



**South
Derbyshire
District Council**

OUTDOOR & MOBILE CATERING

Advice on

FOOD SAFETY HEALTH & SAFETY

South Derbyshire District Council
Commercial Team
Housing & Environmental Services
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Swadlincote
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Issue 2 - Dec 2010

1. INTRODUCTION

This booklet has been produced as guidance to help you as the operator of a mobile food vehicle to ensure that any food sold does not cause food poisoning. The information includes mobiles attending events, setting up and food safety practices during food service. However whatever you're trading situation this guide will help you find out if you and your vehicle meet the relevant standards. The second section includes information health and safety requirements.

The food safety information has been extracted from the CIEH* National Guidance for Outdoor and Mobile Catering. This document is aimed at helping in consistency for enforcement officers and you can download a full copy of the guidance from:-

http://www.cieh.org/policy/guidance_outdoor_mobile_catering.html

Further advice and information on both food safety and other health and safety responsibilities can be obtained by contacting South Derbyshire District Council Council or the local authority in whose area you are registered (See section 2 below).

*CIEH – Chartered Institute of Environmental Health

2. REGISTERING YOUR FOOD BUSINESS

Before you begin to operate a food or mobile catering business, under law you must register your vehicle with the Local Authority where the vehicle will be stored.

Registration must be done at least 28 days before you intend to open.

If you need to register with South Derbyshire District Council Council this is done by completing a "Food Registration Form" which can be obtained from Environmental Health Tel 01283 22100 or downloaded from www.south-derbys.gov.uk

3. TRADING CONSENT

You are strongly advised to contact the Local Authority where you intend to trade to check if you can trade from your chosen site. Each Council is different and certain streets may be either prohibited or restricted for trading purposes. In South Derbyshire District Council the restrictions are:-

- Swadlincote town centre – street trading is prohibited on the streets below unless on private land or on payment for a market pitch on market days:
 - The whole of Midland Road
 - Church Street
 - Civic way
 - Belmont Street
 - Grove Street
 - High Street
 - Market Street
 - Alexander Road – southwards to its interjection with Hastings Road
 - West Street – westwards to its junction with Civic Way

- Trading in other areas is not restricted however the mobile unit must not cause an obstruction, park on double yellow lines, other parking restrictions or cause a nuisance from odours, litter or noise.
- On private land you must obtain the land owners permission.

Please contact the Licensing Team for further information on 01283 595724.

If you are trading at an event within the District Council you may have obtained a pitch via the event organiser. In some cases you may be asked to complete a food stall details form. The completed form must be sent to the Environmental Health Section so we know what food activities are happening in our area.

Having decided to operate a mobile food vehicle you must ensure that your business meets the requirements set out in the following sections.

INTRODUCTION

This Advice Note is based on environmental health experience in managing food safety in catering at outdoor events. It aims to provide guidance to help food business operators comply with the requirements of food safety legislation and improve standards so as to provide safe and high quality food.

The type of events that this advice covers include: trade shows, promotional events, agricultural fairs, community fairs, carnivals, street events, festivals, sporting events and other events that may use outdoor catering such as weddings.

Although dealing primarily with food hygiene, some health and safety guidance will be included. You are still advised to seek further information and direct advice from your local environmental health service within your local council.

Catering at an outdoor event or from mobile facilities is a high risk activity and will always carry with it the possibility of causing food poisoning to a large number of people. There is a general requirement in the hygiene legislation for all food businesses to be operated in a hygienic manner. However, the remaining advice is recommended as it may be necessary to help you to meet a legal requirement or to achieve good management practice.

PRE EVENT PLANNING BY THE EVENT ORGANISER

- The event organiser should contact the local environmental health service within the local council in advance so that appropriate advice can be given. If possible, a plan showing the intended location of marquees, position of services, access/egress together with policies on refuse/recycling, emergency planning, crowd management
- The event organiser will need to undertake a risk assessment and a fire risk assessment
- The event organiser may need to contact other services such as the Police, Fire Brigade and Health and Safety Executive
- A list of exhibitors/food stalls (including those giving away food as part of demonstration) should be given to environmental health services.
- Public toilets must be provided as agreed with the environmental health services
- A Temporary Events Notice may be required and should be discussed with the licensing officer within the local council

Further information on event management can be found in:-

Health and Safety Executive (1999) The event safety guide: A guide to the health and safety and welfare at music and similar events (HSG195).

References

- Regulation (EC) 852/2004 on the Hygiene of Foodstuffs
- The Food Hygiene (England) Regs 2006
- Health and safety references

Further information

- www.cieh.org
- www.food.gov.uk

1. FOOD SAFETY

1.1 FOOD SAFETY ADVICE FOR THE CATERER

The food business operator must:

- Make sure food is supplied or sold in a hygienic way
- Have in place a documented food safety management system such as “Safer Food Better Business”, which identifies food safety hazards, which steps are critical for food safety and ensures that safety controls are in place, maintained and reviewed. Safer Food Better Business packs are available free of charge – order by telephone on 0845 606 0667 or email foodstandards@ecgroup.co.uk.
- Your food business must be registered with the local authority where your unit is based
- Selling alcohol may need a licence – check with the licensing officer at your local council
- If someone asks about an allergy – be honest and do not guess about ingredients
- Buy from reputable suppliers and keep a record
- Food and drink must be described fairly and labelled accurately (check with Trading Standards if you need more advice on this)
- Make sure you risk assess and do a fire risk assessment and take with you a suitable fire extinguisher and fire blanket
- Do you provide healthier options?
- Are you eco-friendly?
- Weather forecast - be prepared

Design and structure

- All stalls/vehicles should be designed and constructed to protect food from risk of contamination
- Fittings and equipment for mobile units should be of good quality materials capable of being readily cleaned. Bare wood is not acceptable
- Floors in mobile units should be of smooth, impervious and non-slip material and preferably coved to the wall fixtures
- Stalls should be screened at the sides and back to prevent risk of contamination and pests
- Tent/marquees should be of cleanable materials or the kitchen/preparation areas should be provided with washable wall linings
- Frequently used walkways should be effectively weatherproofed
- Lighting levels within the marquee must be adequate

Layout

- Ideally catering exhibitors should be sited close to essential services e.g. water/power
- Allow adequate space for preparation, cooking, storage and wash-up
- Ensure that refrigerated storage vehicles and trailers are easily accessible
- Dirty crockery and dirty laundry should not be carried through food handling areas
- The event organiser should arrange collection and removal of refuse and recycling from the site
- Check for any tripping and safety hazards

Services

Outdoor events take place in a wide variety of sites and locations. At some sites it may be possible to provide essential services such as water, drainage and electricity, others may not. You need to find out the service arrangements before arriving on site.

Water supply

- There must be an adequate supply of clean and wholesome water provided (ideally from the mains)
- If water containers are used they must be cleaned and sanitised on a regular basis

Drainage

- Waste water from sinks and wash hand basins should be discharged into foul water system or into suitable containers and not directly onto the ground

Equipment

- All equipment should readily cleanable
- Preparation surfaces and tables must have smooth, impervious surfaces, stainless steel or laminate surfaces are suitable

Washing facilities

- Suitable and sufficient hand wash basins must be provided and accessible for use by food handlers. Supplies of soap and means of hygienic hand drying must be available at each basin
- Suitable sinks must be provided for food preparation and for equipment washing A constant supply of hot water should be provided at the sink(s) and wash hand basin
- The use of plastic bowls as sinks or wash hand basins is not recommended

Staff toilets

- Separate toilets for the exclusive use of food handlers should be provided on site where possible
- All sanitary accommodation must be maintained in a clean condition
- Suitable and sufficient wash hand basins with hot and cold water, soap, towels must be provided at the sanitary accommodation

Temperature control

Effective temperature control and storage is one of the most important safeguards for controlling the growth of food poisoning organisms. You should consider the following points:

- High-risk products such as cooked meat and dairy products, must be kept at or below 8°C or above 63°C
- Ideally food should be prepared immediately before service, if this is not possible then the food should be prepared in small batches and kept at the correct temperature
- All should have sufficient fridge space for the storage of high-risk foods or the use of commercial cool boxes with eutectic freezer blocks. Keep a check of the temperatures in your food management diary
- Cooked food should reach core temperature 75°C. Take particular care when barbecuing as cooking temperatures can be less predictable. Use a probe thermometer and disinfect before and after use
- Hot food displayed for sale/service should be kept above 63°C
- Thermometers with probes should be used to check temperatures (all probes should be disinfected after use)
- Keep food covered when stored in the fridge
- Vehicles used for transporting high-risk food should be refrigerated
- Four hour rule
- Protect stored food from public access and contact

Cross-contamination

One of the main risks facing event and mobile catering is to protect food from contamination. This is an important legal requirement:

- Food preparation areas/chopping boards should be cleaned/disinfected after use
- Raw and cooked food should be kept separate at all times, raw food should always be stored below cooked food, ideally separate refrigerators should be used
- Clean sinks after washing/preparing vegetables and raw food
- Avoid touching food use tongs etc

- All equipment including knives and containers should be cleaned and disinfected after use
- Disinfect all cloths regularly and replace as soon as they become worn/damaged. The use of disposable cloths and paper towels is recommended
- Food must not be stored on the ground and must be kept away from risk of contamination
- Food may be kept at a suggested height of 45cm above ground and protected from the weather
- Equipment/utensils/crockery should be stored above ground, covered and kept free from contamination
- Protect food from pests (insects, birds and rodents)

Cleaning

- Adequate supplies of suitable food grade disinfectants or sanitising agents should be used for the regular disinfection of equipment and work surfaces
- Hazardous substances such as cleaning materials must be used and stored in a safe manner
- Hot and cold water (or water at a suitably mixed temperature) must be available at sinks and basins and must be available before food preparation begins

Transporting food

- Vehicles and storage areas should be of sound construction, kept in good repair and able to be cleaned
- Ensure that appropriate containers are used
- Recommended use of refrigerated vehicles

Personal hygiene

High standards of personal hygiene are essential and the following rules must be followed:

- Hand washing must be carried out: Before starting work, after handling any raw foods. After using the toilet, after a break, after sneezing, coughing, etc
- Where possible tongs should be used for handling food
- All cuts or boils should be covered with a waterproof plaster preferably coloured
- Jewellery and nail varnish should not be worn. Hair should be covered and tied back
- Clean, washable, over-clothing must be worn at all times when handling food
- Outdoor clothing must be stored away from any food area
- Any food handler who knows, or suspects, they are suffering from symptoms of food poisoning (particularly diarrhoea and vomiting) must notify their employer or manager and refrain from working with food

Food safety training

- Event catering is a high-risk activity with potential for food poisoning. Food handlers must be trained to a level appropriate to their work
- It is recommended that any person who handles, prepares or cooks high-risk food have a Level 2 Certificate in food hygiene. The courses developed by the Chartered Institute of Environmental Health are suitable

First aid

A first aid-kit including washable (preferably coloured blue) plasters must be provided.

Refuse

- There must be an adequate supply of suitable refuse containers provided
- Plastic sacks must be tied securely and stored to prevent attraction of pests

Now use the checklists to make sure you have covered the key hygiene rules

1.2 FOOD SAFETY CHECKLIST

We have provided the checklist below to help you identify any hazards and for you to put the necessary controls in place to make sure that the food is safe to eat. This is specifically designed for caterers and food business operators attending outdoor events. Please take your completed checklist with you to the event.

If you answer 'no' to any of these questions, then there is a potential problem which will increase risks of something going wrong. Most of these are common sense practices, which you have probably been following for years.

Setting up your stall

Food safety management	
Do you have documentation on the food safety controls you adopt to ensure the food you prepare is safe to eat?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you keep monitoring record sheets, training records, etc?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are these available for inspection on your trailer/stall?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Storage	
Are all food storage areas under cover and protected from contamination?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are they clean and free from pests?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you have enough refrigeration? Does it work properly?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Food preparation and service areas	
Have you got enough proper washable floor coverings for the food preparation areas?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you got precautions to keep mud out of the stall in wet weather?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are all worktops and tables sealed or covered with an impervious, washable material?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you got enough preparation work top space?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you got enough wash hand basins? Are they supplied with hot and cold water, soap and paper towels?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you got sinks which are large enough to wash food and equipment in (including bulky items)? Are they supplied with hot and cold water?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If there is no mains drainage have you made hygienic provision for the disposal of waste water, e.g. waste pipe from sink to waste water carrier?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you got enough fresh water containers? Are they clean and have they got caps?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you got a supply of hot water reserved for washing up and hand washing?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you got adequate natural/artificial lighting, particularly for food preparation and service at night?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is all your food equipment in good repair? Are any repairs outstanding since your last event?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Can you keep high risk foods stored/displayed at 8C or less?	<input type="checkbox"/> Yes <input type="checkbox"/> No

1.2 FOOD SAFETY CHECKLIST

Setting up your stall continued

Cleaning	
Is your stall/vehicle clean? Can it be kept clean? Have you allowed time for thorough cleaning of the vehicle/stall equipment between events?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you have a written cleaning schedule to ensure all areas are kept clean?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you an ample supply of clean cloths and a 'food-safe' disinfectant/sanitiser to clean food and hand contact surfaces?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are the cleaning chemicals stored away from food?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Contamination	
Can food be protected from contamination at all times?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is the unit free from pests and is open food protected from flying insects?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Food waste	
Have you got proper bins with lids for food and other waste?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you have appropriate arrangements for the disposal of food waste and recycling?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you have arrangements for the collection and disposal of waste oil?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Staff	
Are all your food handlers trained, supervised or given instruction to ensure food safety?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you any untrained, casual staff carrying out high risk food preparation?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do your staff display a good standard of personal hygiene and wear clean over-clothing? Have you a good supply of clean overalls/aprons?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are your staff aware that they should not handle food if suffering from certain illnesses?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you a first aid box with blue waterproof plasters?	<input type="checkbox"/> Yes <input type="checkbox"/> No

1.2 FOOD SAFETY CHECKLIST

Safe food practices during the event or trading

**Remember that food poisoning is preventable –
you can help avoid it by carrying out these checks**

Storage	
Is good stock rotation carried out, and are stocks within their expiry dates?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If you use raw and cooked foods are they adequately separated during storage?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are high-risk foods (e.g. cooked rice) stored under refrigeration below 8°C?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Purchase	
Are you purchasing raw ingredients or food products from a reputable company?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Preparation	
Do staff always wash their hands before preparing food, and after handling raw food?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are separate utensils used for raw and cooked food, e.g. tongs, knives, etc?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you use separate chopping boards for raw and cooked food?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If you answered 'no' to the previous question, are they properly disinfected between contact with raw and cooked foods?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Cooking	
Is all frozen meat and poultry thoroughly thawed before cooking?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is all meat and poultry cooked until it is piping hot (above 70°C and the juices run clear)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are cooked and part-cooked food separated during cooking?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Reheating food	
Is all food reheated to above 75°C?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you only reheat food once?	<input type="checkbox"/> Yes <input type="checkbox"/> No

After cooking	
Is food cooked and served straight away?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If 'no' is it hot held at 63°C or above until served?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Or is the cooked food cooled to below 5°C?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Once cooked, is food protected from contact with raw food and foreign bodies?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Cleaning	
Do you and your staff operate a 'clean-as-you-go' procedure?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are you using clean cloths and a 'food-safe' disinfectant / sanitiser to clean food contact surfaces?	<input type="checkbox"/> Yes <input type="checkbox"/> No

2. HEALTH & SAFETY – Items in bold are legal requirements

Under the Health and Safety at Work etc. Act 1974, you have a duty to ensure that you operate your vehicle in a manner which ensures the health and safety of your staff and any one affected by your work activity.

To ensure that any activity you carry out is done safely, you must carry out a risk assessment of that activity.

2.1 RISK ASSESSMENT

To carry out a risk assessment you should be first aware of the hazards involved. A hazard is something that can cause harm e.g. a machine, substance or even a method of work. For each hazard, you have to decide what are the risks and the likelihood they could occur. Finally you have to decide how to control these risks. For example:-

Hazard	Risk	Control
LPG - (Liquefied petroleum gas)	explosions and fire	regular maintenance by a competent person
Cleaning Chemicals	caustic burns to skin	the use of a safer alternative, or when not possible, personal protective equipment

Lone Working and Emergency Contact

Given the nature of how mobile vehicles operate it is very likely that you or a member of your staff may be on their own away from means of communication. Should an emergency occur such as a fire, they will be unable to summon help. This aspect must be considered in your risk assessment and control measures as you should ensure that some means of communication such as a mobile telephone is available to raise the alarm if necessary.

Please note, under the Management of Health and Safety at Work Regulations you must record any significant findings of the assessment when you employ five or more persons.

A leaflet entitled 'Five steps to risk assessment' provides further information and is available from www.hse.gov.uk or from South Derbyshire District Council Council.

2.2 CHEMICAL SAFETY

Many of the chemicals that are used within the mobile vehicle such as oven cleaners, degreasers are potentially harmful if not used properly. Most proprietary cleaners provide information on safe use on the label but if in doubt you should obtain hazard data sheets on the various chemicals that you use from your suppliers. These will detail the safety precautions to follow, what protective equipment to wear etc.

You must ensure that any person who uses these chemicals is instructed in their use and that the appropriate personal protection equipment is provided and used.

2.3 MANUAL HANDLING

You must carry out a risk assessment of all manual handling operations associated with your mobile vehicle e.g. lifting water containers or LPG cylinders or manoeuvring the vehicle into place. Where ever possible you must introduce measures to either eliminate or reduce the amount of manual handling undertaken e.g. provide a trolley for moving LPG cylinders.

Where the risk cannot be eliminated or reduced then the staff must be given adequate instruction and training in manual handling.

2.4 LPG - Liquefied Petroleum Gas

In mobile catering units where LPG is used, all gas cylinders should be housed in a compartment completely separate from the rest of the unit. The storage compartment for the LPG must be:

- constructed of materials having at least a half hour fire resistance.
- sealed to prevent gas gaining access into the unit.
- of sufficient size to store all LPG cylinders including spares and constructed so that access can only be obtained from outside the unit.
- provided with ventilation openings at both high and low levels.
- secured to prevent tampering.
- used only for the storage of LPG cylinders, reducing valves etc. and not for any other purpose e.g. storage of batteries.
- be provided with a suitable means of securing the cylinders in an upright position.
- located such that possible accidental damage e.g. in the event of a road traffic accident, is minimised.
- suitably labelled for LPG storage.
- be kept free of all sources of ignition in the compartment and sources of ignition must be a minimum of one metre from any cylinder.

Where separate storage compartments are not available, LPG cylinders may be kept outside the unit providing:

- the cylinders are secured to prevent tampering and in a position where they cannot easily be damaged.
- the cylinders are stored with the valve upright.
- they are stored more than 1 metre away from the unit or any source of ignition.
- all flexible tubing is kept to a minimum.

All appliances using LPG should be:

- fitted with an accessible shut off valve or tap on the pipework immediately before the appliance.

Ventilation to the Vehicle

Permanent ventilation must be provided at both high and low levels to the vehicle which must not be obstructed by stored items. The minimum area of total fixed ventilation should not be less than 4000mm².

Pipework and Fittings

All pipework should be as short and accessible as possible and supported as required. Where practicable the pipework should be made of a suitable metal. Suitable metals for pipework are solid drawn copper tube, steel tube or stainless steel tube, used with suitable fitting and jointing compound.

Where flexible hose is used, it is subject to the following restrictions:

- The length must not exceed 0.5 m
- Its use restricted to where it passes through walls and partitions
- Where temperatures are unlikely to exceed 50°C
- Must conform to BS3212 or any other appropriate European Standard and marked accordingly and must be renewed every two years.

Appliances

Appliances such as grills, hot plates, ovens etc. should be:

- securely fastened to the vehicle.
- not in use whilst the vehicle is in motion and the gas supply turned off at the cylinder.

- manufactured to a recognised standard.
- be installed, used and maintained in accordance with the manufacturers advice.

Every LPG pipe should terminate with a readily accessible shut-off valve or tap immediately before the appliance.

All valves and taps should carry a clear indication of the open and closed positions, or of the direction they must be turned to close them.

Flame Failure Devices

Wherever possible, flame failure devices should be fitted to gas appliances. This is to prevent a build-up of gas in the vehicle in the event of a flame being extinguished. The fitting of flame failure devices is particularly important to appliances where the flame is not visible should it be extinguished, such as ovens or on LPG operated refrigeration.

In the case of some older appliances it may not be possible to fit such devices. It is recommended that you provide written confirmation of this from the manufacturer or a GAS SAFE registered gas fitter.

Maintenance of the LPG Installation

It is a legal requirement that every employer or self-employed person ensure that any gas appliance, installation pipework or flue installed in any place of work under his control is maintained in a safe condition.

Whilst it is for you to decide how to maintain the LPG installation in a safe condition, you should note that effective maintenance usually involves an on-going programme of regular/periodic examinations and remedial action as necessary. All such work should be undertaken by a competent person.

A suggested maintenance programme of the LPG installation should include the following.

Daily Checks

Before the installation is used the cylinders, pipework, appliances, flues and vents, should be visually checked by a suitably trained person. Any suspected leaks should be traced by the use of a soapy water solution. A suitably trained person should understand

- the dangers associated with LPG
- how to trace leaks
- proper combustion
- danger of ineffective ventilation and flues
- action to take in the event of an emergency.

It is recommended that a record of all daily checks is kept, e.g. using a tick sheet which is signed by the person doing the checks.

Inspection and Test

At least annually (and more frequently according to use and experience) the installation:-

- should be tested and inspected by a competent person i.e. a GAS SAFE registered engineer;
- a satisfactory test certificate should be obtained and ideally kept with the vehicle until the next inspection and test.

When purchasing a mobile catering unit or following any alterations or repair work to the LPG installation it is recommended that the installation is inspected and tested.

Training

All persons working in the mobile unit must be given adequate knowledge of the possible dangers associated with LPG and trained in the correct procedures for changing cylinders and the safe use of appliances.

Fire Safety

All staff must be trained in the emergency procedures in case of a fire. Specific advice on fire safety should be sought from the Derbyshire Fire and Rescue Service. As a minimum you should:-

- train all staff and display written instructions of the action required in the event of a fire.
- where frying is undertaken provide a fire blanket.
- provide a suitable fire extinguisher, e.g. a 9 kg dry powder extinguisher, located in a readily accessible position.

2.5 ELECTRICAL SAFETY

The Electricity at Work Regulations 1989 requires employers and the self employed to provide and maintain electrical equipment that is safe and appropriate for use.

The main hazards associated with electricity are:

- Contact with live parts causing shock and burns (normal mains voltage, 230 volts AC, can kill)
- Faults which cause fires

As part of your risk assessment (see 2.1) you should consider the hazards associated with the electricity, decide who might be harmed, evaluate the risks and decide how to control these risks. There are many steps that you can take to reduce the risks arising from the use of electrical equipment, such as:

Ensure the electrical installation is safe

- A competent person should install the electrical installation in a mobile catering unit;
- Plug and sockets on the generator or mains supply should comply with BS4343 to protect the connections from the weather and natural hazards
- Provide enough socket outlets – overloading socket outlets by using adaptors can cause fires.

Provide Safe and Suitable Equipment

- The use of double insulated (class II) portable appliances is encouraged because they do not include metallic parts which can become live in the event of certain faults. These are often marked with a 'double-square' symbol;
- Choose equipment that is suitable for its working environment;
- Use proper connectors or cable couplers to join lengths of cable – taped joints are not acceptable;
- The supply cables to equipment should be of a flexible type not rigid core to avoid damage to the conductors;
- The ends of flexible cables should have the outer insulation sheath of the cable firmly clamped to stop the wires (particularly the earth) being pulled out.

Reduce the Voltage

One of the best ways of reducing the risk of electric shock accidents is to limit the supply voltage e.g. using 110 V or lower equipment. Some fridges for example will operate on a 12V supply.

Provide a Safety Device

Mobile Catering Units connected to the mains supply:-

- Should be protected with an RCD (residual current device) having an operating current of 30mA and a disconnecting time of 40mS at an operating current of 150mA.
- Earth continuity throughout the supply installation is essential.
- RCDs include a test button that should be operated each day prior to trading. If the RCD 'trips', it is sign of a fault and you should consult a competent person immediately and have the electrical installation checked before using it again.

Carry out Preventative Maintenance

All electrical systems, including portable appliances (e.g. a kettle), transportable appliances (e.g. a cooker) and fixed installations (fuse boxes, cabling, spur outlets, etc.) must be properly maintained by a competent person

Although it is for you to decide how to maintain electrical systems, it is strongly recommended that a planned maintenance programme is formulated and implemented. A suitable programme would include the following elements;

Fixed Installation

- should be examined and tested periodically by a competent person. The competent person will advise on the frequency of further examinations and tests;

Electrical Equipment

- user visual checks – regular checks should be made by the user once they have received the appropriate training on how to recognise defects;
- formal visual checks – similar to user checks but this should be carried out at programmed intervals by a person who has received appropriate training
- examination and testing (often called 'PAT testing') –proper inspection and test by a competent person will detect faults that visual inspection will not find, e.g. the break down of insulation. The competent person will advise on the frequency of such appliance testing.

Keeping of records

Though it is not a legal requirement, it is strongly recommended that records of the formal visual checks and inspection and testing carried out by the competent person be kept. The records will help to demonstrate you are maintaining electrical systems.

Generators

Mobile catering units frequently use single-phase generators, having an output not exceeding 10KVA, to supply power to various electrical appliances. British Standard 7430 states it is often better to use these generators in an unearthed system i.e. an earth rod does not have to be connected to the generator for it to operate safely. The installation of an RCD is recommended. Advice should be sought from a competent person regarding its installation.

Competent Person

A competent person is someone with sufficient knowledge, training and experience as to enable him/her to safely carry out work on an electrical installation or any electrical equipment e.g. an electrical engineer.

Further information

Information and advice on electrical safety is provided in the following publications available from HSE Books Tel. 01787 118865 or free on www.hse.gov.uk :

- Electrical Safety and You' (IND (G) 231(L)
- Maintaining Portable and Transportable Electrical Equipment (HS (G) 107)

2.6 FIRST AID & ACCIDENT REPORTING

A suitably stocked first aid kit must be carried on the vehicle at all times. The contents should be examined frequently and the container should be identified by a white cross on a green background. A list of contents can be found below.

In addition it is recommended an accident book is carried and details of any accident recorded. The details recorded should include:-

Name, Address, Nature of Injury and Any treatment given

Certain types of accident are notifiable and must be reported to the local Environmental Health Department.

Examples of notifiable accidents include:-

- Fractures (other than fingers, thumbs and toes)
- Amputation
- Injury that results in a person being off work for over three days

Any notifiable injuries and accidents should be reported to the Incident Contact Centre (ICC). When they receive your report they will pass the information to the appropriate enforcing authority for action. The Incident Contact Centre can be contacted by:-

- Mail - Incident Contact Centre, Caerphilly Business Park, Caerphilly, CF83 3GG
- Telephone - 0845 300 9923 (charged at local rate)
- Fax - 0845 300 9924 (charged at local rate)
- Internet - www.riddor.gov.uk
- email - riddor@natbrit.com

The requirement to keep a record of reported incidents (i.e. a copy of reporting forms F2508 & F250A) still remain. When a report is made by telephone or Internet the ICC will send you a copy of the report.

You are encouraged to use the ICC reporting option, but you can still report directly to your local enforcing agency i.e. the local authority or Health and Safety Executive. A copy of your report is then sent to the ICC by the enforcing authority.

First Aid Box Contents

The Health And Safety (First Aid) Regulations 1981	Numbers of Employees		
	1 - 5	6 - 10	11 - 60
Guidance card or leaflet	1	1	1
Individually wrapped sterile adhesive dressings	10	20	40
Sterile eye pads, with attachments: e.g. Standard Dressing No. 16 BPC	1	2	4
Triangular bandages (if possible sterile)	1	2	4
Sterile coverings for serious wounds (if triangular bandages not sterile)	1	2	4
Safety pins	6	6	12
Medium sized sterile unmedicated dressings approx. 10 cm x 8 cm e.g. Standard Dressings No.8 and No.13 BPC	3	6	8
Large sterile unmedicated dressing approx. 13 cm x 9 cm e.g. Standard Dressing No. 9 and No. 14 and the Ambulance Dressing No. 3	1	2	4
Extra large sterile unmedicated dressing approx. 28 cm and 17.5 cm e.g. Ambulance Dressing No. 3	1	2	4
If tap water is not available, sterile water or sterile normal saline in disposable containers, each holding at least 300 ml need to be kept near the first aid box	1	1	3

2.7 HEALTH & SAFETY CHECKLIST

This sheet will help you ensure your vehicle complies with the relevant legislation. If you answer 'No' to any of these questions, please refer to the relevant section in the guide.

	Yes	No	Sec no
Risk Assessment			
Have you carried out a risk assessment?	<input type="checkbox"/>	<input type="checkbox"/>	2.1
Identified the hazards?	<input type="checkbox"/>	<input type="checkbox"/>	
Taken steps to control the risks?	<input type="checkbox"/>	<input type="checkbox"/>	
Do you provide staff with a mobile phone?	<input type="checkbox"/>	<input type="checkbox"/>	
Chemical Safety			
Have you carried out an assessment of the chemicals you use?	<input type="checkbox"/>	<input type="checkbox"/>	2.2
Have staff been trained in their use?	<input type="checkbox"/>	<input type="checkbox"/>	
Do you have the appropriate protective equipment?	<input type="checkbox"/>	<input type="checkbox"/>	
Manual Handling			
Have you carried out an assessment of manual handling?	<input type="checkbox"/>	<input type="checkbox"/>	2.3
LPG			
Your vehicle must meet the following safety standards for LPG	<input type="checkbox"/>	<input type="checkbox"/>	2.4
Storage Compartment			
Large enough to house all LPG cylinders?	<input type="checkbox"/>	<input type="checkbox"/>	
Ventilation at high and low levels?	<input type="checkbox"/>	<input type="checkbox"/>	
Lockable?	<input type="checkbox"/>	<input type="checkbox"/>	
Built of materials having half hour fire resistance?	<input type="checkbox"/>	<input type="checkbox"/>	
Permanent ventilation at high and low levels?	<input type="checkbox"/>	<input type="checkbox"/>	
Pipework made of a suitable metal i.e. copper?	<input type="checkbox"/>	<input type="checkbox"/>	
Flexible hoses conforming to BS3212?	<input type="checkbox"/>	<input type="checkbox"/>	
Flame failure to all appliances?	<input type="checkbox"/>	<input type="checkbox"/>	
A shut off valve before each appliance?	<input type="checkbox"/>	<input type="checkbox"/>	
Do you have a gas test certificate for the vehicle issued by a GAS SAFE registered gas fitter?	<input type="checkbox"/>	<input type="checkbox"/>	
Do you carry out regular checks of the pipework for leaks?	<input type="checkbox"/>	<input type="checkbox"/>	
Are staff trained in the safe use of LPG i.e. how to change cylinders?	<input type="checkbox"/>	<input type="checkbox"/>	
Are staff trained on what to do in the event of a fire?	<input type="checkbox"/>	<input type="checkbox"/>	
Electrical Safety			
Have you carried out an electrical safety risk assessment?	<input type="checkbox"/>	<input type="checkbox"/>	2.5
Do you provide safe equipment?	<input type="checkbox"/>	<input type="checkbox"/>	
Have you provided a residual current device?	<input type="checkbox"/>	<input type="checkbox"/>	
Do you have a planned maintenance programme to check electrical equipment?	<input type="checkbox"/>	<input type="checkbox"/>	
First Aid & Accident Reporting			
Do you have a first aid kit?	<input type="checkbox"/>	<input type="checkbox"/>	2.6
Do you have an accident book?	<input type="checkbox"/>	<input type="checkbox"/>	
Are you aware of the need to report certain injuries?	<input type="checkbox"/>	<input type="checkbox"/>	
Are suitable and sufficient sanitary appliances available for staff?	<input type="checkbox"/>	<input type="checkbox"/>	