

Exhibitor Food Safety Information

Food Legislation

All food businesses must comply with current (UK & EU) Food Safety Legislation, details and guidance of which can be found using the following link: <https://www.food.gov.uk/business-guidance>

All caterers and exhibitors carrying out food operations should be registered as food businesses with their local authority. This should be completed 28 days before 'food operations' take place.

Food operations include as least one of the following activities:

- Cooking food
- Storing or handling food
- Preparing food
- Distributing food
- Supplying food for sampling

Guidance on registering with your Local Authority as a food business can be found at:

<https://www.food.gov.uk/business-guidance/starting-a-food-business>

General Food Safety

Caterers and Exhibitors are solely responsible for the safety of all food and drink they provide. No caterer or exhibitor should prepare process or serve food in poor hygienic conditions or where an imminent risk of contamination to food or an imminent risk to health is posed e.g. pest infestation or cross contamination. All stands/kitchens/food preparation and dispensing areas must be in good order to ensure they can easily be cleaned and maintained in a hygienic state of repair.

All surfaces likely to be used during the event should be non-porous and easily cleansable.

The list below, although not exhaustive, defines the key controls expected. This is intended as a guideline and is based within the working parameters of food safety legislation as referenced earlier:

Delivery

- Records showing delivery to site, including an assessment of the vehicle suitability and state, and temperature records where appropriate (refrigerated 1-5°C, Frozen -18°C or colder)
- Once delivered, products should be moved to a suitable storage area ensuring a suitable temperature is maintained.

Storage

- A suitable area for storage of goods with equipment to hold at the appropriate temperatures e.g. fridges/freezers/cooler boxes.
- A cleanable storage area, free from rubbish, well lit, adequately ventilated and protected against infestations.
- Raw foods should be stored in a separate area where possible, or alternatively below ready-to-eat foods to prevent risk from cross-contamination.
- Refrigeration temperatures must be measured with a suitable, calibrated probe thermometer and recorded daily.
- All foods must be stored off the ground.

Preparation and display

- An area constructed in such a manner that it is cleanable, well lit, free from rubbish, ventilated and in good repair.
- All equipment must be kept clean and in good repair.
- All preparation and work surfaces must be smooth, impervious and easily cleanable.
- Adequate bins with closely-fitting lids to ensure proper storage of rubbish.
- Suitable, clean protective clothing for all staff engaged in food handling.
- Appropriate means of food handling e.g. tongs or similar where food is not wrapped.
- Good personal hygiene practices should be observed at all times.
- Any food preparation area should have a supply of hot water, liquid soap for hand washing and disposable paper towels.
- Raw and cooked foods should be handled in separate areas or at separate times to avoid cross-contamination.
- Food should be defrosted thoroughly in a monitored environment before preparation and cooking.

Hot or cold food holding

- Prepared food served hot should have reached a core temperature of 75°C and be hot held at 63°C or above until served.
- Food served cold should be stored between 1-5°C.
- Core temperatures should be taken with a disinfected probe thermometer every 2-3 hours.
- Hot food should be discarded after 2 hours if it is not hot held at 63°C or above, or before if it deteriorates.
- All temperature readings should be recorded in writing to demonstrate due diligence.
- If cold food is to be stored out of temperature control or in the event of a refrigerator breakdown, this can only be done for one period of up to 4 hours, after which time food should be discarded. **This must be recorded and closely monitored.**

All food on stands must be protected from risk of contamination likely to render the food unfit for human consumption, injurious to health or contaminated in such a way that it would be unreasonable to expect it to be eaten in that state.

Any food which is unfit for human consumption must be kept apart from any other food, and labelled 'unfit food'.

General Food Safety Requirements

1. The proprietor of a food business must identify any step in that business, which is critical to food safety, and ensure that adequate safety procedures are identified, implemented, maintained and reviewed. These procedures must be written down and be available for food safety officers to check when they visit your stand.
2. Every stand must be kept clean and in such good order, repair and condition as to enable it to be effectively cleaned. For example, in food preparation areas the floor covering must be smooth and impervious and easily cleanable.
3. Every stand must be designed and constructed so as to avoid the risk of contaminating foodstuffs and harbouring pests.
4. Provision must be made for the enclosed storage of waste by means of a rigid bin or other suitable receptacle (loose bin bags are not acceptable).
5. All persons engaged in the handling of open food must wear clean, washable over-clothing.

6. Food handlers must keep themselves clean and cover any cuts with a suitable waterproof dressing.
7. A suitable first aid kit must be provided
8. Adequate provision must be made for the cleaning of foodstuffs
9. It is a requirement that all food handlers are trained or supervised and instructed in food hygiene matters commensurate with their work activity.
10. All food handlers involved in catering operations must have a minimum of a Food Safety Level 2 certificate dated within the last 3 years.
11. All equipment with which food comes into contact must be kept clean and in such good order and repair as to enable it to be effectively cleaned.
12. An adequate supply of hot and cold clean wholesome water must be available as necessary for hand washing and/or food and/or equipment washing. (See chart – Annex A)
13. Appropriate facilities must be available to maintain adequate personal hygiene (including where necessary, facilities for the hygienic washing and drying of hands, hygienic sanitary arrangements and changing facilities).
14. Adequate provision must be made for the cleaning and, where necessary, disinfecting of work utensils and equipment.
15. Food for human consumption must be protected against the risk of contamination.
16. All raw and cooked foods should be prepared, handled and stored separately so as to avoid any risk of cross contamination.
17. There must be adequate provision for maintaining and monitoring suitable food temperature conditions, e.g. probe thermometers and wipes.
18. All food providers must be able to provide allergen information to the final consumer, to include the name of any allergens and a full list of ingredients for all products to be sold or sampled.

Food Information Regulations (FIR) (Food Allergen)

Food information legislation applies to all food sampled at events. Please refer to

www.food.gov.uk/business-industry/guidancenotes/labelregsguidance

FIR relates to allergen information on food packaged for direct sale, for unpackaged food and food sold loose. If you need clarification of your responsibilities under FIR, please contact your Local Authority Environmental Health Department.

All food served open, unpackaged or loose must have been checked for allergens, and written evidence of the allergens contained within the food must be available.

(Please contact operations@ichf.co.uk for a copy of a suitable allergen record grid)

Signage should be in place to direct customers on how to obtain this allergen information.

(Please contact operations@ichf.co.uk for example text of a suitable sign)

Enquiries from customers regarding the content of food may be related to allergies and intolerances. As some food allergies e.g. nuts, can be life threatening it is very important and a legal requirement that accurate information is given.

Food Safety Management System (HACCP - Food Risk Assessment)

A Food Safety Management System should be in place for all food business operations and should be commensurate with the work activities taking place. Food Safety Management systems should be built around HACCP principles. HACCP is a tool to identify and control food hazards.

The HACCP principles are as follows:

- Identify any hazards that must be prevented, eliminated or reduced to acceptable levels.
- Identify the critical control points at the step or steps at which control is essential to prevent or eliminate hazard or to reduce it to acceptable levels.

- Establish critical limits at critical control points to prevent, eliminate or reduce identified hazards e.g. hot holding temperatures must be above 63°C.
- Establish and implement effective monitoring procedures at critical control points e.g. regularly probe hot held food to confirm it is within critical limits.
- Establish corrective actions when monitoring indicates that a critical control point is not under control e.g. dispose of hot held food if it is below 63°C.
- Establish procedures to check regularly that the above measures are being acted upon e.g. management checks on temperature records.
- Establish documents and records appropriate to the nature and size of the food business to demonstrate that the above measures are being followed.

For more information on HACCP visit www.food.gov.uk/business-industry/caterers/haccp
(Please contact louisel@ichf.co.uk for an event HACCP template and example)

On-site – Caterers must have the following on their stands at the event:

- a) A copy of the relevant HACCP for the activity taking place at the event.
- b) HACCP monitoring sheets e.g. Temperature Record Sheets, Cleaning Schedules
- c) Traceability records for the food – for chilled foods this includes all temperature records from the moment you obtained the food to the minute it arrived at the event venue (including Storage, Transport and Delivery records)
- d) A copy of all food handlers' Food Safety Training Certificates – dated in the last 3 years
(It is standard practice for these food safety training certificates to last for 3 years and then the qualification requires refreshing. All accredited course certificates, such as Highfield, will note on them the date when they should be refreshed.)
- e) A copy of the most recent inspection report from the Local Authority
- f) Probe Thermometer
- g) Antibacterial Probe Wipes
- h) Easily cleaned surfaces for any food preparation areas
- i) Sanitiser (compliant to EN 1276/EN13697) to clean surfaces
Please refer to: <http://www.disinfectant-info.co.uk/> (This is the list the Food Standards Agency refer to in their guidance. Any sanitizer from the list is OK. Including cheap supermarket own brands.)
- j) Hand washing facilities, (including hot water, antibacterial soap and paper towels/blue roll)
- k) Fridges and/or freezers or other means of maintaining food below 8C (where required)
- l) Allergen notice/signs
- m) Allergen information for all food and drink being provided

Other On-site Providers of Food & Drink should have the following on their stands at the event:

- 1) COPY of all the food safety documents provided pre-event
- 2) Allergen notice/signs
- 3) Allergen information for all food and drink being sampled
- 4) Sanitising hand-wipes/anti-bacterial hand gel/a supply of food grade gloves (where necessary)
- 5) Sanitiser (compliant to EN 1276/EN13697) to clean surfaces (where necessary)
- 6) Disposable containers/toothpicks/disposable teaspoons etc. (where necessary)

Plus all staff involved in handling and sampling food must be given appropriate training and instruction on food safety.

Annex A:

