



# Event Organisers Guide to Managing Mobile Food Vendors at Events

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## Introduction

Each year Teignbridge will play host to several hundred outdoor events where caterers are asked to provide food and drink to the public, staff and traders.

Catering at these events is a high risk activity that requires effective preparation and management to ensure a safe event. Temporary and untrained food handlers, inclement weather, restricted work space, poor washing facilities and the potential for large numbers of people can increase this risk even further. As duty holders, Event Organisers have a legal duty to ensure they only allow reputable vendors to trade at their event.

This guide has been developed to help duty holders manage mobile food vendors. It includes information on the legal responsibilities food vendors have and the evidence you should require as proof that food vendors are fulfilling these legal obligations.

This evidence will need to be collected at least 2 weeks prior to the event so that it can be reviewed by yourself or your Event Safety Officer. This allows any issues noted to be addressed in reasonable time before the event. It is likely that members of the Teignbridge Safety Advisory Group (TSAG) and/or Environmental Health Officers visiting the event will want to see this evidence as well. Where this is necessary the relevant officer will contact you in advance to make the necessary arrangements.

## How to use this Guide

This guide has been set out in 3 sections.

**Information for event organisers** – This is a brief explanation of the most relevant legal requirements that food business operators must ensure to comply with the law.

**Evidence** – Details the evidence that food vendors can supply upon application to prove they are compliant with relevant food, health and safety legislation

**What to do before the event starts** – The measures to be taken by the event organiser or their chosen representative before the event starts to ensure the hazards associated with mobile food vendors are adequately controlled.

## ANNEX 1

Annex 1 contains a **Mobile Food Vendor Registration Form** to be completed by the Food Vendor. The form is to be photocopied and sent out to collect the relevant information and documentation required as evidence of compliance. Returning the information in plenty of time before the event will ensure that traders are free to trade without any unnecessary delay. Traders who do not return this information should not be allowed to set up until they have provided the evidence you require.

## What this guide doesn't cover

This guide only covers the management of Food Vendors and is not designed to inform on how to set up or run a festival or event. For further information on how to develop an Event Management Plan, Risk Assessments or on how to manage non-food traders can be found on the Teignbridge Environmental Health and Licensing web pages.

## Food Safety

Information for Event Organisers	Evidence	What to do before the event starts
<p><b>Registration</b> All food businesses wishing to trade in Teignbridge must be registered with the Local Authority Environmental Health department where that business is based. This ensures the food business is subject to routine food hygiene inspections.</p> <p>Occasionally, there may be times when a local group, such as the Women's Institute, the local Church or Scouts group for example, will want to sell low risk foods (jam, cake etc) from a stall to raise funds. These groups may not be required to register with the Local Authority but advice should be sought where you are uncertain.</p>	<p>Businesses can prove they are registered with a Local Authority by –</p> <ul style="list-style-type: none"> <li>• Providing a copy of the last inspection report (this should be dated within 3 years)</li> <li>• Provide written correspondence (letter, email) from their Local Authority stating they are registered but are awaiting an inspection.</li> <li>• Checking the Food Hygiene Rating by searching for their business details on the Food Standards Agency website <a href="http://ratings.food.gov.uk/">http://ratings.food.gov.uk/</a></li> </ul>	<p>Require proof that the business is registered with a Local Authority somewhere in the UK and/or check the ratings website by searching the business details. If you cannot find evidence of the business on the rating website phone Environmental Health for advice as the business may not yet have received an inspection. All businesses selling food to the public will be rated following a routine inspection.</p> <p>If in doubt speak to Teignbridge Environmental Health for further information and guidance on 01626 361101</p>
<p><b>Food Hygiene Rating</b> You are strongly recommended to only allow businesses with a Food Hygiene Rating of 3 or above to trade at your event due to the high risk nature of events.</p> <p>Businesses with a lower score than 3 may have poor handling practices or an insufficient Food Safety Management System in place.</p>	<p>Evidence can be provided by the business in the following ways</p> <ul style="list-style-type: none"> <li>• Previous inspection report from registering Local Authority which clearly states the score given (dated within 3 years)</li> <li>• Provide a copy of a Food Hygiene Rating Certificate (only valid until 2016)</li> <li>• Dated and signed Food Hygiene Rating Sticker (dated within 3 years)</li> <li>• Written correspondence from the registering Local Authority that the business has a 3 rating or higher</li> <li>• You can also check the Food Hygiene Rating Website <a href="http://ratings.food.gov.uk/">http://ratings.food.gov.uk/</a> by searching for the business details</li> </ul>	<p>Ask for proof that the business has a rating of 3 or higher and/or check the Food Hygiene Rating website for individual business scores.</p> <p>Very new businesses may not yet have a rating if they haven't been inspected by Environmental Health.</p> <p>Food Vendors to sign a written declaration on the <b>Mobile Food Vendor Registration Form</b> regarding the accuracy of their score</p>

<p><b>Food Safety Management System (FSMS)</b> The FSMS evidences how the business handles and prepares food safely. All food businesses must have in place a documented FSMS based upon the principals of HACCP (Hazard Analysis Critical Control Points). Food business can satisfy this requirement by adopting one of various management plans such as SFBB, Cook Safe, NCASS or by developing a HACCP plan of their own.</p>	<p>It can be safely assumed that businesses with a 3 rating or higher will have adequate documented procedures in place to satisfy this legal requirement.</p> <p>As the event organiser you will not need to see a FSMS before the event starts but food businesses will be expected to bring it to the event so it can be seen by Teignbridge Food Safety Officers</p>	<p>Remind Food Vendors on the <b>Mobile Food Vendor Registration Form</b> to bring their FSMS with them when they trade at your event.</p> <p>Ask to see proof they have it with them when the set up and before they begin to trade.</p>
<p><b>Food Hygiene Training</b> All food handlers should be trained to a suitable level depending on their food handling activity. If staff haven't received training they <b>must</b> be supervised by someone that has.</p> <p>It is good practice to ensure training certificates are dated within the last 3 years as this keeps food handlers up to date with best practice and the law.</p>	<p>Food hygiene training is always certificated so any person with appropriate training can easily evidence this by photocopying certificates and returning them with the <b>Mobile Food Vendor Registration Form</b>.</p> <p>Some food handlers do not have to be formally trained but they must be supervised by adequate numbers of staff with appropriate training. At least one person in the business must be able to evidence some training. If only one person has training it should be a manager or supervisor who is onsite all day.</p> <p>You can accept training certificates that are dated more than 3 years ago.</p>	<p>Request copies of food hygiene training certificates to be attached to the <b>Mobile Food Vendor Registration Form</b> when it is returned.</p> <p>Check the names of the people mentioned in the registration form against those working on the day of the event to ensure the business is using trained staff.</p> <p>Copies of food hygiene training certificates for those working at the event should also be held in the FSMS and be available on request during the event.</p>
<p><b>Wash Hand Basin and Consumables</b> Any business <b>HANDLING OPEN FOODS</b> (including 'tasters') will be required to have in place suitable means to wash hands on their stall or vehicle. A hand wash station must be in place before staff handle any food as hands will need to be washed after setting up.</p> <p>Food businesses <b>ONLY SELLING WRAPPED FOODS</b> will still need access to a wash hand basin throughout the day but this does not have to be on the vehicle or stall unless staff are unable to leave that vehicle or stall when required (for example where only one member of staff is employed and the stall or vehicle cannot be closed whilst hands are being washed).</p>	<p>Businesses wanting to trade at your event must provide the following items for their hand wash station:</p> <ul style="list-style-type: none"> <li>• A bowl or similar – big enough to wash hands in</li> <li>• Enough hot / warm water to last the day's trade,</li> <li>• Soap (liquid)</li> <li>• Disposable hand towels for drying hands, and</li> <li>• A suitable space to set up a hand wash station.</li> </ul> <p>Please be advised that <b>ALCOHOL HAND GEL IS NOT A SUBSTITUTE FOR EFFECTIVE HAND WASHING</b> and if used must only be as well as hand washing, not instead of!</p>	<p>Inform all food business that not having appropriate means to wash hands will result in them being prohibited from trading.</p> <p>Food Vendors to sign a written declaration on the <b>Mobile Food Vendor Registration Form</b> regarding their understanding of the facilities to provide.</p> <p>Ask to see that vendors have suitable facilities in place before they start trading.</p>

<p><b>Water Provision</b> Water used in the preparation of food, for washing equipment and for hand washing must be potable.</p>	<p>Most caterers provide their own water but occasionally water may be provided by the event, especially if the event lasts for several days and/or if vendors are staying onsite.</p>	<p>Poor water quality can have a significant impact on public health. If water is provided by the event from an outside tap then this should be tested for quality prior to the event starting.</p> <p>Hose pipes must not be used for water provision.</p>
<p><b>Selling Alcohol</b> Food vendors wanting to sell alcohol will need to notify the Teignbridge Licensing department of their intentions by completing and returning a notification for a Temporary Event Notice (TEN)</p>	<p>Food vendors selling alcohol are required to display a copy of their (TEN) at the time of sale. They will also receive a covering letter from the licensing department acknowledging the notification of the TEN.</p> <p>TEN's normally take around 3 working days to process so obtaining one is not difficult.</p>	<p>Require to see a copy of the TEN notification and covering letter from the Licensing Department before you allow vendors to sell alcohol.</p> <p>Ensure TEN's are in date and are signed by a Licensing officer. Businesses selling alcohol that are not covered by a TEN will be stopped from selling alcohol.</p>
<p><b>Animal Contact</b> Where the public are allowed to come into contact with farm animals (such as petting or feeding attractions etc) then these activities must be placed away from Food Vendors. There must also be adequate means to wash hands at animal contact areas to encourage people to wash hands before entering a food area. Hand Gel is not a substitute for hand washing and will not be accepted instead of hand wash facilities</p>	<p>Suitable guidance on how to manage animal contact can be found on the Farming &amp; Countryside Education website <a href="http://www.face-online.org.uk/">http://www.face-online.org.uk/</a></p>	<p>Plan out the site so that any animal contact is away from food vendors and ensure hand wash facilities are in place to encourage hand washing before people enter food areas. Where animal contact takes place without suitable hand washing facilities in place the activity will be prohibited and formal action may be taken.</p> <p>Any person bringing animals to your event for interaction with the public should provide their own hand wash facilities and risk assessment.</p> <p>Where you are in doubt you should speak to your local Environmental Health Office</p>

## General Safety Measures

Information for Event Organisers	Evidence	What to do before the event starts
<p><b>Risk Assessments</b> In most situations risk assessments only need to be documented where the business has 5 or more members of staff.</p> <p>However, due to the nature of events and the increased risk associated with them it is now common place for event organisers to request copies of risk assessments from food vendors, regardless of the number of people they employ.</p>	<p>Risk assessments can be easily developed by using the HSE website (<a href="http://www.hse.gov.uk/risk/">http://www.hse.gov.uk/risk/</a>) so there is little excuse for food businesses to not provide one. Risk assessments for mobile food businesses should include the majority, if not all, of the following potential topics -</p> <ul style="list-style-type: none"> <li>• Slips, Trips and Falls</li> <li>• LPG / Gas / Petrol</li> <li>• Electrical Safety</li> <li>• Fire</li> <li>• Vehicle Movement</li> <li>• Structures(collapse of and siting)</li> <li>• Water Supply</li> <li>• Burns / Scalds</li> <li>• Sharps</li> <li>• Waste</li> <li>• Adverse Weather</li> <li>• Using a generator</li> <li>• Any other matter that could give rise to a hazard</li> </ul>	<p>Request copies of risk assessments be forwarded with the application and <b>Mobile Food Vendor Registration Form</b></p> <p>The Event Safety Officer should review risk assessments for all traders to ensure that they do not conflict with the Event Safety Plan or your own risk assessments.</p> <p>Where issues are noted discuss this with the business to find a successful resolution.</p>
<p><b>Gas Safety</b> If food businesses use gas to cook foods or provide heating then gas appliances will need to be checked annually by a competent Gas Safe Engineer. This ensures that the gas installation and appliances are being maintained and are safe to use.</p> <p>Gas Safe Engineers have to be specifically qualified to work on LPG and on specific types of appliances. Most Food Vendors will need a Gas Safe Engineer that can work on <b>Non-Domestic</b> appliances and on <b>LPG</b>.</p> <p>*Not all businesses will use Gas so will not need to provide proof of a certificate*</p>	<p>Following a Gas Safe inspection a certificate will be provided by the Gas Safe Engineer explaining if any faults were found that would make the installation or appliances unsafe.</p> <p>Gas Safe engineers are not legally allowed to demand the disconnection of a system or appliance if it is unsafe but would normally notify the Gas Board if the owner refused to disconnect. This means that some businesses could be using unsafe gas systems if they go unchecked by event organisers.</p> <p>Normally, where the Gas Safe Certificate is on a <b>'Landlords Gas Safe Record'</b> this implies that the gas appliances used are of the <b>'Domestic'</b> type and so may not be a suitable means of proof if the business uses <b>Non-Domestic</b> appliances</p>	<p>You should check the Gas Safe Engineers details on the Gas Safe Website to ensure they are qualified to work on <b>LPG</b> and the type of appliance the business has (<b>Domestic</b> or <b>Non-Domestic</b>). The engineers details can be searched using the ID or business number on the certificate.</p> <p>Where a food business cannot provide a gas safe certificate direct them to the gas safe website (<a href="http://www.gassaferegister.co.uk/">www.gassaferegister.co.uk/</a>) so that they can find a local engineer that is capable of carrying out works on their particular type of equipment (LPG, Non-domestic etc). Where they are in doubt they should speak to their Local Environmental Health Officer.</p> <p>Where the engineer isn't qualified to work on <b>LPG</b> or the type of appliance (ie, <b>Domestic</b> or <b>Non-Domestic</b>) indicated on the returned form then the business should be advised their certificate may not be valid. Speak to</p>

<p><b>Fire Safety</b> Where cooking takes place onsite suitable fire precautions will be required. The control measures that need to be in place will depend on the findings of the fire risk assessment but should include a fire extinguisher and fire blanket as a minimum.</p>	<p>Most mobile food vendors will include their fire risk assessment in with their general risk assessment.</p>	<p>Environmental Health for further advice. Request copies of risk assessments be forwarded with the application and <b>Mobile Food Vendor Registration Form</b>  Ensure fire control measures are detailed in the general risk assessment or request a specific fire risk assessment where this is inadequate or not covered.  Risk assessments should be reviewed by your safety officer for suitability prior to the event and any issues addressed.</p>
<p><b>Electrical Safety</b> All electrical systems and equipment must be maintained as safe at all times so as to prevent danger.  Any equipment which may be reasonably exposed to damage, poor weather etc must be of such construction and be suitably protected so as to prevent danger</p>	<p>Some businesses may have an electrical safety certificate to evidence the safety of their installation.  Some will provide evidence of PA (or PAT) Testing  Electrical safety should be mentioned in the risk assessment where the business will be using electricity.  Food vendors may need to consider lighting, generators, wet weather equipment for outdoor use, Portable Appliance Testing, daisy chaining extension plug sockets and cabling as part of their electrical safety risk assessment.</p>	<p>Discuss with vendors the electrical set up they will be using when onsite so that you are prepared for them when they arrive. Do not assume all mobile vendors will provide their own hook up. .  As part of the event site electrical sign off you should ensure your site electrician looks at any extensive electrical set up of traders as well as the site installation. Where issues are noted these must be dealt with before the business is allowed to trade.</p>
<p><b>Insurance</b> Where a food business operator employs 1 or more people then it is compulsory to have in place employers liability insurance.  It is highly recommended that public liability insurance is also taken out where the public may be harmed by the actions of individual businesses. This is normally demanded by event organisers as a matter of course.  It is also highly recommended that food businesses take out a Product Liability Insurance policy to protect them against claims for food poisoning</p>	<p>All insurers will provide certificates to evidence insurance policies which can be photocopied and forwarded prior to the event starting.  You should recommend that businesses also take out insurance for public liability as well if you are not already requiring it.</p>	<p>Collect copies of insurance certificates for each business that trades at your event as evidence of insurance.</p>

## Further Information

General Health and Safety Information - <http://www.hse.gov.uk/>

General Food Safety Information - <http://www.food.gov.uk/>

Environmental Health Webpage <http://www.teignbridge.gov.uk/environmentalhealth>

Information on Food Hygiene and Ratings - <http://www.teignbridge.gov.uk/foodhygiene>

Licensing Webpage - <http://www.teignbridge.gov.uk/licensingact2003>

Devon and Somerset Fire Service - [www.dsfire.gov.uk](http://www.dsfire.gov.uk)

## Useful Numbers

Environmental Health Contact Number – 01626 215420 or 215424

Licensing Contact Number - 01626 215108

# Mobile Food Vendor Registration for Temporary Events

To be completed and returned to the Event Organiser 2 weeks prior to the event starting.

## Main Details

Event Name: \_\_\_\_\_ Event Date: \_\_\_\_\_

Registered Business Name: \_\_\_\_\_

Food Business Operator Name: \_\_\_\_\_

Registered Address: \_\_\_\_\_

Post Code: \_\_\_\_\_

Contact Number: \_\_\_\_\_

Website / Email: \_\_\_\_\_

Home / Registering Local Authority Name: \_\_\_\_\_

Food Hygiene Rating: **0 1 2 3 4 5** **Awaiting Inspection\*** Date Awarded: \_\_\_\_\_

\*if you are '**Awaiting Inspection**' you must provide evidence that you are registered with Environmental Health. Speak to your local Environmental Health Office and ask them to provide written evidence of your registration.

How long have you been mobile trading for? \_\_\_\_\_

## Foods Sold

What food will you be providing at the event? List all foods you intend to sell as you may only be permitted to sell these products and may be asked to remove any undeclared items:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Are you selling open foods, pre-packed or both? **Open**  **Pre-Packed**  **Both**

Do you operate from a: **Vehicle**  **Market Stall**  **Tent**  **Other:** \_\_\_\_\_

## Staff

How many staff will be working on the day of the event? \_\_\_\_\_

Managers Name: \_\_\_\_\_

List the names of staff that will be working at the event who have formal food hygiene training:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Office use only:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Other Matters of Concern – Please Note

### Hand Washing

Businesses handling open, ready to eat foods, or offering ‘tasters’, will need to provide facilities to wash hands.

This will include **a large bowl**, a supply of **hot and cold water** to last the time you are trading (taking into account washing up water and water for cooking), **liquid soap, disposable hand towels**, and enough **space** in a suitable area to set up a **hand wash station**.

Businesses only handling wrapped foods will need to consider the need for a hand wash station on their stall if they are not able to leave the stall or vehicle at a moment’s notice or if a hand wash station is not provided by the event organiser at a suitable location near to the food area.

Alcohol gel is not a substitute for hand washing and will not be accepted as an alternative where open, ready to eat foods are handled.

### Water Provision

Water containers must be suitable for use, be designed so as to prevent contamination and be cleaned and disinfected prior to the event starting. Suitable provision must also be made for waste water disposal.

### Food Safety Management System

You must bring your Food Safety Management System with you when you are trading to evidence how you are safely handling foods, regardless of the management system you are using (SFBB, NCASS, HACCP etc)

### Risk Assessments

Most food vendors will need to consider the following hazards in their risk assessments - Fire, Slips, Trips and Falls, LPG / Gas, Electrical Safety, Vehicle Movement, structures (collapse and positioning), Water Supply, Minor Injuries (cuts, burns), Adverse Weather, Using Generators and any other matters that give rise to a hazard. Risk Assessments must be returned with this form so they can be reviewed by the event safety officer

### Gas Safety

Gas appliances and installation must be checked by a gas safe engineer every 12 months to evidence they are safe to use. Evidence of your last gas safe check will be required prior to the event starting. Businesses without a valid gas safe certificate may be prohibited from trading.

Are your gas appliances **Domestic**  **Non- Domestic (Commercial)**  **No Gas**

If you are in doubt as to what you will need you should speak to Teignbridge Environmental Health for help and advice. Please note that it is not unusual for businesses to be prohibited from trading where they do not have adequate procedures in place to prevent cross contamination.

## Returning this Form

In order for us to process your registration you need to ensure you have attached copies of the relevant documents to this form before returning:

Tick when attached

- |   |                          |
|---|--------------------------|
| 1. Evidence of Registration with a Local Authority (if <b>Awaiting Inspection</b> is circled) | <input type="checkbox"/> |
| 2. Food Hygiene Training Certificates for people mentioned in the ‘Staff’ section             | <input type="checkbox"/> |
| 3. Risk Assessments   | <input type="checkbox"/> |
| 4. Gas Safety Certificate (dated within the last 12 months)                                   | <input type="checkbox"/> |
| 5. Copy of Public Liability Insurance Certificate   | <input type="checkbox"/> |
| 6. Copy of Employers Liability Insurance Certificate (where applicable)                       | <input type="checkbox"/> |
| 7. Photo of your current set up e.g. vehicle, stall etc (optional)                            | <input type="checkbox"/> |

I understand my obligations to provide suitable hand wash facilities

I am selling alcohol and have attached evidence of my TEN notification

I declare the information contained within this document to be a true representation of fact.

In signing this declaration you are agreeing to provide all information requested. Failure to provide accurate information prior to the event may prevent you from being able to trade.

Signed \_\_\_\_\_ Name \_\_\_\_\_

Position in company \_\_\_\_\_ Date \_\_\_\_\_