

NABMA
the voice of markets

MARKET SUPPORT DOCUMENTS

Food Safety for Market Managers – General Guidance

1. Introduction

Market managers have a general responsibility for a safe environment to the public, to the market operator and to their food traders.

Managers need to be aware of the requirements for food safety so that their markets are maintained to a high standard.

From a reputational aspect it is clearly advisable that market managers have adequate food safety knowledge with the aim of enabling high quality food in markets, supporting their food traders and preventing ill health caused by poor food practices on markets.

As market managers deal with traders' stall applications, traders' waste disposal, applications for premises alterations etc. the training of market managers in food safety is highly desirable.

Checks on standards of food traders when letting and supervising stalls are recommended.

It is essential that market managers have a good working relationship with the local environmental health officer.

All markets are different – and each market operator will determine the appropriate requirements, systems and procedures for food stall lettings.

This NABMA Support Document offers a basic level of guidance.

2. Responsibility

The responsibility for food safety is that of each and every food trader

- Selling food
- Cooking food
- Storing and Handling food
- Distributing food

3. Registration

All food traders need to register their food business with the local authority's environmental health office. It is a criminal offence to run unapproved food premises.

Whilst it may appear that there are relatively low level risks attached to fruit and vegetables and bread and that there are higher risks for particular foods and in the preparation, storage and cooking of hot food, soil contamination (eg E.coli) could be linked to unwashed F&V – so all food issues have risks attached. Traders involved in handling meat, fish, egg or dairy products need to be particularly careful.

See FSA guidance links on registration/approval below. Applications by food traders for registration to the local environmental health office should be at least 28 days before trading or starting food operations.

4. Food Hygiene Rating Scheme

The Council may operate a Food Hygiene Rating Scheme in partnership with the Food Standards Agency so that food premises can display their ratings for customers. The ratings for food hygiene are:

- 5 – Very Good
- 4 – Good
- 3 – Satisfactory
- 2 – Some improvement necessary
- 1 – Major improvement necessary
- 0 – Urgent improvement required

Ratings are based on

- how the food is handled (preparation, cooking, reheating, cooling, storage),
- the physical condition (cleanliness, lighting pest control) of the business and
- how the business manages food safety (training, processes, systems).

Market Managers may consider that the minimum standards for food traders applying for a market stall should be 3 – Satisfactory. Some markets require a minimum 4 – Good rating.

NB In Wales a Food Hygiene Rating Sticker MUST be displayed.

5. Allergens

Allergic reactions to particular elements in food are becoming more widespread and can be catastrophic in individual cases.

This is a speciality issue and information for managers on this is available at:

<https://www.food.gov.uk/topic/allergens#business-guidance>

<http://allergytraining.food.gov.uk/english/rules-and-legislation/>

6. Training

Whilst holding a food hygiene certificate is not legally required, training for traders and their staff in food hygiene/safety is highly desirable. It is reasonable for market managers to ensure that food traders have food safety training (with evidence) prior to being allocated stalls.

There are a number of providers of food hygiene training on the Internet. Your local environmental health officer will give guidance on access to training. The Chartered Institute of Environmental Health (CIEH) offers three levels of certification:

- Introductory (Level 1) for food handlers preparing food in relatively low risk situations needing to know about hygiene, contamination and cleanliness.
- Foundation (Level 2) for food handlers preparing and cooking food.
- Intermediate (Level 3) for Food Managers/Supervisors

NABMA would encourage all market managers to undertake food safety training to Level 3 so that they have a good understanding as to what food traders need and what market managers need to do to support their traders and customers and how to maintain and supervise their markets to achieve high standards and customer expectations.

7. Current Legislation and Food Guidance

- Regulation (EC) No. 852/2004 on the hygiene of foodstuffs
- General Food Law Regulation (EC) No. 178/2002 and the General Food Regulations 2004
- The Food Hygiene (England) Regulations 2006 (as amended)
- The EU Food Information for Consumers Regulation 1169/2011
- Other: HASAW Act 1974, COSHH Regulations 1994 and 1999, Food Safety Act 1990, Food Labelling Regulations 1996 and Food Safety Regulations (HACCP) 2006
- <https://www.food.gov.uk/business-guidance/register-a-food-business#who-needs-to-register>
- <https://www.food.gov.uk/business-guidance>

8. Useful Documents

As stated, each market manager will need to consider their approach to stall lettings to food traders, but NABMA is grateful for sample operational documents and advice provided by colleagues. These are particularly informative and useful for market managers.

Pauline Rider at Chelmsford City Council has kindly provided a self-assessment checklist and advice for mobile caterers for food traders on open markets.

Nicola Goodwin of Derbyshire Dales DC has kindly provided her checklist and Food Safety Guidance for Farmers Markets and Food Stall Traders.

John Walker of Calderdale MBC has kindly provided his Guidance on Food Safety at Markets and Events – and has also pointed to the usefulness of the CIEH National Guidance for Outdoor and Mobile Catering.

Steve Hadfield of Tameside has kindly linked to his Environmental Health colleague Bev Hursthouse for her advice/guidance.

Check list – Chelmsford City Council		Yes?	Notes
1.	Have you registered your food business with your borough or district council?		<i>all food businesses are legally required to register with the council in whose area they normally trade or in which the vehicle is normally kept</i>
	If your business has received a food hygiene inspection – is the stall / vehicle displaying the most recent hygiene rating?		<i>Results of an inspection can be requested by any member of the public by a freedom of information request. If your food operation has been inspected and issued with a hygiene rating, this should be displayed in a prominent position whilst trading</i>
2.	Do you have a documented food safety management system (to comply with Regulation (EC) No. 852/2004, Article 5)		<i>It is a legal requirement to have a documented food hygiene management system and this must be available for examination by an authorised officer wherever you trade.</i>
3.	Do you have someone managing the stall or vehicle who is responsible for the proper operation of your food safety management system?		<i>Make sure this person understands your management systems and knows what checks are required and what information needs to be recorded.</i>
4.	Has the person managing the stall or vehicle been trained in food hygiene to an appropriate level? All other persons (without certificated training) working or helping on the stall must be instructed or supervised		<i>Evidence of training relating to the individuals working or helping must be available for examination whenever you trade.</i>
5.	Does your food operation require refrigeration of foods – if so, do you have suitable facilities? How will the temperature of high risk foods be checked? Do you have thermometers and sanitising wipes?		<i>(high risk foods not on display must be at a temperature below 8°C)</i>
6.	Does your business involve cooking. If so, how are cooking temperatures monitored?		<i>Foods need to be reach at least 72 degrees for 2 minutes to kill harmful bacteria. If re-heating, previously cooked foods, a temperature of 80 degrees should be reached</i>
7.	What facilities will be provided to protect foods on display to the public from contamination?		<i>Have you got 'sneeze screens' to protect food?</i>
8.	How will you protect foods not on display from contamination?		<i>Is this off the floor and under cover?</i>
9.	What facilities will be provided for washing of food or equipment?		<i>Separate hand-washing and equipment washing facilities are required. Raw salads and vegetables should be washed before chopping or peeling</i>
10.	What hand washing facilities will be provided at the stall? If you rely upon flasks of hot		<i>You must not stint on facilities for hand-washing. If you do not</i>

	water or teal units – what capacity are they?		<i>have any present when inspected, you will be advised to stop trading</i>
11	What protective over-clothing do food handlers wear?		<i>Persons handling open food should wear appropriate over-clothing e.g. full aprons or coats and, if necessary head covering.</i>
12	Have you carried out a Health & Safety risk assessment (covering such things as hot surfaces and liquids, use of gas and electricity, tripping hazards, use of knives etc.)		
13	Insurance: if you are employing anyone, do you have Employers Liability Insurance -		<i>It is a legal requirement to have Employers Liability Insurance. It is also recommended that you also have some level of public liability insurance.</i>

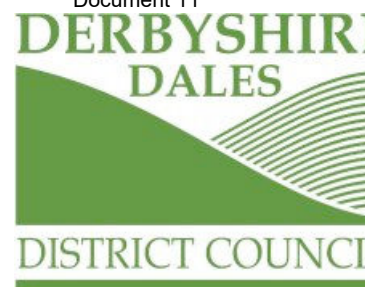
Chelmsford City Council - Advice to mobile caterers

1. If you sell food you need to have registered your business with the Local Authority where your stall is normally kept overnight. There are almost no exceptions to this requirement. You are strongly advised to keep at your stall a copy of the last inspection report from your registering Authority (or another Authority if a more recent **full** inspection was made). If such a report is available and is less than 1 year old it is likely that any inspection made by a food officer will be brief.
2. Advice on compliance with the requirements of Regulation (EC) No. 852/2004, Article 5. (requirement to have a documented management system can be found on Chelmsford City Council's website) You will need to comply with this requirement i.e. you will need to produce adequate documents and keep records. An exception to this is where food safety risks are very small indeed, such as the sale of fruit / veg or un-filled bread only. Your documents will either be
 - Produced by you
 - Produced on your behalf by a consultant
 - Produced by you from a recognised model such as "Safer Food – Better Business" (it is accepted that the SFBB pack for retailers isn't ideal for market traders but it can be a suitable basis for your own system if used thoughtfully).
 When answering question 2, please consider which of these methods you are using.
3. The person operating the system to comply with Article 5 (above) must be able to demonstrate they have adequate knowledge to do so. If you are in any doubt about your ability to operate a HACCP based system, "Level 3" food hygiene training is recommended.
4. It is useful for food handlers to have Level 2 certificates but legal compliance will be judged on the level of food hygiene ability demonstrated by the food handlers.

5. Gas or plug-in refrigerators are normally necessary to maintain cold temperatures in the summer. If insulated containers are relied upon they will need to be of a high British Standard (insulation efficiency). Units **must** maintain foods below 8°C. Foods on display may take advantage of the relevant tolerance period. If this tolerance is used the method of control must be fully documented as part of Article 5 compliance. (You are advised to consider how long your customers may take to get the foods home in warm temperatures – it pays to be able to prove minimal temperature abuse at your own market stall.)

If your foods need refrigeration you **must** have at least one thermometer with which to monitor storage temperatures. If you thaw and/or cook foods the need for probe thermometers etc. will depend upon your own documented Article 5 procedures.

6. The means of ensuring that food is properly cooked must be recorded in your management system. If thermometers are used – staff must be aware of minimum cooking temperatures and sanitizers for disinfecting probes must be available.
7. It is recommended that food on display to the public is protected from possible contamination by the positioning of a barrier or upstand. Alternatively, food can be wrapped prior to placing on display.
8. Food not on display should be stored off the ground and wrapped or otherwise protected from environmental contamination.
9. The law requires washing and drying facilities for hands. Alternatives will not be accepted. Gloves may be suitable for some tasks but there is still a need to wash hands. Food handlers must regularly wash their hands thoroughly with warm soapy water.
10. You must act to eliminate or minimise all workplace risks to the safety of staff and others. If your organisation employs more than 5 people, the important points from your risk assessment must be recorded.



MARKET STALL FOOD SAFETY CHECKLIST

Market: ABC / Ashbourne / Bakewell / Matlock / Wirksworth

1. Please provide details of the local authority which your business is registered with under the Food Premises (Registration) Regulations 1991

Name of Authority.....

2. Please indicate your latest food hygiene rating system score and the date it was awarded to you 5 4 3 2 1 Date Awarded

Trading Name:

.....

Name of Food Business Operator:

.....

Business Address:

.....

Type of Food:

.....

	Yes	No
Is all the food covered or otherwise protected?	<input type="checkbox"/>	<input type="checkbox"/>
Is there any refrigeration?	<input type="checkbox"/>	<input type="checkbox"/>
Are there facilities for hand washing?	<input type="checkbox"/>	<input type="checkbox"/>
Are there facilities for pot washing?	<input type="checkbox"/>	<input type="checkbox"/>
Is the stall clean and tidy?	<input type="checkbox"/>	<input type="checkbox"/>

Market Inspector: **Date:**..



FOOD SAFETY GUIDANCE FOR FARMERS' MARKETS AND OTHER FOOD STALL TRADERS

This document explains how to meet the food safety laws that apply to you while trading at a market. It covers the basic areas to typical market stalls that prepare, handle or sell food or drink (including giving free samples), whether open or wrapped.

The law requires you to identify possible hazards to food safety, to know which of these is actually important for the type of food you prepare or sell and to provide suitable controls to stop problems occurring – see section below re: food safety management systems.

Protecting food from risk of contamination

Food must be protected from the risk of bacterial, chemical and physical contamination during all stages of transport, handling, preparation, display and service. It is the stall holders/market traders responsibility to identify hazards and implement suitable controls to prevent harm to food.

The risk of E. coli O157 cross contamination for example must be considered and controlled in any food business where both raw foods and ready-to-eat foods are handled and / or where food is sold at livestock markets. Further guidance on controlling risk of contamination by E. coli O157 can be found by following the link below: -

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

Transport

- All foods must be wrapped, covered or placed in sealed washable containers to prevent contamination of food.
- All high risk foods must be kept cool (see section below re: temperature control) and the vehicles used must be kept clean and in good repair.

Preparation

The surface on which you lay out or prepare food must be smooth and impervious so that it can be thoroughly cleaned. If you are using wooden tables, you must provide plastic sheeting or other suitable covering material.

You will need to wash and dry your hands from time to time and if facilities are not provided or readily available on site, you must bring your own. These should include a supply of hot water, clean towels, bowl and soap. For hot water, insulated flasks should be sufficient in most cases.

For stall holders selling open foods, such as raw meats and / or high risk unwrapped foods such as cooked meats, dairy products and seafood, there must be adequate hand washing facilities at the stall.

If you are using knives or other serving implements, you will need separate washing facilities for these, **not** those used for hand washing. A separate bowl or sink must be used. You must also regularly wipe down surfaces with clean (preferably disposable) cloths using a food safe cleaner and disinfectant.

Storage and Display

- Keep food off the floor, ideally 45cms above ground level.
- Ensure food surfaces are smooth, impervious and capable of being cleaned / disinfected.
- Keep raw and ready to eat foods apart at all times.
- If the same person is to handle and serve both raw and cooked products, then strict hand washing immediately after handling raw foods must be observed.
- Protect food by covering or wrapping it where possible. Open food must be protected from objects such as insects and coins, etc falling into it and from the public touching, coughing or sneezing in the display area by providing suitable “sneeze screens”
- The provision of colour coded tongs or disposable gloves for handling different foods may be necessary to keep handling of open food to a minimum.
- Any free samples which are provided must also be protected against contamination e.g. use disposable cocktail sticks or forks to prevent handling. Samples should be left on display for as short a period as possible then replenished.

Temperature Control

All perishable foods must be kept at a suitable temperature.

Food which is usually stored in the fridge must be kept below 8°C (ideally less than 5°C). If a refrigerated unit is not available it may be adequate to store the product in an insulated container with ice packs. It is possible to display the product at ambient temperatures for a short period of time (in most cases, no more than 4 hours), although it is recommended that you only keep a small amount of food at ambient temperature to minimise the amount of time it is out of temperature control.

If you are selling hot food you must ensure that it is thoroughly cooked to 75 °C or above before it is sold and kept hot prior to sale (above 63 °C). An accurate food probe with food safe disinfectant wipes should be used for checking the temperatures of hot food.

Traceability

You are required to demonstrate (through relevant documentation or information) who has supplied food products to you, including its ingredients so that the source can be identified at any time. If you supply to other food businesses, you must be able to show what product you have supplied and the customer details.

Personal Hygiene

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

Clean over clothing and, where necessary, a hat should be worn when handling food. Long hair should be tied back. Jewellery should not be worn.

Cuts or skin infections must be covered with a waterproof dressing. Food handlers must not handle food at all if they are suffering from an upset stomach. They must not handle food until 48 hours after they are symptom free.

Training

Any person who handles food to any extent, whether the food is open or pre-wrapped, should be suitably trained or instructed in food hygiene matters. Handlers of open food should be trained to at least the Food Hygiene Level 2 (formerly the Basic Food Hygiene Certificate) or similar. Training must be regularly reviewed and updated.

Registration

Every food business must be registered with the Local Authority where they are based. Registration is free and the application form can be obtained from your local Environmental Health Department

Food Safety Management Systems

All food businesses must prepare documentation that explains what food safety hazards are relevant to their operation and how they will be controlled and monitored. The type of system you adopt will depend on your business.

A very low risk business such as a stall selling vegetables will need to follow good hygiene practice, whereas a food manufacturer will need a fully documented Hazard Analysis Critical Control Point (HACCP) plan. A caterer or a stall holder selling home made meat pies for example is somewhere in between. The Food Standards Agency has produced packs for caterers and retailers entitled Safer Food Better Business. If you require advice on the type of system to adopt, contact your Environmental Health Department.

Further Information

The purpose of this guidance is to advise you on how to meet the Food Safety Laws that apply to you whilst trading at a market. However, this leaflet cannot cover all aspects of the law or circumstances that may arise. You are advised to contact your local Environmental Health or Trading Standards services for more specific advice applicable to your business.

Useful contacts:

Derbyshire Dales District Council, Community Services Department,
Environmental Health Section, Town Hall, Bank Road, Matlock,
Derbyshire. DE4 3NN. Tel 01629 761316 email:
<mailto:envhealth@derbyshiredales.gov.uk>

The Food Standards Agency web www.food.gov.uk/ Tel 020 7276 8000 -
The National Farmers Retail & Markets Association (FARMA)

The information in this leaflet is
available online at:
[www.derbyshiredales.gov.uk/
foodsafety](http://www.derbyshiredales.gov.uk/foodsafety)



This information is available free of charge in electronic, audio, Braille and large print versions, and in other languages on request. For assistance in understanding or reading this document, please call 01629 761212

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GUIDANCE FOR TEMPORARY PREMISES & STALLS AT MARKETS AND EVENTS.



For some years the Council has worked constructively across its services along with individual stall holders to establish acceptable standards for temporary food premises. These are the requirements which will attract the approval of food safety officers and, most importantly, enable traders to do that which is reasonably practicable to ensure the food safety of their customers.

STRUCTURE AND STALL SET UP

Mobile and temporary stalls shall be sited on a hardcore surface or suitable hard standing and near to essential services such as water, drainage and electricity.

Stalls or marquees where foods are handled and catering areas must *not* be set up on grass.

Flooring should be provided and be of a hard, non-slip and cleanable material such as sheeting, board panels, duck-boarding or plastic matting.

Mobile and temporary stalls **must be sited** away from sources of contamination or pests. It **is not acceptable** to locate stalls next to refuse areas or sources of airborne emissions that would present risks of infestation or contamination.

STRUCTURE

Temporary stalls and marquees must be provided with durable and rigid structures such as canvas sheeting to the sides and top of the stall to prevent contamination of foodstuffs by dirt, dust, environment, customers and other forms of external sources of contamination and be proofed against pests, so far as is reasonably practicable. All internal surfaces of mobile and temporary stalls must be constructed of cleansable materials. Stalls must be provided with adequate artificial lighting.

VEHICLES & RECEPTACLES

The vehicles used for transporting foodstuffs must be designed and constructed with washable and durable finishes so as to enable effective cleaning and be maintained in good repair and condition in order to protect foodstuffs from contamination.

Ready-to-eat foods must be transported in sealed, washable, food-grade receptacles or kept suitably wrapped or covered to protect from contamination. Ready-to-eat foodstuffs **must not** be placed directly onto floor surfaces.

LIQUID PETROLEUM GAS

LPG is colourless and is carried as a liquid under pressure in containers as Butane or Propane. Leakage from containers will produce volumes of a highly flammable gas which is heavier than air and may flow along the floor or ground. A small proportion of gas in the air can give rise to an explosive mixture.

CYLINDERS ATTACHED EXTERNALLY

Cylinders should be fitted in an upright position (unless indicated otherwise on the cylinder) with the valve uppermost on an approved stand or alternatively securely held in position, with adequate protection to prevent accidental damage or interference with the cylinder.

The top of the cylinder should be below the level of any adjacent opening into the vehicle. If this is not practicable, then there must be at least one metre horizontal distance between any opening and the cylinder.

CYLINDERS STORED IN A FIRE RESISTANT COMPARTMENT

The cylinder should be kept in a compartment which is constructed of material which has a half hour fire resistance, provided with high and low level mesh ventilation louvres, and is gas tight from the interior of the vehicle. The open area of the ventilating louvers must be at least one tenth of the volume of the compartment, i.e. 0.15 square metres of open area for 1.5 cubic metre compartment. Access must only be from the outside of the vehicle by a lockable door.

The compartment should be positioned away from the serving hatch and be sufficiently large to contain the spare cylinder. The compartment must be identified by a suitable sign conforming to *BS 5738 Part 1: 1980*, e.g. "Highly flammable".

LPG PIPES AND FITTINGS

- All pipework and fittings should be drawn copper or stainless steel or otherwise protected against corrosion with compression type fittings.
- The pipes are to be securely fixed into position, not run through boxed sections or cavities and all joints and unions are to be easily accessible.
- Flexible hoses should be kept short, protected from heat and not run in concealed positions. Only hoses conforming to *BS 3212 : 1991* must be used, and in any event be changed every 2 years. They must be secured with proper hose clips.
- All valves and fittings should be tested with soapy water, at regular intervals, to ensure they are gas tight.
- Permanent ventilation must be provided to the vehicle to provide sufficient oxygen for gas burning appliances and also to remove the products of combustion. The amount of ventilation should be calculated from the manufacturer's data plate on the side of the appliance and at a rate of 6.5 square centimetres (1 square inch) per 2.29 kW (1000 BTU's) at both floor and high level.
- A controllable discharge dry powder fire extinguisher conforming to *BS EN3 : 1996* should be provided in accordance with the following table:

Length of Vehicle Extinguisher Size

11 ft long and under 1 x 2 kg

Over 11 ft long 1 x 4 kg

- All persons using the vehicle should be aware of the hazards and characteristics of LPG, the precautions to be observed and the action to be taken in the event of an emergency.

WASTE DISPOSAL

Solid waste must be frequently removed from food preparation and storage areas. It must be stored in lidded containers whilst awaiting collection from the site. Where means of liquid waste disposal cannot be linked directly into mains drainage, holding tanks may be used. Liquid waste contained in holding tanks must be discharged carefully so that there is no risk of food contamination. Liquid waste must not be emptied directly on the ground or into the rainwater drainage system.

WATER SUPPLY

Where it is not practicable for temporary stalls to be connected to the mains water supply, tanked supplies or water bowsers may be used.

Empty tanks at least daily and refill with potable water. Filling hoses should be kept clean and off the floor. Sterilise the tank on a monthly basis. Tanks should be enclosed or covered. Clean and wastewater tanks should be clearly identified and labelled as such.

HAND WASHING

If you handle open ready-to-eat foods you must provide appropriate hand washing facilities in a readily accessible position. This facility must be fully operational prior to commencing food handling activities.

The wash basin must be provided with an adequate supply of running hot and cold water or mixed hot water (around 45°C), liquid antibacterial soap and paper towels for hand drying. The hot and cold water or mixed hot water must be delivered to the basin directly by means of a tap, water pump etc.

The use of kettles, vacuum flasks or jugs to mix hot and cold water is not acceptable.

On a mobile vehicle a wash hand basin must be fixed.

On a temporary stall a proprietary portable hand wash unit such as a “Teal Unit” (see <https://www.tealwash.com/shop/>) or similar facility is acceptable.

The supply of **hot water** to this wash hand basin may be provided by the following methods:-

- A direct supply of hot water to a fixed wash hand basin by an instantaneous water heater and a cold water supply from a container to a wash hand basin. This will allow for water to be thermostatically controlled or mixed to a temperature that hands can be safely immersed for hand washing. Water heaters and boilers should be sited so that they deliver a stream of running water directly into the basin. Water heaters and cold water tanks must be of sufficient capacity to provide a constant supply of hot and cold potable water if they cannot be replenished.
- An insulated container of hot water providing a direct piped supply to the fixed wash hand basin. The insulated container must be of suitable capacity and capable of holding the water at a hot enough temperature for hand washing.

A wash hand basin must be supplied with direct drainage into a sealed container.

The use of disposable gloves, tongs or antibacterial hand gels/wipes does not remove the requirement for you to provide hand washing facilities.

EQUIPMENT WASHING AND FOOD WASHING

Where utensils, food chopping boards or food surfaces need to be cleaned, you will be required to provide a second/separate sink or basin sufficient in size to facilitate their effective cleaning and disinfection. The sink or basin must be provided with an adequate supply of hot water as above.

Separate sinks must be provided for food washing if the nature and amount of food preparation, and the volume of equipment washing, demands it. The size of sink needed will relate to the proposed use or size of equipment to be washed. If the same sink is to be used at different times for both food preparation and equipment washing, it must be thoroughly cleaned and disinfected between each process.

Sink facilities must be provided with drainage into a sealed container.

On a mobile unit a sink should be fixed. On a temporary stall a “Teal Unit” or similar facility is acceptable.

PERSONAL HYGIENE

All staff should be reminded of the importance for regular hand washing using soap and hot running water to prevent cross contamination of food and specifically:

- Prior to starting or returning to work.
- After handling raw meats and raw foods.
- After using the toilet.
- After handling rubbish.
- After smoking.
- After taking a break.

All food handlers must wear suitable and clean protective over-clothing such as an apron etc.

Instruct all staff on appointment that they must notify their manager or supervisor if they are suffering any illness such as stomach upset, diarrhoea or vomiting. Consult either a medical practitioner or the Food Safety Team at Calderdale Council (01422 288001) for advice on the exclusion of a food handler and on their suitability to return to food handling activities after illness.

DOCUMENTED FOOD SAFETY MANAGEMENT SYSTEM / HACCP

You must put into place, implement and maintain permanent written procedures based on the HACCP principles.

HACCP means Hazard Analysis Critical Control Point. This is a system which requires you to make an assessment of the food hazards relevant to your business and to put in place food safety controls to ensure that the food you make and or sell is safe to eat. To help you meet this requirement, the Food Standards Agency has produced Safer Food Better Business (SFBB). This is a food safety management system model which can be downloaded free from <http://food.gov.uk/business-industry/caterers/sfbb/>

Your documented food safety management system (e.g. HACPP plans and food safety temperature records) relating to your food operation must be made available for inspection.

Storage, display, service and transport of food

Throughout all operations, personal hygiene is of paramount importance to prevent cross contamination.

One of the main problems facing event caterers is suitable storage facilities that adequately protect food and maintain safe temperatures. Audits will include all food business operators' vehicles that store the food as well as the actual unit. The following are key principles for storage:

- Separation of raw and cooked food
- Protection from cross contamination
- Use of clean lidded (covered) suitable containers
- Storage of crockery and utensils
- Food stored off the ground (minimum 45cm)
- Protection from the consequences of extremes of weather e.g. heat, water ingress, mud contamination

Deliveries should only take place once sufficient storage facilities have been provided.

TEMPERATURE CONTROL

Chilled Transport, Storage and Display of Ready to Eat foods

All catering areas should have sufficient refrigerated storage space for high risk food items. Effective temperature control is one of the most important safeguards in protecting food safety.

High risk food must be transported, stored and displayed at a temperature of 8°C or below – ideal 1 to 5°C. Foods may be displayed unrefrigerated for a one off period of up to four hours. There needs to be a system in place for monitoring foods post four hours.

Hot food on display must be kept above 63°C if it is hot held for more than two hours. Suitable thermometers with probes should be available.

If food is to be displayed at less than 63°C it must be for no more than two hours. The burden of proof is on the food business operator to show the time has not been exceeded (refer to Food Management Systems).

When temperature control during transport depends only on insulation it is necessary to ensure that food is properly chilled below 8°C before dispatch.

Mobile and temporary stalls should be provided with mechanical refrigeration equipment to achieve satisfactory temperature control. For short periods of time insulated boxes containing adequate quantities of ice or frozen ice-packs may be effective. All chilled accommodation should be provided with a thermometer to ascertain and monitor the temperature of chilled foodstuffs. A sanitised probe thermometer will give an accurate temperature of the chilled food.

Temperature displays built into equipment may not show the temperature of food in every part of the unit.

Note that temperature regulations relate to the food temperature, not the air temperature of equipment.

Cooking, Reheating and Keeping Hot Food Hot

Ensuring food is cooked or reheated to a core temperature of 75°C for 30 seconds and then held hot at 63°C or above will ensure the food is safe to eat.

You should monitor the core temperature of cooked, reheated and hot held food by using a sanitised digital probe thermometer.

Temperature Records

You are required to keep available for inspection records of:

- Temperatures checks of chilled transported, stored and displayed foods.
- The core temperature checks of cooked, reheated and hot held foods. Temperature

records will help you demonstrate that you have kept food safe to eat.

CONTAMINATION OF FOOD

Where open ready-to-eat foods are displayed or stored they must be protected from contamination from customers, flying insects etc.

Where such food is placed on display, suitable screening or wrapping of individual products must be provided.

Members of the public must not be allowed to rummage amongst unwrapped foods.

Stored ready-to-eat food must be placed in sealable, washable food receptacles, or kept suitably wrapped or covered. Food must not be stored on the floor.

Ready-to-eat foods must be kept away from raw foods that may contaminate them, during transport, storage, preparation and display.

Minimise the amount of food preparation in mobile or temporary stalls either by choosing menus that only involve simple cook and serve steps, or by arranging more elaborate preparation to be completed in a commercial kitchen.

Any cleaning chemicals and materials must be stored separately to prevent contamination of food.

EQUIPMENT

Equipment must not be used when its condition has deteriorated to a point that it cannot be effectively cleaned or it poses a foreign body or any other risk of contamination.

CLEANING AND DISINFECTION

You must ensure you provide a suitable food grade cleaner such as an unscented anti-bacterial spray, bleach or sanitiser for the disinfection and sanitising of food surfaces. These must be used in accordance with the manufacturers' instructions and prescribed dilutions to ensure that bacterial contamination is reduced to a safe level.

Use paper towel or disposable cloths. Keep cloths immersed in a disinfectant solution whilst they are not in use.

FOOD HYGIENE TRAINING.

All food handlers must receive written or verbal „Induction□ Food Hygiene Instructions which are applicable to the types of food/menu they are preparing or handling. This instruction should give them an understanding of the food safety controls you have in place and what their

responsibilities are to ensure food is made safe to eat.

If staff regularly prepare and handle foods they will need to have undertaken formal food hygiene training. Suitable Courses include Level 2 Award in Food Safety or equivalent. Keep copies of food hygiene certificates on the mobile unit or stall.

STOCK ROTATION AND FOOD LABELLING

‘Use By’

The „Use By□ date mark is for perishable foods, which could become a food safety risk, such as meat products or ready prepared meals. „Use By□ is a clear instruction that food must be used by the end of the date given on the label.

The law requires that no person should change the date mark and that foods labelled with a use by date must be withdrawn from sale once that date has passed.

If you require further information please do not hesitate to contact us at the following

environmental.health@calderdale.gov.uk or

markets@calderdale.gov.uk telephone: 01422 288001

Many thanks to market colleagues for providing these example documents.