

Guide for Caterers



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This guide has been produced by Aberdeen City Council's Environmental Health team to assist stand operators at outdoor or temporary events to comply with food and health and safety requirements.

The business operating the stall/pop-up premises must be registered with their own local authority Environmental Health department. This establishment must have also achieved a 'Pass' standard in terms of the Food Hygiene Information Scheme. Both of these conditions will be checked ahead of the event.

The law requires that stalls/pop-up premises must be in good condition, kept clean and run as hygienically as possible. The basic requirements are covered below:

- **Personal hygiene rules** must be followed, including facilities for the hygienic washing and drying of hands. Please see overleaf for standards of facilities required, depending on the type of food handled. Wearing of jewellery should also be kept to a minimum (i.e. plain wedding band only).
- Staff at the stall must be **suitably trained in food hygiene controls** appropriate with their work activities. All certificates must be made available ahead of the event.
- **Food surfaces** must be in good condition, made of food grade material and easy to clean and disinfect.
- Adequate provisions must be made for cleaning and disinfection as appropriate. For handling of open foods, a disinfectant compliant with either British Standard BS EN 13697 or BS EN 1276 must be in use, together with disposable towels. If equipment washing facilities are not available, arrangements for hygienic transport of food contact equipment to and from the event must be in place.
- An adequate supply of hot and/or cold potable water must be available and stored in clean containers.
- Adequate waste facilities and disposal arrangements must be in place.
- Adequate facilities and/or arrangements for maintaining and monitoring suitable food temperature conditions must be available.

Safe Temperatures

Frozen below -18°C

Chilled below 5°C

Cooking above 75°C

Reheating above 82°C

Hot holding above 63°C

Temperatures of fridges, freezers and food must be monitored regularly throughout the event, by the use of a calibrated temperature probe. Written records of checks must also be in place.

- Foodstuffs must be placed to avoid, so far as is reasonably practicable, the risk of contamination. Foodstuffs must be covered, and any leftover food must be disposed of or stored at a safe temperature until later use.
- Food preparation on site should be kept to a minimum, including samples, and ideally all meat and vegetables should be prepped off-site in a kitchen and brought to the event in clean, closed containers. For all food handling, steps must be taken to avoid cross-contamination by, for example, separate utensils, separate surfaces etc. It is recommended to separate utensils and equipment etc. by colour coding. This includes for foods containing allergens.
- Correct information on allergens in all foods must also be provided to customers.

Provision of food samples

Food samples must be protected from contamination and should be suitably stored, and tongs, disposable spoons, cocktail sticks etc. Must be provided for use by customers. They should be prepared in a kitchen off-site and be brought to the event in containers that are only opened and presented at the event, and do not require the samples to be handled.

Temperatures of food cooked or hot-held for samples should be monitored and recorded. High risk food samples kept at room temperature for a maximum of 2 hours must then be disposed of. In warmer weather, it is recommended that high risk food samples are kept at room temperature for as short a time as possible. Handling of such open samples will require a wash hand basin.

Washing facilities requirements

| Type of food sold / distributed from stand | Wash hand basin with potable hot and cold water (within 3 meters of preparation areas) | Wash up sink with with potable hot and cold water | Food washing sink with potable cold water |
|---|--|---|---|
| Handling, with utensils, of open low risk foods e.g. fudge, cupcakes, chutneys, bread | X | X | X |
| Prepacked raw meat, raw fish or open vegetables only (if handling raw and cooked, see 'Open high-risk foods' below) | ✓ (small portable plastic unit with fold-down basin acceptable) | X | X |
| Open high-risk foods, e.g. sliced cooked meats, pies, cheese, sandwiches, salads, cooked meals, ice cream | ✓ | ✓ (suitable alternative may be acceptable) | ✓ |
| Hot and cold drinks, handling of ice | ✓ (small portable plastic unit with fold-down basin acceptable for hot drinks only) | ✓ (for washing of reusable glasses) | X |

Note: if a wash hand basin (WHB) is required, it must have a suitably sized basin, adequate for food handlers to wash their hands in, and be capable of providing a sufficient supply of warm running water for the amount and type of food handling. This is normally achieved by a mobile free-standing unit that requires an electricity supply. These must be positioned where they are easily accessible to all who require its use, and 1 basin can be shared between 2 stalls positioned side-by-side, with the WHB in between the 2 stalls. Small portable plastic units with a fold-down basin will only be accepted for low risk activities as listed above. An adequate supply of soap and disposable towels is also required for all hand-washing stations.

Health and Safety considerations

All portable electrical equipment that is brought on site to an event must have evidence of a valid PAT test. All gas appliances must have a valid (within 12 months) gas safety certificate, signed by a suitably qualified Gas Safe registered engineer. All trailing cables must be covered or tucked away and not create a tripping hazard.

A suitably equipped First Aid box must also be available for staff.

Contact Us

Should your food operation not fall with the above criteria, or if you require more information or advice on the contents of this guide, please contact Aberdeen City Council Commercial Team on 03000 200 292 or email commercial@aberdeencity.gov.uk

CHECKLIST FOR PROPOSED FOOD STALLS AT OUTDOOR/TEMPORARY EVENT

Please check your proposed stall/pop-up premises against the following checklist and return the completed form at least 6 weeks before your proposed event. Should you find you do not meet one or more of the requirements, you may not be able to trade at an event in Aberdeen. In this instance, please contact us for advice.

| REQUIREMENT | Y/N |
|---|-----|
| Registered food business with own local authority | |
| Registered food business ‘Pass’ for Food Hygiene Information Scheme | |
| Stall/table/preparation surfaces in good, washable condition | |
| Adequate supply of hot and/or cold potable water, and clean storage containers | |
| Access to suitable hand washing facilities (see page 3) | |
| Access to suitable equipment washing facilities/acceptable alternative | |
| Suitable cleaning equipment (e.g. BS EN disinfectant, disposable cloths/towels) | |
| Adequate facilities for safe food storage (i.e. hot and cold) | |
| Temperature monitoring (calibrated probe and wipes) and blank records | |
| Adequate cross contamination controls (separate areas, equipment etc.) | |
| Adequate number of suitably trained staff (certificates available) | |
| Clean aprons/hats/uniforms (as required) | |
| Adequate waste facilities and disposal arrangements | |
| Correct allergen information for all foods (written and available) | |
| All electrical and gas equipment tested and safe (certificates available) | |
| Adequate written rules on how food safety will be managed and controlled (to be provided at least 28 days ahead of event) | |

Name of food business: _____

Address of business: _____

Person of contact: _____

Email address: _____

Telephone number: _____

Name of event attending: _____

Date(s) of event: _____

Brief description of food available at event: _____

PLEASE RETURN COMPLETED FORM TO EITHER:

Protective Services, Operations & Protective Services, Aberdeen City Council, Business Hub 15,
Third Floor South, Marischal College, Broad Street, Aberdeen, AB10 1AB
email : commercial@aberdeencity.gov.uk

