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**Westminster City Council Guidance for Food Traders at Markets and Isolated Pitches**

This guidance is aimed at applicants wishing to sell food (whether a new or variation application). Please read this document before completing your online application. You will need to address the points below as part of a separate document (template to be used).

**Name of the food business and contact details**

Provide the name of your food business and your contact details.

**Food business registration**

Registration of a ‘premises’ used for a food business (including stalls, vehicles and other mobile units) is required by law. Registration is required with the Local Authority in whose area this premises is located (where you store your stall or vehicle overnight) [www.gov.uk/food-business-registration](http://www.gov.uk/food-business-registration) (it is free to register). If you have registered but have not yet received a Food Hygiene Rating Score then please state awaiting inspection, if you have please give details of the score and date of this inspection.

**Equipment**

List the main equipment that will be brought to site, including non-powered items. For those powered items please provide details of certification.

Nuisance:Any equipment used or cooking method employed must not cause odour, smoke or fume nuisance to local residents, other traders or commercial premises in the area.

Please see refer to the guidance further in the document for safety requirements.

**Training**

Provide contact details of the person who will be in charge on the stall and also what level of food hygiene training they have.

Proprietors of food businesses are required to ensure that their employees who handle food are supervised and instructed and/or trained in food hygiene matters sufficient for the work activities they undertake. It is strongly recommended therefore that all food handlers are trained and hold a certificate of competence in basic food hygiene from a recognised and approved training body.

**Menu items**

List the foods which will be sold from the units and state if it is open or pre-packaged and whether this will be served hot or cold.

**Method statement**

The Food Safety and Hygiene (England) Regulations 2013 - the main requirement is that the food business must be operated in accordance to a written Food Safety Management System based on Hazard Analysis and Critical Control Point (HACCP) principles. You can either devise one yourself or adapt a policy (called Safer Food Better Business, SFBB) freely available from the Food Standards Agency which can be downloaded from: [www.food.gov.uk/business-industry/caterers/sfbb/](http://www.food.gov.uk/business-industry/caterers/sfbb/)

The above still needs to be complied with, however please provide details of what you will be doing for this operation:

* how the food is prepared/stored before transit
* transportation
* storage on site
* preparation on site
* cooking/reheating
* hot/cold holding
* serving of food

Give details of the controls you have in place and how you maintain the cold chain (temperature control), cross contamination control, cleaning, etc.

**THIS SHOULD BE SPECIFIC FOR THIS OPERATION.**

Labelling:Food labelling must comply with Regulation (EU) No 1169/2011 - Provision of Food Information to Consumers) – particularly with to regards to Allergens -further guidance can be found at:

[www.food.gov.uk/business-industry/guidancenotes/labelregsguidance](http://www.food.gov.uk/business-industry/guidancenotes/labelregsguidance)

**Potable water**

Water used for drinking and washing up should be potable (drinking water quality). Where will this water be sourced from?

**Hand washing facilities**

Hand washing facilities will need to be provided if handling open high risk food. This should be easy to use and easily accessible. Warm running water, antibacterial soap and blue disposable drying towel will need to be provided.

An example of an acceptable portable system particularly where electrical power and water supply may be limited can be found at the following link: [www.tealwash.com/shop/washstand/](file:///C%3A%5CUsers%5Cadrayan%5CAppData%5CLocal%5CMicrosoft%5CWindows%5CTemporary%20Internet%20Files%5CContent.Outlook%5C33UEI2U5%5Cwww.tealwash.com%5Cshop%5Cwashstand%5C). Please note other suppliers may also provide a suitable system.

**Health and safety risk assessment**

A health and safety risk assessment should be carried out that is specific to this operation.

Please use the following link <http://www.hse.gov.uk/risk/controlling-risks.htm> for guidance on this.

Some hazards many include slips, trips and falls, cuts, manual handling, use of LPG, use of generators, burns and scalds, electrocution, asphyxiation, cash handling, use of driving vehicles, etc.

All units must have a First Aid Box.

**Fire safety equipment**

All combustible materials that could promote fire spread need to be identified and stored away from any ignition source. Structures/marquees, coverings, curtains and drapes should be certificated as flame retardant or adequately treated with a flame retardant. Wherever any cooking equipment is used, a fire blanket and an annually serviced fire extinguisher should be provided suitable for the activity, the wrong use could make the situation much worse.

The following is required as a minimum:

* Stalls cooking food - 4kg dry powder or 4 litres of foam.
* If deep fat frying is taking place, it is recommended that you fit a flame failure device and also a suitable fire blanket.
* Stalls with generators/electrical equipment – 4kg dry powder or carbon dioxide CO2.
* Stalls not cooking food – 4.5 litres of water.
* Ventilation and heating systems should be sufficient, designed and installed by competent persons.

**Operational management plan**

If you are proposing a mixed use pitch (i.e. food with non food items) then you will need to address how this will work operationally. This should include details of how you will address potential health and safety, fire safety and cross contamination issues.

**Food Hygiene and Health and Safety Guidance/Advice**

**General setup**

* Stalls or vehicles must be constructed and maintained such that they are easy to clean and long lasting so that food is protected from risk of contamination.
* Bare wood contact surfaces must be avoided.
* Units should be in good repair and kept clean throughout trading.
* Surfaces should be easy to clean and slip resistant.
* Food contact surfaces and hand contact surfaces should be kept clean throughout.
* Any canopy type units must be made of material that is fire retardant.
* Any fabric used should be flame resistant.
* The unit/marquee should be suitably weighted, so it remains secure in windy conditions.
* All cooking equipment should be placed on a stable surface.
* Hot surfaces should be kept out of reach from the public.
* Consideration should be given to the means of escape in an emergency.

**Personal hygiene**

Staff should:

* + - wear clean overalls/aprons
		- wear covered sturdy shoes
		- wear no loose jewellery
		- tie long hair back
		- keep nails clean
		- cover cuts and sores with blue waterproof plasters
		- not cough or sneeze over food
		- not smoke or spit whilst on your stall
* Hand wash facilities are to be present on all units preparing food. This should have a warm water supply, with antibacterial soap and blue disposable drying towel.
* Hands should be washed after each activity/task.
* If gloves are used they should be changed each time the handler undertakes a new task.
* Allocate specific duties to specific people.
* There should be no smoking in the unit or surrounding the unit as this may be near LPG, generators, etc.

**Storage of food**

* Food should be stored off of the floor.
* Food should be suitably covered whilst being stored and prepared.
* Food should be date labelled and this system should be followed.
* Food should not be prepared or cooked too far in advance.
* Keep hot food hot (above 63oC) and cold food cold (8 oC or below).
* Frozen foods should be kept -18oC or below.
* A probe should be used to check the above temperatures (cleaned in between) and these temperatures should be recorded regularly.
* In a fridge, raw food should be stored below ready to eat, to stop any raw juices contaminating ready to eat foods.
* If hot food is out of temperature it must be discarded after 2 hours and cold foods after 4 hours. There must be evidence to prove timings.

**Cooking food**

* Undercooked food is one of the main causes of food poisoning - make sure you thoroughly cook food through.

**Cross contamination**

* Consider how there will be no cross contamination.
* Whilst cooking, a rotation system should be implemented to ensure raw food does not come into contact with ready to eat foods.
* Use separate utensils/chopping boards/knives for raw and ready to eat foods. Or separate these activities with time and suitable cleaning.

**Cleaning**

* Suitable cleaning materials should be used. A sanitiser should be on site – follow instructions about the contact time. Remember cleaning cloths will also need to be regularly changed. Ideally disposable cloths should be used.
* As well a hand wash sink, separate sinks should be provided for food wash and utensil wash. These sinks will also need a hot and cold water supply. If you only have one sink for these activities (food wash and utensil wash) suitable sanitising will need to take place between tasks.
* A dedicated refuse store such as a rubbish bin should be provided.

**Liquid Petroleum Gas (LPG) appliances**

* You must ensure that gas appliances, flues, pipe work and safety devices are maintained in a safe condition.
* They should be installed and inspected by a competent person.
* A certificate from an appropriately trained and registered Gas Safe engineer must be provided for each appliance. Annual re-inspections will be a reasonable minimum frequency or as advised by the Gas Safe engineer. (You can find a suitably trained Gas Safe engineer at the following website: [www.gassaferegister.co.uk/](file:///C%3A%5CUsers%5Cadrayan%5CAppData%5CLocal%5CMicrosoft%5CWindows%5CTemporary%20Internet%20Files%5CContent.Outlook%5C33UEI2U5%5Cwww.gassaferegister.co.uk%5C))
* All LPG cylinders, regulators and change-over devices should be located in the open air or housed in a separate, well ventilated, fire-resistant compartment (this should be accessed exclusively from outside the vehicle/stall to enable safe access to shut off the cylinders in case of emergency.)
* The compartment should be ventilated at low level to the external air only and should have Cylinders should be stored away from risks of tampering by unauthorised personnel.
* Cylinders should be located away from entrances/exits and circulation areas.
* Precautions must be taken when using LPG, detailed fire and safety advice should be discussed prior to your event with the Fire Brigade.
* Fixed piping such as copper or steel should be used where practicable. Flexible hose should be kept as short as possible and properly secured by integral threads, crimping or hose clips **(worm driven (eg jubilee) clips are not acceptable).** Ensure all connections are correctly secured.
* Only regulators, pipe work and connections that have been designed and manufactured to the appropriate British Standard specification must be used.
* A visual inspection of the containers, pipe work, appliances, vents and flues should be made each working day and tested for leaks, if necessary, using a proprietary leak detector spray. Or to check for leaks rub soapy water around joints and look for bubbles. Only use flexible hoses that are not cracked.
* Compartments housing cylinders should be clearly marked ‘LPG – HIGHLY FLAMMABLE – NO SMOKING’. Store spare cylinders upright in a secure well ventilated area away from any sources of ignition.
* Never attempt to detach the hose from the cylinder when operational.

**Electrical equipment**

* Electrical equipment being used in an outdoor environment may be subjected to very harsh conditions particularly if the weather is wet – ensure that any equipment is suitable for outdoor use as equipment can easily become live and can make its surroundings live also.
* All electrical equipment must be constructed and maintained in compliance with the Electricity at Work Regulations 1989. The food business operator must ensure that competent persons are employed to assess the electrical requirements and the compatibility of the electricity supply with the equipment to be used.
* A certificate of inspection of the electrical installation by a competent person must be available for inspection. All electrical equipment must have a valid up to date Portable Appliance Test (PAT) certificate.
* Appropriate safety devices (such as 30mA Residual Current Devices (RCDs)) must be used where necessary for electrical apparatus, particularly for any electrical equipment exposed to adverse conditions or electrical equipment to be used in association with hand held devices. Equipment operating at 230 volts or higher should be supplied via an RCD.
* Avoid bad practice of overloading circuits by using multi gang adapters and exposing conductors.
* Ensure wires and cables are not trailed where they can be tripped over or walked into.

**Generators**

* If portable generators are used to supply electricity – **they cannot be of the type that use petrol as fuel** *(Note - LPG generators are preferred to diesel as they are less noisy and produce less fumes)*
* A generator needs ventilation, do not cover it or store it near combustible materials.
* Fuel must be stored in an approved container away from sparks and the generator - never re-fuel whilst the generator is still running.
* Generators produce fumes and noise, which can cause annoyance, and can be unpleasant for residents and other members of the public - ensure that your generator is operating efficiently and with minimal pollution.

If you have any questions please email ehconsultationteam@westminster.gov.uk