

Topic:	Food Stall Guidance Note
Date:	June 2010
Scope:	Guidance Note
Legislation:	Health and Safety at Work etc Act 1974 Management of Health and Safety at Work Regulations 1999 Regulation (EC) 852/2004 on the hygiene of foodstuffs The Food Hygiene (England) Regulations 2006
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1) Introduction

Many staff and student groups arrange to sell food from stalls on University premises, often to raise money for charity. This guidance note is aimed at those individuals or groups and provides useful advice to ensure that the event complies with legislation and is carried out in a safe manner. This guidance should be read in conjunction with the main Events Guidance Note (<http://www.bristol.ac.uk/safety/guidance/events/gn07-01.pdf>).

2) Event approval process

The University has a process in place to control events held on University premises. This process is in place to ensure that each event is properly planned, managed and risk assessed. The events process applies to any food stall planned to be held in University gardens or grounds. Any food stall that is held within University buildings must comply with the local permission arrangements for the building, which is normally through the Head of School or Building Manager.

The event approval process (for events in University gardens or grounds) is currently managed by Elaine Allenby-Parker, Estates Department who can be contacted by e mail at; Elaine.Allenby-Parker@bristol.ac.uk. Applications for events must be received at least 3 weeks before the proposed date of the event.

3) Risk Assessment

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. You may wish to use the example risk assessment in [appendix 1](#) as the basis for your own risk assessment, but please note that this is not a complete risk assessment and **you must add to and alter the information in the example to reflect your event and the hazards involved.**

4) 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 the pavement or pathways
- Take care not to create slip or trip hazards

- The personal safety of individuals running the stall must also be considered. Ensure that lone working is avoided and that large amounts of cash are not held
- 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 the Health and Safety Office.

5) Food safety

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, attending training or reading appropriate guidance dependent upon the risk assessment)
- The Food Standards Agency has a selection of useful training material and guidance, see [section 6](#) (useful information) for details.

Before the event:

- Ensure individuals preparing food follow good food hygiene procedures. Information can be found in [section 6](#) of this guidance note. You may also wish to provide information to these individuals in the form of a leaflet or email
- Be clear about the kind of food you are prepared to sell from the stall. It is recommended that you only sell food not requiring refrigeration or hot holding. Hot and cold food needs specialist equipment to maintain the correct temperature, and is at greater risk from bacterial growth (leading to the possibility of food poisoning)
- Ask those providing food to supply a list of the ingredients they have used to make the food (this can then be referred to on the day of the event). Make sure any food that contain allergens such as nuts is labelled
- 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


On the day:

- Keep food on display covered or wrapped
- Avoid handling food directly with hands – use clean tongs or other utensils
- 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

6) Useful Information

- University Events Guidance Note: <http://www.bristol.ac.uk/safety/guidance/events/gn07-01.pdf>
- Food Standards Agency information on food safety:
 - Advice on cake stalls: <http://www.eatwell.gov.uk/asksam/keepingfoodsafeforasksamevents/#A242595>
 - Advice on labelling advice for cakes and food stalls: <http://www.eatwell.gov.uk/asksam/keepingfoodsafeforasksamevents/#A220006>
- Training material:
 - A short video covering the basics of food hygiene: <http://www.flyonthewall.com/FlyBroadcast/FSA/BacteriaBiteBusiness/>
 - Advice and training material in all areas of food hygiene: <http://www.sfbtraining.co.uk/>
- Health and Safety Office risk assessment guidance note: <https://www.bris.ac.uk/safety/policy/cop/riskassessmentcop.pdf>

Appendix 1

		University of Bristol Risk Assessment : Cake Stall				
		Department: Health and Safety Office Risk Assessment Completed by: Jessica Vance			Date: 21st June 2010	
Hazard location and Description	Who might be harmed	Existing Control Measures	A. Likely severity of injury (1 to 3)	B. Likely Occurrence (1 to 3)	Risk Rating (A) x (B)	Comments / Actions
Pedestrian safety	Event organisers and general public	<ul style="list-style-type: none"> Stall must be located so that it does not create large groups of pedestrians to block pavements Stall must not block any fire exits or escape routes 	2	1	2	
Bacterial growth in food (causing illness)	Anyone consuming food	<ul style="list-style-type: none"> Avoid handling food with bare hands – use tongs or utensils Keep food covered whilst being stored, transported or on sale Wash hands regularly (including after eating, using the toilet or handling waste, and before preparing food) No cakes containing fresh cream to be sold (as this would require chilling) 	2	1	2	
Person suffering from an allergic reaction to an ingredient	Customers	<ul style="list-style-type: none"> Notice to be displayed on the cake stall advising people with allergies to ask for more information on ingredients Anyone providing food for the stall to provide a list of all ingredients used if requested 	3	1	3	
SIGNED						

Score	3	2	1
Column A: Severity of Injury:	Major Injury or death	Injury requiring medical treatment	Minor or no injury
Add a page break Column B: Likely Occurrence:	Regular exposure of several employees to hazard.	Occasional exposure of few employees.	Exposure to hazard very rare.

Risk Score	Response Times	Risk Score	Response Times
9	Immediate cessation of activity until interim controls are agreed and implemented	3-4	Provide additional training, supervision and monitoring. Review on change of process or if circumstances change and an annual review.
6	Critically examine the areas of exposure in the process and agree timetable for completion of all agreed actions	<3	12 months review (date of next audit). No real changes in procedure required to reduce risk further

