



MTRF Food Safety Form

Marlow Town Regatta & Festival – 16th & 17th June 2018

The information requested in the following form is mandatory for all Food & Drink providers at the event. It forms part of the measures we undertake to ensure everyone who attends has a safe and enjoyable time, and is also a specific requirement placed on us by the local authority as part of the event planning and operations.

Pages 2-5 and 7 are from the local authority, covering the essential Food Safety & Hygiene compliance that they are looking for. Page 6 is additional information required by ourselves mainly regarding electricity & power requirements and LPG usage.

Please read carefully, complete the short questionnaire on pages 3-6, provide your business and contact details on page 7, then sign and return the entire form to:

Charles Hill
MTRF Safety Office
12 Greenlands
Flackwell Heath
HP10 9PL

or by e-mail to safety@marlowtownregatta.org

Please ensure we have your **returned form by 1st May** as we need to forward this information to the local authority before the event.

It would be helpful for our records management if you could write the name of your business below:

Business Name	
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Guidance to Organisers of Outdoor Events Regarding ‘Food Safety’ and ‘Catering Arrangements for Events’ Form

It is common place for outdoor events to provide some food facilities. These may vary from a low risk provision such as drinks and cakes; through to higher risk provisions such as barbecues.

Who has Legal responsibility for the food safety at an event?

- If you are directly employing persons to provide food, whether they are paid or volunteers, the event itself will be classed as the food business under the Food Safety Act 1990.
- If you are contracting a food business to undertake the catering arrangements, they will be classed as the food business under the Food Safety Act 1990. However the organisers of the event are still likely to have some civil law liability if they do not ensure that the person they have contracted is carrying out matters in a safe fashion.

Why is food safety important?

- Some types of food poisoning organism can kill susceptible people. This was demonstrated in the Wishaw outbreak, when 21 persons died from E coli 0157 food poisoning.
- A food poisoning outbreak and/or significant breaches of food safety legislation can result in a prosecution, the penalties for which include heavy fines and even imprisonment. (*In a Crown Court the fine is unlimited and the imprisonment term is up to 2 years.*)
- A finding of negligence in a civil court can result in large sums of compensation being awarded to the injured persons.
- Adverse publicity and loss of reputation.

What do you need to do?

You should therefore ensure that your food operations for the day are carried out in a hygienic fashion by ensuring that you or your contractor(s) comply with the requirements of the following:

- Food Safety (General Food Hygiene) Regulations 1995; and
- Food Safety (Temperature Control) Regulations 1995.

Attached is some guidance on this legislation and what you need to do to comply with it.

Further guidance is available in the *Industry Guide to Good Hygiene Practice: Markets and Fairs Guide* (ISBN 1 902423 00 3) and *Catering Guide* (0 900103 00 0).

You should also contact the Divisional Environmental Health Officer (EHO) responsible for Food Safety (01494 421707) who will put you in contact with the EHO who will be dealing with the event. Your local EHO will be pleased to discuss the event with you and offer advice in relation to food safety issues. **Please also complete the form attached with details of the catering arrangements for the event and return to address shown on the form 30 days prior to the event.**

Checklist and Guidance for Compliance with Food Safety Legislation for an Outdoor Event

<u>Legal Requirement</u>	<u>Explanation and Guidance</u>	<u>Compliance Yes or No</u>
<p>1. Hazard Analysis</p> <p>Food Safety (General Food Hygiene) Regulations 1995 Regulation 4(3)</p>	<p>You are to identify what steps within the activity are critical to ensuring food safety, and ensure that control measures are put in place to ensure that nothing goes wrong at these critical steps. For example:</p> <ul style="list-style-type: none"> • Temperature monitoring to ensure no food can go out undercooked or is stored at temperatures either too high or low. • Adequate cleaning and disinfection and personal hygiene to prevent the microbiological contamination of food 	
<p>2. Instruction/ Supervision/ Training of Food Handlers</p> <p>Food Safety (General Food Hygiene) Regulations 1995 Schedule 1, Chapter X</p>	<p>Food handlers are to receive adequate instruction and supervision and/or training to enable them to carry out their food handling tasks in a hygienic fashion.</p> <p>Supervisors should be able to ensure that the controls identified in the hazard analysis are implemented by staff. This may require formal food hygiene training.</p> <p>Persons carrying out high-risk food handling should have received formal training to Basic Food Hygiene Level or receive detailed instruction and supervision from the supervisor.</p> <p>Persons carrying out low risk activities, for example washing up or waiting staff, should receive instruction in the essentials of food hygiene and supervision.</p>	

3. Requirements for mobile and temporary premises

Food Safety (General Food Hygiene) Regulations 1995

Schedule 1, Chapter III

Premises to be **sited, constructed and cleaned** so as to avoid risk of contamination of food.

Appropriate facilities for hygienic hand washing and drying, sanitary arrangements and changing facilities.

Surfaces in contact with food to be in sound condition and **easy to clean**. To be smooth and washable.

Adequate provisions for **cleaning and disinfection** of food equipment and utensils.

Adequate provisions for **cleaning** of food.

Adequate supply of **hot and cold water**. Water to be of **drinking quality**.

Arrangements for the **storage and disposal of** hazardous and inedible substances/waste eg, **drainage/refuse**.

Facilities to either **chill hold or hot hold food** in line with temperature control regulations, ie, below **8°C** or above **63°C**. Thermometers to ensure these temperatures are maintained.

Food is to be placed so as to **avoid** the risk of contamination, ie, away from pests, natural elements.

<p>4. Transport Food Safety (General Food Hygiene) Regulations 1995 Schedule 1, Chapter IV</p>	<p>Vehicles and containers to be clean and maintained in good repair, and constructed to allow cleaning and disinfection.</p> <p>Containers etc. only to be used for foodstuff.</p> <p>Separation between food and other materials to prevent contamination.</p> <p>Ensure temperature control, where necessary, and monitor the temperatures.</p>	
<p>5. Personal Hygiene</p>	<p>Every food handler to maintain a high degree of personal cleanliness.</p> <p>To wear suitable clean protective clothing.</p> <p>No person with infected wounds, skin infections or with diarrhoea shall be permitted to work in any food handling area where there is a likelihood of contaminating food.</p>	
<p>6. Temperature control Food Safety (Temperature Control) Regulations 1995; and Food Safety (General Food Hygiene) Regulations 1995 Regulation 4(3) Hazard Analysis</p>	<p>All food likely to support growth of food poisoning organism or formation of their toxins, for example cheese, cooked meats and fish products, shall be kept at 8°C or below.</p> <p>All hot food on service or display is to be kept at 63°C or above.</p> <p>All cooked food that is to be kept at refrigerated temperature shall be cooled as quickly as possible.</p> <p>Recommended temperature that food is to be cooked or reheated to is 75°C for 30 seconds.</p>	

Additional MTRF Safety Information Required

<p>7. Hygiene Rating</p> <p><i>Local authority guidance</i></p>	<p>Do you have a Food Hygiene Rating (Yes/No)</p> <p>A copy of any Food Hygiene and Food Safety Certificates should also be forwarded with this form and available onsite at the Event.</p>	
<p>8. Labelling & Allergens</p> <p>Food Information Regulations 2014 (EU 1169/2011)</p>	<p>Ensure you communicate required information to customers about your food, especially regarding any of the 14 key ingredients that can cause severe allergic reactions.</p>	
<p>9. Electrical Items</p> <p>BS 7671 Electricity at Work Regulations 1989</p>	<p>Are you using any Electrical appliances on your stall (Yes or No)</p> <p>If yes, list here the items to be connected and approximate Power usage (kW) :</p> <ul style="list-style-type: none"> • • • • <p>You must ensure all appliances are well maintained, safe & in good working order and have been PAT Tested in the last 12 months.</p>	
<p>10. Electrical Generators</p>	<p>Are you using a generator: (Yes or No)</p> <p>If yes, you must comply with the following restrictions:</p> <ul style="list-style-type: none"> - Generators are to be located so that there is no access to the generator by the public. - No two stroke generators to be used. - No refuelling of the generator on site. - MTRF reserve the right to require that the generator is switched off if it creates unreasonable noise or pollution. 	
<p>11. Liquid Petroleum Gas (LPG) Propane or Butane.</p> <p>UK lpg Safe use of Propane and Butane Cylinders & Cartridges 2014</p>	<p>Are you using LPG: (Yes or No)</p> <p>If yes, you must comply with the guidelines in the UK LPG Safe use of Propane and Butane Cylinders & Cartridges 2014 (available via our web site and attached).</p>	
<p>12. Fire Extinguishers</p>	<p>If you are using any form of heating, or electrical appliance, you must have the appropriate fire extinguisher and/or fire blanket.</p>	

Catering Arrangements for Event at Higginson Park

Name of Event:	Marlow Town Regatta and Festival
Date of Event:	16th & 17th June 2018
Event Organiser and Daytime Contact No:	MTRF Management Committee Safety Officer: Charles Hill 01628 525075 Mobile: 07780 456976

Caterer Details

Name: Address: Daytime Contact No: Contact Name: Local Authority Business Registered with:	Type of Food: Details of Following Facilities: <ul style="list-style-type: none">• Hot water: • Hand washing: • Cleaning/disinfection: • Temperature Control:
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This information will be used by the Environmental Services Division at Wycombe District Council, who will be checking compliance with food safety legislation at the event.

Signature: _____

Date: _____

Please return with any associated certificates at least 30 days prior to the event.

The form is to be returned to: Charles Hill, MTRF Safety Officer, 12 Greenlands, Flackwell Heath, HP10 9PL or by e-mail to safety@marlowtownregatta.org