

LEDBURY TOWN COUNCIL

CHECKLIST FOR FOOD BUSINESSES WISHING TO SELL AT LEDBURY CHARTER MARKET

		YES/NO	Notes
1.	Have you registered your food business with your Borough or District Council		All food businesses are legally required to register with the council in whose area they normally trade or in which the vehicle is normally kept
2.	If your business has received a food hygiene inspection is the stall/vehicle displaying the most recent hygiene rating ?		Results of an inspection can be requested by any member of the public by a freedom of information request. If your food operation has been inspected and issued with a hygiene rating, this should be displayed in a prominent position whilst trading
3.	Do you have a documented food safety management system (to comply with Regulation (EC) No. 852/2004, Article 5)		It is a legal requirement to have a documented food hygiene management system, and this must be available for examination by an authorised officer wherever you trade
4.	Do you have someone managing the stall or vehicle who is responsible for the proper operation of your food safety management system?		Make sure this person understands your management systems and this must be available for examination by an authorised officer wherever you trade.
5.	Has the person managing your stall or vehicle been trained in food hygiene to an appropriate level? All other persons (without certificated training) working or helping on the staff must be instructed or supervised.		Evidence of training relating to the individuals working or helping must be available for examination whenever you trade.
6.	Does your food operation require refrigeration of foods – if so, do you have suitable facilities? How will the temperature of substantial risk foods be checked? Do you have thermometers and sanitising wipes ?		Considerable risk foods not on display must be at a temperature below 8 degrees C

7.	Does your business involve cooking? If so, how are cooking temperatures monitored?		Foods need to reach at least 72 degrees for 2 minutes to kill harmful bacterial. If re-heating, previously cooked foods, a temperature of 80 degrees should be reached
8.	What facilities will be provided to protect foods on display to the public from contamination?		Have you got "sneeze screens" to protect food?
9.	How will you protect foods not on display from contamination?		Is this off the floor and under cover?
10.	What facilities will be provided for washing of food or equipment?		Separate handwashing and equipment washing facilities are required. Raw salads and vegetables should be washed before chopping or peeling.
11.	What hand washing facilities will be provided at the stall? If you rely upon flasks of hot water or teal units – what capacity are they?		You must not stint on facilities for handwashing. If you do not have any present when inspected you will be advised to stop trading?
12.	What protective over-clothing do food handlers wear?		Persons handling open food should wear appropriate over-clothing e.g. full aprons or coats and, if necessary head covering.
13.	Have you carried out a Health & Safety risk assessment (Covering such things as hot surfaces and liquids, use of gas and electricity, tripping hazards, use of knives etc.)		
14.	Insurance – If you are employing anyone, do you have Employers Liability Insurance		It is a legal requirement to have Employers Liability Insurance. It is also recommended that you also have some level of public liability insurance

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ADVICE TO MOBILE CATERERS

1. If you sell food you need to have registered your business with the Local Authority where your stall is normally kept overnight. There are almost no exceptions to this requirement. You are strongly advised to keep with your stall a copy of the last inspection report from your registering Authority (or another Authority if a more recent **full** inspection was made). If such a report is available and is less than 1 year old it is likely that any inspection made by a food officer will be brief.
2. Regulations (EC) No. 852/2004 Article 5 – you will need to comply with this requirement i.e. you will need to produce adequate documents and keep records. An exception to this is where food safety risks are very small indeed, such as the sale of fruit/veg or un-filled bread only. your documents will either be:
 - Produced by you
 - Produced on your behalf by a consultant
 - Produced by you from a recognised model such as “Safer Food – Better Business” (it is accepted that the SFBB pack for retailers isn’t ideal for market traders but it can be a suitable basis for your own system if used thoughtfully).

When answering question 2, please consider which of these methods you are using.

3. The person operating the system to comply with Article 5 (above) must be able to demonstrate they have adequate knowledge to do so. If you are in any doubt about your ability to operate a HACCP based system, “Level 3” food hygiene training is recommended.
4. It is useful for food handlers to have Level 2 certificates but legal compliance will be judged on the level of food hygiene ability demonstrated by the food handlers.
5. Gas or plug-in refrigerators are normally necessary to maintain cold temperatures in the summer. If insulated containers are relied upon they will need to be of a high British Standard (insulation efficiency). Units **must** maintain foods below 8 degrees C. Foods on display may take advantage of the relevant tolerance period. If this tolerance is used the method of control must be fully documented as part of Article 5 compliance. (You are advised to consider how long your customers may take to get the foods home in warm temperatures – it pays to be able to prove minimal temperature abuse at your own market stall).

If your foods need refrigeration you **must** have at least one thermometer with which to monitor storage temperatures. If you thaw and/or cook foods

the need for probe thermometers etc. will depend upon your own documented Article 5 procedures.

6. The means of ensuring that food is properly cooked must be recorded in your management system. If thermometers are used – staff must be aware of minimum cooking temperatures and sanitizers for disinfecting probes must be available.
7. It is recommended that food on display to the public is protected from possible contamination by the positioning of a barrier or upstand. Alternatively, food can be wrapped prior to placing on display.
8. Food not on display should be stored off the ground and wrapped or otherwise protected from environmental contamination.
9. The law requires washing and drying facilities for hands. Alternatives will not be accepted. Gloves may be suitable for some tasks but there is still a need to wash hands. Food handlers must regularly wash their hands thoroughly with warm soapy water.
10. You must act to eliminate or minimise all workplace risks to the safety of staff and others. If your organisation employs more than 5 people, the important points from your risk assessment must be recorded.

