured with non combustible material e.g. does it have a fire label and conform to the required British Standard?		
Is all equipment commercial catering equipment i.e. UK CA or CE marked? (No domestic equipment such as camping stoves should be in use)		
Is there adequate distancing between traders with ignition sources to prevent the spread of fire?		
Are LPG cylinders sited in the outdoors, in a well ventilated space, secured in an upright position and protected from unauthorised tampering (e.g.. stored in a well ventilated cage, compartment or within a secure cordoned area)?		
Are excess/not in use LPG cylinders stored in the designated bulk cylinder storage area as applicable?		
Are LPG cylinders sited a minimum of 1m (horizontally) from an ignitable source or something that could become an ignitable source? For example appliances and combustible materials. (Take into consideration hedges, fences, foliage and rubbish).		
Are LPG Cylinders sited a minimum of 2m (horizontally) from an untrapped drain, rain gully, sunken ground or basement?		
Where cylinders are connected by flexible hoses are they metallic over braided or PVC wrapped and are the hoses in good condition?		
Do gas appliances have flame failure devices fitter per burner control?		
Has a suitably qualified Gas Safe Registered engineer certified the gas appliances/ LPG set up?		

Fire Safety	Yes/No	Comments
Are generators and their fuel safely sited and stored (e.g placed in a well ventilated location, away from people and potential hazards)?		
Are exposed flames in a safe location, For example fire pits or BBQs - are they barriered off so not in direct access to the public?		
Are there fire blankets and suitable fire extinguishers readily available. Are they suitable for the fuel type and in date?		

Health & Safety	Yes/No	Comments
Is their set up structurally safe? Is it reasonably weatherproof, windproof and constructed to prevent water ingress/. Is signage and decoration secured?		
Is there adequate clearance (spacing) around the trader set up and are there emergency exit points (readily accessible, kept clear of hazards)?		
Are toilets and showers readily accessible and clean? (the people using them need to keep clean)		
Are camping facilities and equipment within the designated area from their trader set up/catering area?		
Are there any trip hazards e.g.: trailing electrical cables, floor coverings?		
Are there first aid kits readily available?		
Is electrical equipment for for purpose - is there any visible damage, are they protected from waster damage, is there RCD protection in place?		
Is there evidence that the fixed wiring system has been properly checked and maintained by an electrician. Have electrical appliances been Portable Appliance Tested (PAT)?		
Are generators suitably sited and the fuels stored safely (e.g. away from ignition sources)?		
If using pressure systems (e.g. pressurised coffee machines, pressure fryers) have they been subject to a written scheme of examination and is there certification available?		
Are cleaning chemicals appropriately stored and safely used?		

Contact Us

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www.ncass.org.uk