

GRASS Cliftonville CIC

Health and Safety Guidance for Food Markets & Events with Food at The Oval Bandstand & Lawns



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SECTION 1 - ORGANISING A MARKET

MARKET OPERATORS

Market Operators may also be referred to as Market Organisers, Market Managers, or Market Coordinators.

Market Traders may also be referred to as Stallholders.

You may wish to set up a market yourself, or as a co-operative with other market traders. In the first instance, you should contact GRASS Cliftonville CIC's licensing team who will be able to advise you on market licensing requirements. You are also advised to check whether planning permission is required and there may also be traffic management issues depending on the site in question.

You will also need to consult with your Public Protection Officer (PPO) at Thanet District Council's (TDC's) Environmental Health service to check that you are clear about those aspects of food hygiene which are your responsibility as a Market Organiser, and those facilities you need to make sure are in place so that your Market Traders can meet their obligations in terms of food hygiene. For example, table/stalls for off-ground display of food and the provision of electricity chill units are to be used.

You will also be required to ensure that there is adequate provision of toilets in the vicinity, as well as hand washing facilities with hot water, for the latter you will probably need to provide onsite yourself.

You need to make sure there are arrangements in place for collection of waste food and general rubbish to keep the site clean and tidy, although this is usually the responsibility of the individual Market Traders.

You should be aware of your food producers' obligations in the broadest sense and that they understand what is required of them in terms of food safety, food handling, storage, labelling, and so on. Making sure that your food producers are registered as Food Business Operators (FBO's) with the Council's Environmental Health service is essential. It is strongly recommended that they are fully insured for product and third-party liability and that any electrical/gas appliances carry up to date test certification.

You will need public and employer's liability yourself as Market Operator, along with the accompanying fire and risk assessments.

To summarise, it is essential that the market is organised and run in such a way to ensure that adequate facilities are in place to help Market Traders meet their responsibilities for maintaining a hygienic environment.

MARKET TRADERS: FOOD BUSINESS OPERATOR REGISTRATION

The Food Business Operator (FBO) must notify the Council's Environmental Health service (which is the enforcement authority in terms of the Hygiene Regulations) of every food business under its control so that the business can be registered. If vehicles or stalls are used for the business in connection with a permanent registered premises, there is no need to register the vehicle separately, but if there is no permanent premises, the Council must be advised of where the vehicle is kept.

Registration is free of charge and if the Food Business Operator (FBO) is required to be registered, the Council cannot refuse registration.

Registration ensures that the Council is aware of you so that they may offer advice and carry out inspections as necessary. Whether registered or not, the food stall/premises, like any other food premises, will be subject to inspection on a regular basis by the Food & Health & Safety Team, from the Council's Environmental Health service.

MARKET TRADER / STALLHOLDER APPLICATION FORM

In addition, each Market Operator may also ask you to complete A Market Trader Application Form, prior to your first market. A sample form is found in Appendix 2.

SECTION 2 - FOOD SAFETY

It is a Food Business Operator's (FBO's) responsibility to ensure that food is kept safe and free from contamination. The purpose of this guide is to provide advice on safe working practices at farmers markets. It is not intended to cover the activities which take place at the home base e.g., washing, processing, and packing.

FOOD HYGIENE

The general hygiene and other requirements of the Food Hygiene Regulations are covered within this guide.

FBO's need to put in place, implement and maintain food safety management procedures based on HACCP (Hazard Analysis and Critical Control Point) principles. FBO's are required to establish documents and records for this system, the extent of which will depend on the nature and size of the business.

This guidance document aims to advise on how to reduce the hazards associated with the process by following pre-requisite procedures, and therefore reduce the HACCP requirements. The Food Safety Management procedure requirements can be found in Appendix 1. Further information can be obtained from the Food Standards Agency website www.food.gov.uk

This document will help with day-to-day working practices. The guidance and examples given are not exhaustive. Further information can be obtained from enforcement officers. Consideration should be given to restricting using both cooked and raw food and preparing as much as possible at the home base in order to minimise potential sources of contamination. If the FBO is unable to implement and maintain safe working methods, consideration must be given to changing what you do.

Planning and documenting the process steps and consideration of the hazards will help meet the requirements of the relevant legislation.

GENERAL FOOD LAW

Food shall only be placed on the market if it is safe and if it is presented (labelled, advertised etc.) in such a way so as not to be misleading to the consumer. FBO's must be able to identify the suppliers from whom their products are sourced, as well as non-retail customers (i.e., customers other than members of the public).

FBOs have a responsibility to withdraw food which does not meet food safety requirements. If the food has reached customers, then the product must also be recalled, and this can be done by point-of-sale notices etc. In addition, the FBO must inform the Council of the withdrawal or recall of food.

FOOD SAFETY PROCEDURES

Contamination

Contamination of food may occur as a result of microbiological contamination (crosscontamination), chemical or physical contamination. Contamination by allergens (foods or materials that cause allergic reactions) may also occur.

Cross Contamination

Cross contamination occurs when harmful bacteria are transferred from contaminated food to uncontaminated food, either directly (contact between raw food and ready-to-eat food during

transport, storage, preparation, or display) or indirectly (spread of bacteria from raw food to ready-to-eat food via hands, equipment, surfaces, or cloths).

Cross contamination has frequently been found to be the cause of food poisoning outbreaks. Bacteria in or on contaminated food are not visible to the naked eye and do not cause noticeable food spoilage or affect taste, smell, or texture. Importantly, ready-to-eat food must be protected from cross contamination at all times. This is because there are no further controls to protect the customers from the risk of food poisoning once contamination has taken place.

The risk of *E. coli* O157 cross contamination must be considered and controlled in any food business where both raw foods and ready-to-eat foods are handled. Major *E. coli* O157 outbreaks occurred in Scotland in 1996 and Wales in 2005 and were attributed to poor food handling practices which led to cross contamination. *E. coli* O157 is a particularly dangerous organism because:

- it can lead to serious untreatable illness and even death
- it is reported to have a very low infective dose (less than 100 bacteria can cause illness)
- it has the ability to survive refrigeration, freezing and environments which have low pH or reduced water activity

This guidance will also help control cross contamination risks from other food poisoning bacteria such as *Campylobacter* and *Salmonella*.

For further information refer to the Food Standards Agency guidance on “*E. coli* O157 control of cross contamination – Guidance for food business operators and enforcement authorities.”

<http://www.food.gov.uk/foodindustry/guidancenotes/hygguid/ecoliguide>

The following raw foods or ingredients present a potential source of cross contamination and should be handled with care:

- Raw meat such as beef, pork, lamb, chicken, turkey, and game
- Other raw foods such as fish, shellfish, and eggs
- Vegetables and fruit that have not been labelled as ready-to-eat and especially vegetables that are visibly dirty.

Cross contamination can be prevented by consideration of temporary separation measures. This is most likely to apply on the stall if the FBO is **cooking food for consumers**:

- Restrict raw food-handling to specific times and make sure that personal hygiene procedures are followed at all times.
- Identify a temporary raw food area for preparing raw food.
- This raw food area should only be used for raw food at pre-arranged times.
- Never allow any food to come into direct contact with the work surfaces in the temporary raw food area – e.g., always use chopping boards.
- This area may then be used for handling ready-to-eat foods – but only after careful cleaning and disinfection

- Always keep raw food separate from ready-to-eat food.
- The dual-use of equipment for both raw food and then for ready-to-eat food is dangerous. Separate equipment is the only safe option.

The safety of temporary separation measures can only be relied upon if cleaning and disinfection practices and regular, rigorous handwashing are strictly adhered to at all times.

In addition, workspace and flow of foods should be organised to ensure total separation between raw and ready-to-eat foods at all times. Utensils used for handling raw food at the start of the cooking process e.g., ladles, spoons, and spatulas should be used in such a way that there is no risk of cross-contamination between raw food and ready-to-eat food.

Chemical Contamination

- Detergents, disinfectants, pesticides (e.g., pest bait) must be adequately labelled and stored separately from food to avoid contamination.
- Only food grade contact packaging may be used for food.

Physical Contamination

- Personal hygiene practices must be followed at all times.
- Effective pest control measures must be put in place to prevent pest ingress. These include clearing away rubbish, proper storage of food and packaging off the ground and adequate cleaning.
- Food must not be placed directly on the floor/ground as this may present a contamination risk.
- Displayed food should be covered or wrapped, as appropriate, however, if this is not practical (e.g., unwrapped cheeses), then consideration must be given to install clear guards and/or wrapping or clear wrapping, to prevent physical contamination.
- Food transported to markets must be wrapped, covered and/or placed in suitable containers to prevent contamination. All wrappings in contact with food must be made of food grade material. You should ensure that vehicles and containers are kept clean and in good repair. Food must be kept separate from other items. The FBO should consider how to prevent contamination from animals, fuel etc. by clear and adequate separation. Cardboard boxes and paper-lined crates may be suitable for most agricultural produce. Food grade, washable material, such as metal or plastic crates, should be used to transport higher risk (perishable) food (for example, cooked meats, sandwiches, cheese etc.) and bakery goods.

Allergens

- Some people have a sensitivity to certain foods such as nuts, seeds, gluten, and shellfish. Some foods may result in a severe allergic reaction (these include peanuts (known also as groundnuts), tree nuts (e.g., almonds, hazelnuts, walnuts, Brazil nuts etc), fish, shellfish, sesame seeds, eggs, celery, mustard seeds, milk, and soya), while others may cause an intolerance (e.g., gluten, which is the protein found in many cereals such as wheat, rye and barley, and lactose, the sugar found in milk).
- Nut allergies can be particularly severe and the consumption of nuts and nut products, even in tiny quantities, can be fatal. Often, these very small quantities of nuts can find their way into foods unintentionally, due to inadequate controls. The following steps represent good practice:

- Keep foods which can cause reactions separate from other foods and ensure that hands are washed after handling these foods.
 - Utensils and equipment should be separate or cleaned thoroughly after use.
 - Store these ingredients and store and display finished food, which may contain them, separately.
 - Check that the ingredients have not changed their composition and that the supplier has not substituted one brand or ingredient for another, which may contain any of these allergens.
 - Be aware of hidden ingredients e.g., nuts used in the base of a cheesecake. This will require the FBO to check with their suppliers what is contained within the bought in ingredients.
 - Never guess whether or not an ingredient is present in a food – check every time. It's better for the FBO to tell a customer that they don't know if a food contains a particular ingredient than to guess.
- Allergen labelling is covered in **Section 3**.

Personal Hygiene

- The risks associated with the contamination of food can be mitigated by good personal hygiene. It is the Food Business Operator's (FBO's) responsibility to ensure that any staff understand the need for good personal hygiene.
- Do not eat, drink, or smoke where open food is handled.
- A properly equipped first aid box should be available and should include a supply of detectable waterproof dressings. Ensure that cuts, spots, and sores are covered with a highly visible waterproof dressing.
- Food Handlers suffering from any of the following complaints must be excluded from food handling until they have recovered fully: any skin, nose, throat, stomach or bowel trouble, or any other complaint likely to be transmitted through food. In the case of a stomach upset, sickness and/or diarrhea, they are required to wait until at least 48 hours have passed after they are free of symptoms. It is recommended they obtain GP clearance.
- All Food Handlers must maintain a good level of personal hygiene, wearing suitable clean clothing appropriate for the task. Examples may be aprons (disposable would be sufficient), and hair covering is recommended, especially where there are potential risks to open food.
- If protective clothing is worn, it should be changed and laundered regularly at a suitably high temperature, ideally 82°C, in order to protect the food being prepared. If protective clothing becomes contaminated from handling raw food, it must be changed before handling ready-to-eat food. In this case, the use of disposable plastic aprons is recommended when carrying out any activities where raw foods are being handled and where there is a high risk of protective clothing being contaminated by raw food. Hand washing should take place after removing contaminated clothing and before putting on clean protective clothing.
- When handling food, the wearing of jewellery should be minimised to prevent contamination of food by jewellery or ineffective hand washing. It is recommended that jewellery be restricted to plain wedding rings and hoop earrings.

- Reducing the handling of raw food will minimise the need for hand washing. This can be achieved using barrier methods such as designated tongs and utensils and the safe use of disposable gloves.

Hand washing

Unless the barrier methods described above are effective, hand washing must be used to prevent the risk of cross contamination.

A wash hand basin with hot and cold running water, soap (liquid soap, meeting with BS EN 1499 standard with disinfectant properties, is recommended for extra protection against cross contamination) and towels, ideally single use paper towels. These should be available in close proximity to the stall (or shared with a neighbouring stall, preferably selling similar products). However, it would not be appropriate to share facilities between stalls selling high risk foods (e.g., cooked meats, cheeses) with stalls selling raw meat and unwashed vegetables. Refuse facilities must be made available for disposable towels. A mobile wash hand basin may also be suitable. If mobile, suitable facilities must be provided for the disposal of wastewater. The facilities should be checked to ensure they are working correctly.

- Hands must be washed at the following times:
 - ✓ before starting work
 - ✓ before handling food
 - ✓ after handling raw food and raw food packaging
 - ✓ after breaks
 - ✓ after using the toilet
 - ✓ after handling waste, or touching bins
 - ✓ after eating and drinking
 - ✓ after cleaning
 - ✓ after blowing your nose
- Hygienic hand rubs (meeting the BS EN 1500 standard) can provide an additional level of protection against contamination and are recommended after hand washing where there is an increased risk of cross contamination e.g., where raw foods have been handled prior to hand washing. **It should be noted that hygienic hand rubs should never be used as a replacement for hand washing.**
- Disposable hand wipes may be used to wipe hands, after handling pre-packed food only, however they are no substitute for hand washing using soap and water.
- Disposable gloves may be used; however, you need to consider that hands should always be washed thoroughly before putting gloves on, damaged gloves must be disposed of, and gloves must be changed if they are in contact with items such as money and must not then be used to handle ready to eat foods.

Facilities (Stall)

- The market stall should be designed in such a way to protect food, for example, from cross contamination, adverse environmental conditions (rain, dust, direct sunlight etc.) and pests.
- All Market Traders must have a gazebo or covering to protect from the elements.
- Store raw and ready to eat foods separately, in accordance with appropriate temperature

controls. If possible, use designated (e.g., colour coded) containers. It is not acceptable to use a container for raw food and then re-use it for ready to eat food, without thorough cleaning and disinfection.

- Work surfaces and equipment must be constructed in such a way that they are smooth, impervious, and capable of being easily cleaned.
- If using wooden tables or surfaces, plastic sheeting or another suitable washable covering material must be used to cover the tables.
- If water is required on the stall, FBO's are encouraged to use water provided by mains water supply if available, however you may wish to use, or have to use, water from a private supply. Where water is used from a private water supply, you must ensure that the water is safe to drink (the term used is "potable"). It is important to ensure that there is adequate cleaning and disinfection of any water storage containers, or bottles used to transfer water.

Temperature Control

- It is important to keep perishable foods chilled or frozen. Chilled food should be kept at a temperature of 5°C or below to discourage the growth of harmful bacteria. Frozen food should be stored at a temperature of -18°C or below. Eggs should be kept out of direct sunshine, at a temperature, preferably constant, best suited to assure optimal conditions. Ice-cream should be stored between -15 and -25°C and served between -10 and -15°C.
- Chilled and frozen food should be transported to and from the market, and stored onsite, under temperature-controlled conditions. Whilst large volume traders should consider refrigerated vehicles for transport, smaller traders may use ice packs in insulated containers, provided the temperature is kept at a suitably low temperature that will discourage the growth of harmful bacteria.
- On site, food can be kept at chill temperatures by means of a refrigerator (if a generator or mains electricity is available) or an insulated cool box. In the case of fish, ice should be provided for keeping the temperature down to 5°C or below. Food must not be displayed in direct sunlight as it will increase the temperature of the food.
- If food requires to be cooked at an event, the cooking equipment should be adequate to cook food to 70°C for 2 minutes, or equivalent. If food requires to be reheated prior to service, the equipment used must be adequate to reheat food to at least 75°C. Reheat finished food only once. In these circumstances, it is good practice to reheat foods to a minimum core temperature of 70°C for 2 minutes, or equivalent. If food is held hot prior to serving, then it must be held at a temperature above 63°C.
- Temperature monitoring should take place to demonstrate temperature control throughout the food distribution chain. It is recommended that temperature checks are recorded at a frequency determined by your food safety management procedures as adequate.
- If the temperature is not within the tolerance range, take the food temperature (by placing probe between packs) and/or recheck air temperature after short period of time, or check actual food. Arrange disposal of food or move to alternative storage location or further cooking. Investigate and remedy cause.
- Temperature monitoring equipment, such as probe thermometers, must be made available where necessary. Any probe thermometer used for monitoring cooking temperatures must be identifiable for use for ready-to-eat food only. Moist disinfectant wipes should also be made available for cleaning probes for other purposes before and after use. Equipment should be

checked regularly to ensure they are working properly. If inaccuracies are highlighted, then the probe or thermometer should be rechecked and replaced if necessary.

- Temperature monitoring can take place without using a temperature probe or thermometer e.g., when cooking very thin meats (e.g., bacon), it may be sufficient to cook until the meat is visibly cooked on both sides.
- Left-over food should either be disposed of, or excess stock frozen for use at a later time, provided temperature control has been maintained throughout the distribution chain. It is important that any food which has been frozen has been temperature controlled throughout the entire market day, that it is labelled appropriately, and, if thawed, that it is not frozen again at a later date. If the food has been previously frozen, the customer must be advised accordingly. If the food was supplied by someone else, it is necessary to obtain permission from that supplier to change the new durability date (“use by” or “best before”).

Cleaning

- Cleaning is the process of physical removal of food debris, visible dirt and food particles from surfaces, equipment and fittings using hot water and detergent. Cleaning on its own will not remove all bacteria. Disinfection is the process of killing bacteria and viruses following general cleaning. However, disinfection may not kill all bacteria and viruses. ***It is the responsibility of the FBO to decide when disinfection is necessary. This document provides guidance on how to control cross contamination within the business by means of disinfection. The application of this guidance will also enable the FBO to maintain adequate general hygiene. Please note that disinfection will always be necessary as part of the cross-contamination controls.*** Any disinfectant used must be applied to a visibly clean surface and be of the following standard: BS EN 1276 or BS EN 13697. Cleaning and disinfection are important to prevent food poisoning (proper cleaning and disinfection will facilitate the removal of harmful bacteria from surfaces and equipment and will help to reduce the risk of cross contamination) and to remove physical materials which may contaminate food or attract pests.
- Utensils and serving implements must be washed between handling raw and ready to eat foods. If utensils cannot be washed on site, ensure there are sufficient supplies of clean utensils for use on market day. Dirty utensils and dishes etc. must be stored appropriately.
- Keep all equipment and surfaces clean and, as necessary, disinfected. On a stall, the most likely method of cleaning is to clean and disinfect in place, as appropriate. The disinfectant usually is in a spray form with residual disinfection properties. Check the label of the product, to see if it should be diluted and if a rinse step is required. This method requires the following steps:
 - ✓ Remove loose debris
 - ✓ Clean the surface using hot water and detergent
 - ✓ Treat with disinfectant spray
 - ✓ Dry
- If this cleaning and disinfection procedure is not practical on a market stall, a sanitiser, combining both cleaning and disinfection properties, may be used. However, when used in a single stage process these products are **only** suitable as an interim “clean-as-you-go” measure, and never as a disinfection control for cross-contamination. In these cases, a single sanitising product that meets the requirements of the BS EN 1276:2009 or the BS EN 13697:2001 can only be used to achieve the separate general cleaning and disinfection outcomes set out above, where the sanitiser is used in **both** stages of the cleaning and disinfection processes.
- Single-use cloths provide a reliable way of ensuring cleaning and disinfection does not present

cross contamination risks and can be used on hand contact surfaces. Re-useable dishcloths must be kept clean and should be laundered at a wash cycle that achieves 82°C or higher.

- Chemicals must be clearly labelled and stored separately to food

Storage and Stock Control

- Stock (food and packaging) must be stored in a dry, clean environment which is free from pests and in a temperature-controlled environment when necessary. Stored food must not be used if its packaging has become damaged.
- Stock should be checked, when preparing for the market, to ensure that it has adequate shelf life remaining (“Use By” date or “Best Before” date). It is an offence to sell food beyond its use by date. Stock should be rotated to ensure that older stock is used before newer stock (“first in, first out”)

Waste Control

- It is a legal requirement to have a waste carrier for your food waste prior to trading. If you have waste oil which needs to be collected, then the waste oil contractor must be licensed and registered with the Environment Agency.
- Waste must be kept away from food and regularly removed, for disposal.
- The Market Operator must make sure arrangements are in place for waste disposal from the market. Stallholders must arrange adequate provision for waste collection on their stall e.g., covered bins/sacks for refuse, and waste food, and for the disposal of wastewater.

Samples

- It is recognised that samples can provide a useful means for you to advertise your products to customers. The same controls and food safety legislation apply to samples as to food for sale.
- As with all food, the FBO must protect samples from contamination, and they should be stored out of reach of animals and young children. In order to prevent customers contaminating samples, provide tongs, disposable spoons, cocktail sticks etc. for single use. Food which must be chilled for safety reasons may only be kept out of temperature control conditions for a minimum period of time, especially in warmer weather.

Cookery Demonstrations at Events Only

If the food from the cookery demonstration is made available to consumers, the controls described in this guide must be followed closely, in particular those relating to cross contamination, before, during, and after cookery demonstrations.

Training

The Hygiene Regulations require food business operators to ensure that food handlers are supervised and instructed and /or trained in food hygiene matters appropriate to their work activities.

Some Market Operators may require the FBO to hold a formal food hygiene qualification as a condition of trading, and food Enforcement Officers may ask about the FBO’s training, and to demonstrate their understanding by asking them to explain what food safety controls they have in place, and why.

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Formal training will involve an examination with a certificate issued at the end. Examinations may be taken in written or verbal format and may take place in languages other than English. Formal training can take place at one of three levels, and it is recommended that level 2 training (“Elementary” or “Basic”) is carried out although level 3 training (“Intermediate”) may be considered for those in a supervisory position. Training courses will be accessible through most local colleges.

Where informal training has taken place, all food handlers should be aware of the basic principles that must be applied to the safe handling and preparation of food. These essentials of food hygiene include personal hygiene, temperature control, crosscontamination and cleaning and disinfection.

If the FBO has staff working with them, it is their responsibility to establish the level and type of training appropriate for them and their staff to ensure that food available for sale on your stall is safe.

It is important that vital information gained during training is not forgotten and that training is put into practice. The FBO may wish to consider, therefore, regular refresher training.

SECTION 3 - COMPOSITION AND LABELLING

All food businesses have a responsibility to ensure that the food they sell is labelled correctly. The main principle of the Food Labelling Regulations 1996 (SI 1996/1499), as amended, and the Food Information Regulations 2011, which replaced them late in 2014, is to ensure that the information on food labels is easily visible, clearly legible, and indelible, and that labelling is sufficiently precise to ensure that the consumer is not misled about the food they are purchasing. This means that the language used on the label must be one which is understood by the consumer in the country in which the product is sold.

The Food Labelling Regulations sets out the detailed provisions which must be provided on food labels in order to satisfy the law. Further advice to supplement this guidance is available from the Food Standards Agency website, and you should consider this, and advice from your local Public Protection Officer at Environmental Health before designing labels for your products.

The Regulations require that pre-packed food sold to the ultimate consumer, should be marked with:

- The name of the food
- The name and address of manufacturer or packer or seller
- List of ingredients in descending weight order
- Where applicable, the quantity of certain ingredients or categories of ingredients, referred to as the Quantitative Ingredients Declaration (QUID)
- Allergen warnings where appropriate for fourteen common causes of allergies
- An appropriate shelf-life indication ('Use By' date or 'Best Before' date)
- Any special storage conditions to achieve that date
- Particulars of the place of origin of the food, as failure to provide might mislead the purchaser
- Instructions for use, if a lack of instructions would make it difficult to make appropriate use of the food, most often, this is cooking instructions

Most pre-packed foods will also require a quantity indication - weight, volume, or number.

However, food which is sold loose or directly by the manufacturer at a stall only requires:

- The name of the food
- Allergen warnings where appropriate for fourteen common causes of allergies
- Quantitative Ingredients Declaration for meat products, like sausages
- the presence of any of the following additives: antioxidant, colour, flavouring, flavour enhancer, preservative, sweetener, flour enhancer
- Quantity indication – weight, volume, or number

Although safety considerations would suggest that:

- An appropriate shelf-life indication (Use By date or Best Before date)
- Any special storage conditions to achieve that date
- Instructions for use, if a lack of instructions would make it difficult to make appropriate use of the food: most often, cooking instructions should be also given when necessary.

SECTION 4 - LICENSING

TENs

If you are planning an event where there will be entertainment, alcohol for sale, or hot food or drink for sale (between 23:00 and 05:00), you probably need to submit a Temporary Event Notice.

A Temporary Event Notice (TEN) can be given by an individual (a premises user) and authorises the premises user to conduct one or more licensable activities at premises for no more than 168 hours. TENs can be used to authorise relatively small-scale ad hoc events held in or on any premises involving less than 500 people at any one time, subject to certain restrictions.

A TEN can be used to authorise an event outside of the terms of an existing premises license, or to provide authority for an event where there is no existing premises license. There are a number of restrictions/limitations which are set out below.

Providing the notice meets the criteria laid down in the Licensing Act, the event will go ahead unless a counter notice is served, usually following objections from the police or Environmental Protection.

A TEN can be used instead of a premises license for events involving the following licensable activities:

- Plays or films
- Indoor sporting events
- Boxing, wrestling
- Live/recorded music
- Performance of dance
- Sale/supply of alcohol
- Provision of late-night refreshment (hot food and drink between 23:00 05:00)

The Act requires at least ten clear working days' notice to Thanet District Council's (TDC's) Licensing Authority when submitting a TEN - please see below for information on late TENs. Ten clear working days excludes the day the notice is received, the day of the event, weekends, and bank holidays.

Limitations on events under a TEN:

- No more than 499 people on the premises at any one time for each event (including staff and volunteers)
- A TEN event can last up to 168 hours
- Each premises can hold no more than 12 TEN events per year
- Maximum total period covered by a TEN at any premises is 21 days per year
- Must be a minimum of 24 hours between each event notified by the same event organiser at any premises
- Multiple TENS can be submitted at the same time, but each event is a separate TEN with a separate fee payable. The limits set out above cannot be exceeded.
- Anyone over the age of 18 can submit a maximum of 5 TENs per year
- Personal License Holders can submit a maximum of 50 TENs per year

Provided that the criteria set out above are met, only the police or Environmental Protection may object to an event covered by a TEN.

Where a TEN authorises the supply of alcohol, the notice contains a statement confirming that all such supplies are made by or under the authority of the premise's user.

Amongst other things, a TEN must also provide details of the following:

- details of the licensable activities
- the location of the event, and how long it will last
- the times when licensable activities will take place
- the maximum number of people to be allowed on the premises at any one time.

As all TENs will be counted under the limits set down in the Act, Market and Events Organisers must ensure that all TENs made in respect of The Oval Bandstand & Lawns are made with the prior written agreement of GRASS Cliftonville CIC.

You cannot exceed the times or dates you have specified in your TEN.

To avoid any delay in processing your notice, please submit TENs application to Thanet District Council's licensing authority.

The Act requires at least ten clear working days' notice to the licensing authority, the police, and environmental protection, when submitting a TEN.

Ten clear working days excludes the day the notice is received and the day of the event. Working days are Monday to Friday excluding Bank and Public Holidays. If you have any doubts about the deadline for your TEN submission, please contact TDC's Licensing Service for advice.

Late TENs

The rules for submitting TENs have been changed to allow TDC to accept TENs sent later than ten clear working days before the event. TDC can accept a late TEN if you submit the TEN online, or if posting, it must be received by Licensing, the police and environmental protection no later than five clear working days before the event. However, if either the police or environmental protection object, the event will not be permitted and there is no hearing or appeal process.

There are limits on the number of late TENs you can submit. Anyone over the age of 18 can submit two late TENs in a calendar year. Personal license holders can submit 10 late TENs per calendar year.

Although the rules have changed, we still recommend you submit your TEN in plenty of time. Please contact us if you are unsure of the deadline for your event.

TDC's Licensing Service will acknowledge receipt of a Temporary Event Notice by way of an e-mail or letter. The Licensing Service will no longer be returning a copy of the notice to the notice giver unless specifically asked to do so; it is the notice giver's responsibility to keep a copy of their notice.

Tacit consent applies to Temporary Event Notices. This means that when you correctly submit a notice, you can assume that it will be acknowledged, and the event can go ahead. If you do not receive an acknowledgement from the Council within a week of submitting a notice, you should contact your local licensing office.

SECTION 5 - ANIMAL ATTRACTIONS AT FARMERS MARKETS

Some farmers markets use animals as an additional attraction to the produce stalls. They can be petted, fed, or just admired.

Although most farmers grow up with a degree of immunity to the various bugs that can be transmitted from their animals, the same will not be true for many market visitors and they can be subject to infection. Whatever are your feelings about modern lifestyles, it is inevitable that you will be faced with children and adults whose health could be at risk.

In addition, germs such as E. coli O157, which 20 years ago was virtually unheard of in this country, can cause serious illness that can be fatal in young children or cause life-long disability through kidney failure. As a result, you need to be very careful about managing any animals that you have on show.

Some of the key elements are listed here.

- If you are bringing animals in, first make sure you have the necessary movement permits; contact the local council's Animal Health unit for information.
- Make sure your animals are transported separately from your foodstuffs. The holding pen at the market must be well separated from your food stall and the animals should not have to be led to the pen past or close to other food stalls.
- If the animals are to be petted or fed, they must be supervised and you should have hand washing facilities present, including soap and towels.
- If visitors bring picnics or eat any of the food that they have bought on site, this should not be allowed to take place close to animals.
- Ensure children are supervised by adults and that children do not put fingers in their mouth or kiss the animals.

This is not an exhaustive list by any means but will give you an idea of what is required.

To have any animals or livestock at a market or event, the operator must seek written permission from GRASS Cliftonville CIC.

SECTION 6 - HEALTH AND SAFETY

Health and Safety at Work law applies to all workplaces. It requires persons to ensure, so far as is reasonably practicable, the health, safety and welfare of themselves, employees, and anyone else that may be affected by their work e.g., the general public.

The level of responsibility for health and safety matters will be very much dependent on the control a person has over any hazards that may be present.

Each individual Stall Holder (business) will be a workplace in its own right, and as such the seller will have responsibilities for themselves, any employees, and any members of the public, that is affected by their activities.

Market Operators may have no control over many matters, for example the condition of the buildings / land used for the market, or the actions an individual Stall Holder takes, but things to watch out for as a Stall Holder or Organiser are as follows:

Slips, trips, and falls

Injuries resulting from slips, trips, and falls, continue to be the most common accidents in the workplace. The vast majority can be prevented if good housekeeping practices are followed:

- all stairs and walkways should be kept clean and free of clutter
- all stairs should be provided with handrails
- stairs, walkways and working areas, should be adequately lit
- flooring and floor coverings should be in good condition
- trailing cables should be either securely fixed to the floor and highlighted or sited away from walkways
- changes in floor level should be removed or highlighted
- floors should be dry (wherever possible), and spillages dried immediately
- unguarded edges should be protected so they do not pose a fall hazard

Manual Handling

To reduce the risk of injury when manually moving items around, the following advice should be followed:

- Stop and think – plan the lift. Where is the load to be placed? Do you need help?
- Remove obstructions such as discarded wrapping material, and if possible, break the load down into smaller units
- Position your feet correctly – feet apart, giving a balanced and stable base for lifting. Place leading leg as far forward as is comfortable
- Adopt a good posture – when lifting from a low level, bend the knees. Do not kneel or over flex the knees. Keep your back straight, maintaining its natural curve. Lean forward a little over the load if necessary to get a good grip. Keep the shoulders level and facing the same direction as the hips
- Get a firm grip – try to keep the arms within the boundary formed by the legs
- Keep close to the load – keep the heaviest side of the load next to your body
- Don't jerk – lift smoothly, raising your chin as the lift begins
- Move your feet – don't twist the trunk when turning to the side
- Put down, then adjust – slide the load once it is down.

First Aid

First aid facilities **must** be provided in every workplace. A simple first aid box will usually suffice as

long as it is adequately stocked. As a general rule, an employer should provide at least one person qualified in first aid for every 50 employees.

Mobile Liquefied Petroleum Gas Heaters & Catering Equipment

Mobile LPG equipment can cause burns, start fires, and cause carbon monoxide poisoning. If this type of equipment is used, ensure adherence to the following advice:

- the equipment should be periodically serviced by a GAS SAFE registered contractor who is certified to work on commercial LPG equipment
- never use the equipment if:
 - it is making a spurting noise
 - the heater radiant / hob burner presents a hazy blue flame rather than a red / yellow condition all over
 - there is evidence of carbon build-up near the flame cone at the bottom of the heater radiant or around the hob burner
 - you are experiencing headaches and general lethargy; not attributable to known causes.
- never move the equipment when lit
- be aware of the risk of burn injury and ensure adequate guarding
- never spray aerosols in the vicinity of a lit heater unit
- locate the heater well away from combustible materials and flammable substances or vapours
- Ensure the hose from the gas bottle to the equipment is suitable for LPG use, is in good condition and securely attached to both bottle and appliance.

Electricity

The principal hazards associated with the use of electricity include shock, burns, fires and explosions. You should ensure that:

- any electrical equipment used, and associated wiring, is in good condition and is properly maintained
- those who provide buildings or electrical services to Stall Holders should ensure that any electricians employed by them to test the systems are competent e.g., are members of the National Inspection Council for Electrical Installation Contracting (NICEIC) or Electrical Contractors Association (ECA).

Where electrical supplies may be exposed to the elements, i.e., in outdoor situations, electrical connections should be of an approved 'external' type complete with a residual current device (RCD).

This advice is not meant to be exhaustive and further specific information is always available from the Public Protection Officer at Environmental Health.

SECTION 7 - CONTACTS AND USEFUL SOURCES OF INFORMATION

We hope that this guide is of use to you. If you require any further information, you may find the following useful:

CONTACTS

Useful Contacts:

Public Protection
Regulatory Services
Thanet District Council
Cecil Street
Margate
CT9 1XZ
T: 01843 577000
W: <https://www.thanet.gov.uk>

TDC Licensing
Thanet District Council
Cecil Street
Margate
CT9 1XZ
W: <https://www.thanet.gov.uk/info-pages/alcohol-and-entertainment-licensing/>

United Kingdom Register of Organic Food Standards (UKROFS)
W: <http://adlib.everysite.co.uk/adlib/defra/content.aspx?doc=4344&id=4346>

The Food Standards Agency
W: www.food.gov.uk

Regional Horticultural Marketing Inspectorate of DEFRA
W: www.defra.gov.uk

Egg Marketing Inspectorate
W: <https://www.gov.uk/guidance/egg-marketing-inspection>

Department of the Environment, Food & Rural Affairs (DEFRA)
W: www.defra.gov.uk

Kent Farmers Market Association
W: <https://www.kfma.org.uk/Home>

The National Association of Farmers' Markets
W: www.farmersmarkets.net/

National Farmers' Retail & Markets Association (FARMA)
W: www.farma.org.uk

National Farmers Union
W: www.nfuonline.com

The Country Land and Business Association
W: www.cla.org.uk

Institute of Agricultural Management

W: www.iagrm.org.uk

The Purple Guide to Health, Safety & Welfare at Events

W: <https://www.thepurpleguide.co.uk>

TRAINING ORGANISATIONS

Chartered Institute of Environmental Health (CIEH)

W: www.cieh.org

Royal Society for Public Health

W: www.rsph.org.uk

GLOSSARY OF TERMS

Allergen	A substance that causes an allergy
Bacteria	Groups of single cell living organisms. Some are known to cause food poisoning or food spoilage
Bactericidal Detergent	A detergent which is a combined detergent and disinfectant, designed to kill bacteria during the cleaning process
Best Before Date	The date marked upon the label of a food up to and including the date that the food can reasonably be expected to remain in optimum condition if properly stored
Contamination	The introduction to, or occurrence in, foods of any harmful substance which may compromise the safety or wholesomeness of that food
Detergent	A chemical or mixture of chemicals for removing grease/food particles during cleaning
Disinfection	A part of overall cleaning process aimed at reducing the level of harmful microorganisms to a level that will not lead to either harmful contamination or spoilage of food
Food Poisoning	Acute illness caused by consumption of contaminated or poisonous food. Symptoms commonly include vomiting and diarrhea
HACCP (Hazard Analysis and Critical Control Point)	A food safety management system, the main aim of which is to focus attention on critical points in the operation and take measures to ensure that problems do not occur
Harmful Bacteria	Bacteria capable of causing illness such as food poisoning
Hazard	A hazard may be microbiological, chemical or physical and may cause harm through eating contaminated food
High Risk Food/ Perishable food	Usually considered as food which supports the multiplication of harmful bacteria, and which is intended for consumption without any further treatment such as cooking, which would destroy such organisms. High risk food is usually high in protein, requires refrigeration and must be kept separate from raw food
Low Risk Food	Foods other than high risk foods, such as raw food or ingredients that are still to be cleaned or processed
Ready to Eat Food	Food which may not require to receive further cooking or reheating prior to consumption e.g., cooked meats
Sanitise	The action of cleaning and disinfecting
Shelf Life	The length of time a product may be stored without becoming unsafe or unsuitable for use or consumption
Use By Date	A date mark required on microbiologically perishable pre-packed food after which its consumption could present a risk of food poisoning

APPENDIX 1 - FOOD SAFETY MANAGEMENT SYSTEMS

Food Business Operators are required to:

- Identify all the food safety hazards at each process step in the business and ensure that steps are in place to control or prevent them occurring. A hazard is anything that can cause harm to customers. There are three main types of hazard – microbiological (e.g. bacteria that can cause food poisoning), chemical (e.g. taint by cleaning chemicals) and physical (e.g. contamination by hair, glass or stones). Once all the hazards likely to occur in the food business have been identified, FBO's must find ways of preventing or controlling them. Control measures can take many forms, for instance the thorough cooking of foods will control the survival of harmful bacteria.
- Identify the controls in the food safety management system that are critical to food safety, known as Critical Control Points (CCPs). In other words, points after which nothing further will be done to eliminate or reduce the hazard and thus make food safe to eat. For example, the temperature and method used to store and transport ready-to-eat foods, such as cooked meats, is critical as the meat will be eaten without further cooking.
- Identify critical limits – specified safety limits which controls at critical control points must achieve. For example, maintaining temperature control for the storage and transport of cooked meats.
- Monitor procedures that are critical to ensure the hazards are under control, e.g., use a thermometer to check the temperatures are satisfactory or otherwise.
- Deal with any problem identified at a critical control point (corrective action). This action must deal with the problem and prevent the problem from recurring.
- Keep records of the monitoring carried out if appropriate (e.g., of temperature checks), although visual checks can also be appropriate. Keeping records of control procedures and monitoring will demonstrate that hazards are under control in an effective manner. For example, temperature control records will demonstrate that all reasonable precautions have been taken to ensure that the food has been kept at a safe temperature. Simple measures should be all that is necessary for most stallholders.
- Verify the system is working.
- Review the system on a regular basis, and when any changes are made to the way things are done, ensure that your system is still appropriate and up to date.

Further information is available from: <http://food.gov.uk/business-industry/caterers/sfbb/>

APPENDIX 2 - FARMERS' MARKET STALLHOLDER APPLICATION FORM

Name of Producer/Grower:	
Business Name & Address	
Contact name (if different from above)	
Telephone number: Mobile no:	
Email Address:	

<p><i>How often would you be interested in attending Farmers' Market?</i></p>	<p><i>Please tick</i> Weekly Twice monthly Monthly Seasonally Occasionally</p>
<p><i>How many tables will you require at £.....per table?</i></p>	<p><i>Please tick</i> One table One-and-a-half tables Two tables</p> <p>Can you provide your own table/s, if required (the cost is the same)?</p>

<p><i>What sort of local produce will you sell?</i></p>	<p><i>Please tick</i></p> <p>Bread and other baked goods Cooked dishes Dairy produce Eggs Fish/shellfish Flowers Fruit Honey Meats Pickles, jams and preserves Plants Vegetables</p> <p>Other (give details)</p>
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If you have any special requirements, comments, or suggestions, please write them on the back of this form or in a separate email.

Please sign and return your completed form as soon as possible to:

.....

Tel:

Email:

By signing the form, you agree to comply with GRASS Cliftonville CIC's Markets Policy.

To help us with publicity, please let us know how you heard about our market (please tick):

- Word of mouth
- Social Media
- Local publicity
- Other

Many thanks for your time and co-operation.

APPENDIX 3 - FARMERS' MARKET RULES OF TRADING

1. All goods must be produced in Thanet, or within 60 miles of Margate. GRASS Cliftonville CIC may extend this to 80 miles in exceptional circumstances (e.g., for produce unavailable within the 60-mile radius). As vacancies arise for a particular type of product, the Market Organiser should give priority to producers who are closer to Margate.
2. All food or drink offered for sale must be grown, reared, caught, brewed, pickled, baked, smoked or processed by the stall holder, or someone directly involved with production. No 'bought-in' produce is allowed.
3. Primary produce, including livestock, must have been grown or finished on the producers' land.
4. Processed foods must have been made in the defined area and use local ingredients wherever possible.
5. No genetically modified (GM) produce, or goods containing GM ingredients, may be sold.
6. Non-food produce may be allowed at the discretion of GRASS Cliftonville CIC. Such stalls should fulfil the same criteria outlined above.

General Rules for Market Traders and Stallholders

1. The stall must be attended by someone directly involved in the production process. Producer cooperatives and community groups may take stalls at the discretion of the GRASS Cliftonville CIC.
2. Home-cooked food: It is the responsibility of the food Stallholders to register with Thanet District Council prior to trading at The Oval Bandstand and Lawns. Stallholders should ensure that they comply with Food Safety, Health and Safety, Environmental Health, employment, licensing, Trading Standards, and any other relevant legislation. This will involve attaining, and maintaining, an up-to-date Food Hygiene Certificate (check with Environmental Health Officer). A copy of this must be given to the Market Operator for the files and must be available for inspection by GRASS Cliftonville CIC.
3. Insurance: Food producers must maintain public, employee (if applicable), and products liability insurance. Copies of these should be given to GRASS Cliftonville CIC for the files. All Stallholders are required to carry Public Liability insurance for minimum £5m, Product Liability insurance for minimum £5m and Employers Liability insurance for minimum £10m.
4. Stallholders selling animal products will be expected to have high standards of animal welfare. Battery-farmed chickens and eggs, or meat from other intensively reared animals will be excluded.
5. Stallholders are encouraged to minimise the amount of packaging, especially plastics.
6. All produce for sale must be clearly priced and the contents labelled. A separate list of what is on offer is also a good idea.
7. To identify the stall, Market Traders should prominently display the name of their business. Customers also like to be given details about farming and/or cooking methods as relevant (e.g., all meat is free-range, all ready meals are homemade, and use meat from the

farm, no additives, etc.). Leaflets about special offerings – meat boxes, game in season, seasonal specialties, etc. Order forms are useful pre-Christmas.

Practical Arrangements

1. We recommend that Stallholders apply in writing on the approved application form, stating that they agree to sell within the rules of the market and confirm their intention to attend with the Market Operator not less than one week before each market.
2. Stalls will be selected by the Market Operator in order to provide the greatest interest for customers. Tables/space will be allocated by the Market Operator.
3. Stallholders must be ready to start trading when the market opens at 10am and stay until 1pm, unless they have the agreement of the Market Manager for a shorter period. In the event that a stallholder has sold out of stock before 1pm, they will be expected to leave promotional literature and a 'sold out' notice on their stall.
4. Stallholders must bring appropriate covering for the tables, keep their stalls clean, and remove all packaging (for re-use if possible) and rubbish, at the end of the market. No rubbish can be left on site.
5. Unloading and loading may take place on The Oval Lawns adjacent to the Stallholders designated pitch. Vehicles may remain parked adjacent to the Stallholders pitch for the duration of the Market.

APPENDIX 4 - HEALTH & SAFETY CHECKLIST FOR STALLHOLDERS

The checklist below has been designed to help food businesses assess whether they are complying with Food Hygiene and Health & Safety law, whilst operating at The Oval Bandstand & Lawns.

It will also assist you in identifying and controlling any potential hazards that might occur, whilst you are catering or selling food. If you answer no to any of these questions, then there may be a potential problem that needs addressing to ensure you are operating safely.

What You Must Do (Minimum Legal Standard)		Examples of Best Practice and How You Can Achieve The Minimum Legal Standard
Is the food business registered with the local authority where the business is based?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Are all food handlers trained to a standard that is appropriate to the work they undertake?	Yes <input type="checkbox"/> No <input type="checkbox"/>	A Level II Food hygiene qualification. OR In house training on the food safety controls you adopt to ensure the food you prepare is safe to eat. Do you have evidence of this training available on site?
Do you have documentation on the food safety controls you adopt to ensure the food you prepare is safe to eat? Do you keep monitoring sheets? Are all documents and monitoring sheets available on site?	Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/>	Safer Food Better Business OR In house documented food safety management system with appropriate monitoring sheets.
Do you have an adequate supply of hot and / or cold wholesome water available?	Yes <input type="checkbox"/> No <input type="checkbox"/>	If using water containers, are they regularly cleaned and disinfected and are they provided with caps?
Do you have access to a toilet which is provided with a wash hand basin with hot and cold (or warm water at a controlled temperature), liquid soap and paper towels?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Shared facilities on site are usually adequate, if they have running water, soap and hygienic hand drying facilities. If not, your own hand washing facilities will need to be to a high
		standard.

	Yes <input type="checkbox"/> No <input type="checkbox"/>	Do you change into your clean overalls on site, rather than travel in them?
Do you have adequate facilities for the hygienic washing and drying of hands?	Yes <input type="checkbox"/> No <input type="checkbox"/>	<p><u>Businesses handling both raw and ready to eat foods or preparing high risk open foods.</u> An adequate number of suitably located wash handbasins, with hot and cold (or warm water at a controlled temperature), liquid soap and paper towels.</p> <p><u>Businesses handling low risk unwrapped foods.</u> The minimum requirement is a bowl of adequate size with hot and cold water (or warm water at a controlled temperature), liquid soap and paper towels.</p> <p><u>Businesses handling low risk pre-packaged foods.</u> On site communal hand washing facilities may be sufficient, provided they are accessible at all times and provided with hot and cold or warm water, liquid soap and paper towels.</p>
Do you have adequate facilities for the washing of food and equipment if necessary?	Yes <input type="checkbox"/> No <input type="checkbox"/>	<p>A sink for washing equipment (if necessary) with hot and cold water (or warm water at a controlled temperature)</p> <p><u>And</u> A sink for washing food (if necessary) with a supply of cold water.</p> <p><u>OR</u> A sink for washing both food and equipment with hot and cold water, provided that the sink is cleaned and disinfected between uses.</p>

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<p>Do you have adequate arrangements in place for the disposal of waste, including food, waste water and other refuse?</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>	<p>Waste should be stored in dedicated bins which must be emptied regularly.</p> <p>Waste water should either discharge to an onsite</p>
		<p>drainage system or into a sealed container (marked and used for waste water only). The container should be emptied at an appropriate disposal point.</p>
<p>Is the unit / stall of adequate construction and design, and the structure kept clean and maintained in good condition, to avoid the risk of contamination, particularly from animals and pests?</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>	<p>Ideally, the walls and floors should be easy to keep clean (smooth and impervious).</p> <p>Ideally the unit / stall should be enclosed as much as possible (screened at the sides and back)</p> <p>Ideally the unit must be kept free of mud in bad weather with flooring that is easy to keep clean.</p>
<p>Are all food preparation surfaces in good condition and easy to clean and disinfect? (Smooth and impervious)</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>	
<p>Do you have adequate facilities / arrangements for maintaining and monitoring cold storage and display?</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>	<p>Fridges / freezers or commercial type cool boxes with ice packs capable of maintaining high risk chilled food at 8°C or below and frozen food at around -18°C.</p> <p>Keeping displayed high risk foods out of direct sunlight.</p>
<p>Do you have adequate facilities / arrangements for cooking / reheating / hot holding of high risk foods?</p>		<p>Equipment capable of cooking / reheating to a core temperature of 70°C for 2 minutes or equivalent and hot holding at 63°C or above.</p> <p>Use of a food probe, cleaned and disinfected between uses.</p>

Is hot food displayed at ambient temperatures for no more than 2 hours?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Monitored and recorded?
Is chilled food displayed at ambient temperature for no more than 4 hours?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Monitored and recorded?
Are all foodstuffs placed so as to avoid the risk of contamination as far as possible?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Food should not be stored on the ground. It should be protected from the weather and all open food should be protected from

		contamination.
Do you have information readily available regarding any of the 14 allergens present in all the food you serve?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Do you display a notice indicating that allergy / intolerance information is available from members of staff?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Do you have an adequate supply of detergent, surface disinfectant and clean cleaning cloths?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Disposable clothes and fast acting spray and wipe disinfectants are best. The disinfectant should be BS:EN1276 or BS:EN13697 approved.
Are all cleaning chemicals stored separate from food items?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Have you got adequate natural / artificial lighting, particularly for food preparation and service at night?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Do you have enough equipment / utensils to prevent cross contamination from raw to ready to eat foods?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Chopping boards, tongs, knives etc.
Do you have a first aid box with coloured plasters that will be easily identifiable in food?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Is any electrical installation and electrical equipment safe to use?	Yes <input type="checkbox"/> No <input type="checkbox"/>	<ol style="list-style-type: none"> 1. Protected from interference, damage and the weather. 2. Fitted with residual current circuit breakers. 3. Installed and maintained by a competent electrician. Cables and flexes positioned so as not to cause a tripping hazard.

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<p>Is any Liquefied Petroleum Gas(LPG) installation and equipment safe to use?</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>	<p>1. Appliances fitted by a competent person and inspected annually. 2. Cylinders protected from interference and damage, within a ventilated enclosure, fitted with automatic cut off valves and kept away from heat and ignition sources. 3. Pipes in good condition, as short as possible, replaced every 2 years and secured with crimp or compression fittings.</p>
		<p>provided with adequate ventilation. 4. Appliances fitted with flame failure devices and 5. Fryers fitted with automatic high temperature limiting device. 6. Gas safety certificate available on site.</p>

APPENDIX 5 - HEALTH & SAFETY CHECKLIST FOR MARKET OPERATORS

The checklist below has been designed to help Market and Event Operators assess whether both they, and all Market Traders attending the event, are complying with Food Hygiene and Health & Safety law.

It will also assist them in identifying and controlling any potential hazards that might occur. If the answer is no to any of these questions, then there may be a potential problem that needs addressing to ensure they are operating safely.

Before the Event	
Have you checked the venue is suitable for your type of event and the number of people attending it?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Have you obtained copies of risk assessments, insurance cover and relevant safety paperwork from exhibitors/vendors?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Have you completed your own risk assessments for the event?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Do you have adequate insurance cover for the event?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Do you have a sufficient numbers of competent and trained stewards, e.g. for car parking, crowd control. Have the stewards been briefed and provided with high visibility /protective clothing where appropriate?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Have all temporary structures been inspected and approved by a competent person and are you aware of the maximum capacity?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Have you completed an Event Notification Form and submitted it to Thanet District Council? This will ensure appropriate bodies are notified and advice is given.	Yes <input type="checkbox"/> No <input type="checkbox"/>
Have you applied, if required, for a Premises License / Temporary Event Notice?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Site Conditions	
Is the site free from tripping hazards, such as cables, potholes, tent pegs?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Are there sufficient entrances/exits clearly marked?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Can emergency vehicles gain access?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Will the site be suitable in the weather conditions expected?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Are there specific hazards at the site, such as open water, overhead power lines, steep changes in level and are the public protected from them?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Is there separate vehicle and pedestrian access?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If you have any perimeter fences are they safe, capable of taking loading on them and designed so they cannot be climbed?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Are safety barriers correctly designed and located?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Is there adequate signage, e.g. for car parks, first aid points, toilets etc?	Yes <input type="checkbox"/> No <input type="checkbox"/>

Traffic Management	
Is there adequate provision for parking?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Are there adequate car parking signs?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Do you have sufficient Stewards to manage parking?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Is there adequate lighting in the car park?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Have you measures to retrieve broken down vehicles or ones that may become stuck due to poor weather conditions?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Do you have plans in place to deal with queuing and the car park becoming full?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Have you obtained the necessary permission to close a road?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Is there adequate signing to your event?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Is there adequate access for Emergency Services?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Electrical Safety	
Has the electrical installation been installed by a competent electrician ?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Is the supply protected by a suitable earth leakage device (RCD)with a maximum trip rating of 30mA?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Are all parts of the electrical installation protected from the weather?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Are cables and other electrical equipment protected against damage?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Is any generator fenced to prevent access?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Are fixed sockets or fused multi-socket boards used instead of adaptors?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Is the electrical equipment adequately secured, e.g. lighting?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Is any portable electrical equipment adequately maintained and in a safe condition?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Safety of Structures	
Has any seating, staging, lighting been erected by a competent person?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Has the structure been inspected to ensure it is safe?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Are there Stewards in place to prevent overloading of any structure?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If safety barriers are provided, can they withstand the likely loading on them?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Fire Safety	
<p><i>You should seek advice from your local Fire Authority regarding specific requirements for your events, but as a general rule you should undertake a fire risk assessment and this would normally include some of the following checks :-</i></p>	

Are there sufficient exits clearly indicated?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Are exits distributed around the site?	Yes <input type="checkbox"/> No <input type="checkbox"/>

Do you have a documented fire evacuation procedure?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Are the organisers and stewards trained on the fire evacuation procedure and are safe exit routes displayed?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Are there adequate numbers of fire extinguishers?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Are fire points clearly marked?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Is there a means of warning people of fire?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Do you have arrangements in place for the evacuation of disabled persons?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Emergency Planning	
Is there a plan to deal with any emergency, e.g. fire, cancellation of events, rules and emergency services?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Are all persons organising the event aware of the plan?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Communication	
Is there means of communication between key organisers and Stewards?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If reliant on mobile phones, do they work in all areas of the site?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Are there adequate methods of communication with the public especially if site needs to be evacuated, e.g. loud speakers?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Fairground Rides	
Is the operator of the ride competent?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Have you seen the current inspection certificate for the equipment?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Does the operator have adequate insurance cover?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Is there adequate space for the ride?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Has the ride been erected safely and in the case of bouncycastles, are they secured?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Are there adequate barriers to prevent access to dangerous parts of the equipment, e.g. bouncy castle blowers?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Have you checked the Company's risk assessment and work methods?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Firework Displays	
Is the display being carried out by a competent person?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Is there sufficient space for the display? (See HSG 124)	Yes <input type="checkbox"/> No <input type="checkbox"/>

Is the firing area secure?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Are the fireworks stored safety?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Are there adequate Stewards for crowd control?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Is there adequate firefighting equipment in the area?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Are persons handling fireworks provided with, or wearing	Yes <input type="checkbox"/> No <input type="checkbox"/>

appropriate protective clothing?	
Welfare Facilities	
Are there adequate toilets for the number of people likely to attend the event?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Are toilets visible, well lit and adequately signed?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Are there measures in place to insure they are kept clean and provided with toilet paper, soap, etc?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Is there suitable W.C. provision for people with special needs?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Are there suitable containers for the disposal of sanitary towels and nappies?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Information Points	
Is there a location where people can obtain information about the event or where lost children can go?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Waste Disposal	
Are there adequate rubbish bins around the site?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Do you have suitable arrangements for emptying bins and disposing of the rubbish?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Are waste collectors provided with approved personal protective clothing?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Are there adequate storage and collection facilities for waste from the toilets?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Noise	
Have you contacted any local residents who may be affected by noise?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Are generators located so that they do not create a noise nuisance to local residents?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Facilities for those with Special Needs	
Is the access to the site suitable for those with special needs?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Is disabled parking provided near the event?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Are adequate/accessible toilet facilities provided?	Yes <input type="checkbox"/> No <input type="checkbox"/>
First Aid and Medical Services <i>(It is recommended that you have at least 1 first aider for up to 1,500 people attending an event, and 2 first aiders for up to 3,000 people attending an event)</i>	

Is the first aid provision suitable for the number of people attending the event?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Are first aid centres clearly signposted?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If a voluntary first aid service is to be provided are they aware of your emergency procedures?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Are first aiders clearly identifiable?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Insurance	
Have you adequate public insurance for the event?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Have you checked vendors/exhibitors insurance certificates	Yes <input type="checkbox"/> No <input type="checkbox"/>

Accidents	
Do you have a procedure for dealing with accidents?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Have you a form for recording the details of any accidents and arrangements for notifying the relevant enforcement authority should a major incident occur ?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Crowd Management	
Are there sufficient entry points to the event?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Are Stewards trained and competent to deal with queuing public?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Is there an adequate means of communicating with the public?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Have all pedestrian route pinch points been identified and rectified?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Use of Gas Cylinders	
Are any gas cylinders adequately secured in a well ventilated area?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Do you have suitable equipment for moving cylinders, e.g. sack barrows?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Are cylinders away from any heat source, or other flammable material?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Is there a person who is competent to change any cylinders?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Catering Operation	
Are food businesses carrying out their work in a safe and hygienic manner?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Have you seen their food hygiene certificates as appropriate?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Have you seen every caterers food hygiene certificates, health & safety, and risk assessments?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Have caterers provided proof that their gas and electrical installation is safe?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If any gas cylinders are used, are they adequately secured and located where they cannot be tampered with?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Does the caterer have adequate firefighting equipment?	Yes <input type="checkbox"/> No <input type="checkbox"/>

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If they are using their own generator, is it electrically safe and located in a secure position? Is any fuel stored safely?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Have the local authority environmental health team been informed of the event?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Post Event	
Has the site been cleared and left in a safe condition?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Have you carried out a safety review following the event?	Yes <input type="checkbox"/> No <input type="checkbox"/>

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