

Food stall guidance note

Scope

This guidance note provides useful advice on running food stalls on University premises aiming to ensure that the event complies with current legislation and is carried out in a safe manner.

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1. Introduction

Food stalls are regularly arranged on University premises, often to raise money for charity. It is essential the event is well managed with regard to the health and safety of the stall including; risk of food poisoning, causing allergic reactions; health and safety risks of setting up and dismantling the stall and creating obstructions to people in the area. This guidance should be read in conjunction with the main Events Guidance Note (www.bristol.ac.uk/safety/media/gn/event-safety-gn.pdf).

2. Event approval process

The University has a process in place to control events held on University premises. This is to ensure that each event is properly planned and managed by ensuring that a risk assessment is completed and suitable control measures are in place by the organiser. Also that any requirements to have a licence issued by the District Council are complied with, these are outlined in section 3.

The events process applies to any food stall externally situated in University gardens or grounds. The only exception to this is within the grounds of University student accommodation where activities are controlled by other local mechanisms. Any food stall that is held within a University building must comply with the local permission arrangements for the building, this is normally through the Facilities Manager (www.bristol.ac.uk/estates/contact/).

The event approval process is managed by Security Services. Please email security-office@bristol.ac.uk. Applications for events must be received at least 3 weeks before the proposed date of the event.

3. Bristol City Council licensing arrangements

Under licencing legislation enforced by the Council, event organisers may need to apply for a street trading licence, street collection permit or temporary events notice. Further information can be obtained from the council's website: <http://www.bristol.gov.uk/page/business-bristol/licences-and-permits>.

For events outside of Bristol City Council boundary, please contact the appropriate district council for the area, for example North Somerset District Council.

3.1 Street trading licence

The Local Government (Miscellaneous Provisions) Act 1982, Part 3, Schedule 4 defines street trading. In essence a sale of food could be classed as street trading if the sale takes place on any area to which the public have access without payment. This may include private property, car parks and open spaces not falling under the usual definition of a 'street'. Where your event falls under this category it is likely that a consent would be required and it is your responsibility to ensure that this legal responsibility is complied with. Further details are available at Bristol City Council website at; www.bristol.gov.uk/page/business-bristol/street-trading.

3.2 Street collection permit

If the proceeds of any sale are to be put to charitable or philanthropic purpose then the activity may not be classed as street trading, as the Police, Factories, etc. (Miscellaneous Provisions) Act 1916 Schedule 5 (1) allows for the collection of money or sale of goods 'for the benefit of charitable and other purposes'. If your

event falls into this category a Street Collection Permit would need to be applied for from Bristol City Council, details available at: <http://www.bristol.gov.uk/page/licence-street-collections>

3.3 Temporary event notice

Temporary Event Notices (TENs) can be applied for to permit the following temporary licensable activities whether they be within a premises or outside in open space:

- Regulated entertainment - plays, films, recorded music, indoor sporting events, live music, boxing or wrestling entertainment, performance of dance
- Late night refreshment - provision of hot food and/or hot drinks between 11pm and 5am
- Sale by retail of alcohol
- Supply of alcohol by or on behalf of a club to a member or to the order of a member

Further details are available on the Bristol City Council website at; <http://www.bristol.gov.uk/page/business-bristol/temporary-event-notices>.

4. Risk assessment requirements

You will need to carry out a risk assessment for your event to ensure that hazards have been identified and suitable control measures are in place. A risk assessment is simply a careful examination of what, in your event, could cause harm to people, so that you can weigh up whether you have taken enough precautions or should do more to prevent harm. This can be achieved by making an assessment of each of the steps to your food stall including the preparation of the food before the event, setting up and dismantling your stall and serving the food on the day. The following sections provide issues that should be considered in your risk assessment.

Further advice can be found in the University risk assessment policy; <http://www.bristol.ac.uk/safety/media/po/racop-po.pdf>

Risk assessment form available at; <http://www.bristol.ac.uk/safety/media/fo/ra-general-fo.doc>

HSE guidance in risk assessment is also available; <http://www.hse.gov.uk/pubns/indg163.pdf>

5. General safety

Make sure your stall is placed in a safe and suitable location:

- Don't block fire escape routes or fire exits.
- Make sure the stall will not block pedestrian access on the pavement or pathways.

- Take care not to create slip or trip hazards. If there are any spills ensure that these are cleared up immediately and the floor is left dry.
- The personal safety of individuals running the stall must also be considered. This includes manual handling, lone working and welfare provision.
 - With regard to manual handling, ensure that appropriate equipment is available to move heavy items and that staff are trained to use it safely. Ingredients and prepared items are brought to the stall in package sizes that are light enough for easy handling where possible.
 - Ensure that lone working is avoided and that large amounts of cash are not held.
 - Make arrangements that individuals running the stall have access to toilet facilities, first-aid provision and are able to take breaks as appropriate.
- The cooking of samples at the stall is generally discouraged as it adds additional electrical and gas related hazards. The event organiser is responsible for ensuring electrical equipment has been suitably tested and is appropriate for the environment it is being used in. The equipment may mean the stall has additional space requirements to make sure members of the public are kept away from the cooking area etc. Further advice is available from Safety and Health Services.

6. Food safety

6.1 Training

All individuals involved in preparing and handling the food must be made aware of basic food hygiene principles (this could be achieved for your event by instruction, individuals attending a training course or completing online training or reading appropriate guidance. The level of training required is risk related and should be determined by risk assessment). The Food Standards Agency has a selection of useful training material and guidance, see section 8 (useful information) for details.

6.2 Before the event

Good preparation before the event will ensure those involved understand what is required and the food stall is a success on the day. Even though the event maybe a one-off you are required to make sure that the food you supply is safe to eat.

- Ensure individuals preparing food follow good food hygiene procedures. You may also wish to provide information to these individuals in the form of a leaflet or email. Always wash your hands before preparing food. Make sure that surfaces, bowls, utensils, etc. are clean.
- Be clear about the kind of food you are prepared to sell from the stall. It is advisable that you only sell food not requiring refrigeration or hot holding unless you have the appropriate specialist equipment to maintain the correct temperature and therefore reduce the risk from bacterial growth (leading to the possibility of food poisoning). The law requires caterers to keep certain foods at specified temperatures for food safety reasons. Chilled foods must be kept at or below 8°C, while foods that are being kept hot before serving should remain at or

above 63°C. The law allows food to be left at room temperature for limited periods during service or when on display. The temperature of chilled foods can exceed 8°C for up to four hours, while the temperature of hot foods can fall below 63°C for a maximum of two hours. However, these flexibilities can be used only once for each batch of food. In other words, the same food can't be left out at room temperature for more than one period, even if the separate periods add up to a combined total of four (or two) hours. After one period at room temperature, food should be thrown away or chilled until final use. Stall holders should detail this in their risk assessment and provide evidence of compliance with legislation.

- Ask those members of your team that are providing the food to supply a list of the ingredients they have used (this can then be referred to on the day of the event). In general, the Food Labelling Regulations 1996 don't apply to food that isn't prepared as part of a business. So this means that most food being sold for charity won't need to be labelled, including food sold at one-off events. If you're not legally required to label a food, you could do it voluntarily, giving the product name, a list of ingredients (in descending order of weight) and details of any ingredients that could cause an allergic reaction, such as nuts. If you do label a food, you must make sure that the information you provide is accurate.
- Don't use raw eggs in anything that won't be thoroughly cooked, such as icing or mousse.
- Keep food in sealed containers to avoid contamination when being stored and transported.

6.3 On the day

Make sure the essentials of food hygiene are followed:

- Keep food on display covered or wrapped.
- Avoid handling food directly with hands – use clean tongs or other utensils.
- Wash your hands and any equipment you are using in hot soapy water.
- Make sure food is as fresh as possible – ideally prepare items for sale no earlier than the day before the event. Make sure prepared food is kept in a clean sealed container to prevent contamination.
- Display a notice asking people with allergies to ask for more details. You can then refer to your ingredients lists or labels for each item as necessary.

7. Useful information

- University Events Guidance Note: www.bristol.ac.uk/safety/media/gn/event-safety-gn.pdf
- Bristol City Council street trading licensing information: <http://www.bristol.gov.uk/page/street-trading#jump-link-3>
- Food Standards Agency information on food safety:
 - Advice on labelling advice for cakes and food stalls: <http://food.gov.uk/business-industry/guidancenotes/hygguid/charity-community-groups/>

- Training material:
 - A short video covering the basics of food hygiene:
<http://www.food.gov.uk/business-industry/caterers/hygiene-videos>
 - Advice and training material in all areas of food hygiene:
<http://www.sfbtraining.co.uk/>
- Safety and Health Services risk assessment guidance note:
www.bristol.ac.uk/safety/media/po/racop-po.pdf