



The London Halal Food Festival 2017 Health and Safety Documents

Checklist with dealines of forms and documents required

Form	To	Deadline	Tick!
1. Health and Safety Declaration For stands with no cooking	Organisers	4 th August 2017	
2. Risk Assessment for simple stalls	Organisers	4 th August 2017	
3. Food and drink operations	Organisers	4 th August 2017	
4. Food stall safety declaration and checklist	Organisers	4 th August 2017	
5.a + 5.b Risk Assessment for food stalls	Organisers	4 th August 2017	
6.a +6.b Fire risk assessment for food stalls	Organisers	4 th August 2017	

Stalls with no food, no cooking and no additional stand construction or exhibiting simple packaged sweets, snacks or soft drinks must complete **1 & 2**

Stalls exhibiting with food but no cooking (pre packed) must complete **3, 4, 5.a & 5.b**

Stalls exhibiting food with cooking must complete **3, 4, 5.a, 5.b, 6.a & 6.b**



Event policy statement

We, Algebra Consulting take our responsibilities as laid down in the Health & Safety at Work etc Act 1974 very seriously and it is vital, and a legal requirement that exhibitors and contractors do the same. The person with overall responsibility for health and safety at the event is Waleed Jahangir.

Current legislation applies throughout the set up, open and breakdown periods of the event, as does the eGuide (Guidance for Working at UK Exhibition Venues). This can be viewed at:

www.aeo.org.uk/eguide

As organisers, it is our policy to manage The London Halal Food Festival 2017 in accordance with the above as far as is reasonably practicable and this section has been produced to provide exhibitors and contractors with clear, simple suggestions for understanding and complying with health and safety procedures on site.

Algebra Consulting has appointed a Health & Safety Advisor for the London Halal Food Festival 2017. They reserve the right to impose any necessary measures to ensure safe set-up, open and breakdown periods and will be represented at the event throughout. In case of queries before the event, the Health and Safety Advisor can give advice on specific issues (please see the Contact Sheet for details). First aid and security facilities will also be provided on site during the open hours on the event open days (Saturday and Sunday 19th/20th August). Please note that on the Friday 18th all exhibitors and contractors must have their own first aid resources

An event safety sheet which aims to address the key issues encountered during set-up and breakdown has been produced by the Health and Safety Advisor and is available with the Manual

Some of the key risk areas are outlined overleaf, but it is vital that:

- 1) Exhibitors undertake their own risk assessment for their stall and activities on site
- 2) Exhibitors complete and return the health and safety forms by the due date and before arriving at the venue. These forms assist in enabling you in fulfilling your own legal obligations. Failure to return these forms could render your company directors liable to prosecution in event of an incident
- 3) Exhibitors must obtain a separate, suitable and sufficient risk assessment and method statement from their own contractors where they are employed to create, construct, assist with setting up or running their stalls



Risk assessment and fire risk assessment

It is a legal requirement that each exhibitor undertakes their own risk assessment prior to the event, listing the tasks to be undertaken, identifying any significant hazards they present on site, then listing ways to minimise and control those hazards. Exhibitors are otherwise liable to prosecutions and heavy fines.

If your stall is basic/simple and no significant risks are found in relation to the displays or activities taking place on the stall, you must confirm this to the Organisers using the Hazard Identification Form in this Manual.

Each exhibitor who employs a contractor to help with the stall must also obtain a separate risk assessment and method statement from them regarding their activities. To help you, we've included a basic risk assessment form and method statement form.

Exhibitors must also complete a fire risk assessment in order to comply with current legislation. For simple/basic stalls, this may be included as part of the stall risk assessment. Any stand which has cooking or heat generating equipment or combustible items will need to provide a separate fire risk assessment.

By law, a risk assessment must be 'suitable and sufficient', but it must also be simple to understand and implement.

Step 1: Identify the task/hazard. What are you cooking? How are you delivering and storing food and ingredients? How will you be controlling hygiene standards? How will staff ensure they have clean hands? How will staff wash equipment? What equipment, materials and chemicals will be used? How are you disposing of waste? Do you have any electrical equipment or gas installations? How will you control heat generating equipment?

Step 2: Decide who could be harmed and how. Who will be affected by your work and be most at risk? Think of your employees, contractors, exhibitors and visitors on or near your stall. Safe working depends on co-operation between all at the event. Take this into account and consider necessary precautions on every aspect of the work being carried out, which include training and the provision of information to all the different parties who are at risk.

Step 3: Evaluate the risks. Once you have done this adequately, you can then decide on the appropriate action. Ask yourself (a) Can the hazard be removed completely or the work done in a different way? (b) If the hazard cannot be eliminated, can it be isolated, controlled, or reduced? (c) Can protective measures be taken that will protect everyone at the event? Protective clothing should be the last resort and is often not the only solution.

Step 4: Record the findings. Write down the findings of your risk assessment. Pass on information about significant risks to those people identified in Step 2 and record the measures you have taken to control those risks for future reference.

Step 5: Review your findings. This allows you to learn by experience and take account of any unusual conditions or changes that occurred at the event.



Key risk areas

This is by no means a comprehensive list, but includes the main areas which normally give cause for concern. Please give the following your due consideration whilst at the event and incorporate them into your risk assessment:

- a) Only commercial equipment appropriate for the task must be used, including catering equipment, tools and ladders.
- b) Where possible, use only 110v or battery operated power tools. All portable tools are to be PAT tested prior to coming on site.
- c) Portable power tools and equipment must have the minimum length of trailing lead, if fitted, which must be protected from damage and not left so as to cause a trip hazard.
- d) Children under the age of 16, the general public and animals, except assistance animals, (including inside cabs of vehicles) are not allowed on site during build-up and breakdown.
- e) Contractors must wear suitable personal protective clothing relevant to the task; this includes head, eye, hearing, and foot and hand protection.
- f) Understand the fire and emergency procedures. Notify your staff of the first aid arrangements, fire exits and emergency assembly points.
- g) Use and storage of flammable liquids and substances: Take note of the precautions (read the Safety Data Sheet) required for certain chemicals prior to use. Isolating them from waste and other risk areas is important. Chemicals and flammable liquids must be safely removed after use by the user and not placed in general rubbish bins or skips.
- h) The work area must be maintained free from general waste materials which could present a hazard to operatives. All waste should be disposed of in the proper manner.
- i) Fire equipment may be required for stalls. All extinguishers should remain in the position in which they are placed and free from obstruction throughout the event. They are for use by trained staff only.



1. Health and Safety Declaration – no cooking

This form is for simple stalls with no cooking

The London Halal Food Festival		Stand name:		Stand number:	
Name of person responsible for health and safety:					
Work number:		What is your main product or service?			
Mobile number:					
Email:					

Exhibitor responsibilities

An exhibition stall is a workplace covered by health and safety legislation. As the exhibitor it is your responsibility to ensure that a suitable and sufficient risk assessment is completed. Failure to do so could lead to delays or ultimately the closure of your stand.

This template is for a simple stall with no additional construction and NO COOKING. If you have a stall with additional construction and COOKING will require a more detailed risk assessment and must complete the FORM overleaf. If you are in any doubt you should contact the Organisers.

If your stand includes any of the following you must complete the attached risk assessment for simple stalls:

	Yes/No
Beauty treatments such as massage or ear piercing	
Display of anything containing liquid fuel	
Display of sharp objects, weapons (even replica weapons)	
Demonstrations of any kind	
Working electrical appliances other than simple display lighting	
Packaged sweets, snacks or soft drinks	
Heat source of any kind including naked flames such as candles	
Pressurised gases	
Working machinery of any kind	
Any other hazard not identified above which could be a risk	



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This is not an exhaustive list. You must identify any aspect of your stand which could present a hazard

If you have answered NO to all of the above, complete and sign below.

If you have answered YES to any of the above, complete the risk assessment for simple stalls.

I declare that to the best of my knowledge there are no significant risks relating to this stall. I have read and understood the health and safety information in this Manual.

Signed:		Name:		Date:	
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2. Template risk assessment form for simple stalls – no cooking

The London Halal Food Festival		Stand name:		Stand number:	
Name of person responsible for health and safety:					
Work number:		What is your main product or service for sale?			
Mobile number:					
Email:					

Hazard/risk:

Who could be harmed?

Control measures in place:

To the best of my knowledge the information provided is correct. The control measures in place control the risk to an acceptable degree

Signed:		Name:		Date:	
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PLEASE NOTE: This is a very basic risk assessment template for simple hazards and risks only. Multiple or complex risks will require a more detailed risk assessment.

3. Food and drink operations Deadline: Friday 4th August 2017

If you are preparing, cooking, serving or selling food or drinks you must complete and submit this form no later than:

Company details		Stand number:	
Name:			
Address:			
Telephone number:	Office:	Mobile:	
Email:		Website:	
How long have you or your company operated this type of operation?		Years x	Months x
Have you traded with this operation <u>away</u> from your usual premises in the last 2 years? Yes/No and where?			
What other shows have you traded at in the last 2 years?		Show:	
Local Authority details at which your food business is registered			
Name:			
Address:			
Registration number:			
Please confirm your main type of food (e.g. curries, kebabs, breads, pastries, sweets, teas, drinks etc).			
Please confirm your activities (please tick <u>all</u> that apply)			
1.	Preparing and cooking raw foods (e.g. meat, fish, rice)		
2.	Serving unpacked, open, cold foods (e.g. cakes, pastries and ice creams, sweets or sampling food made elsewhere)		
3.	Selling pre-packed foods e.g. crisps, biscuits, soft drinks		
Please indicate(tick) which of the following foods you carry either for sale or use as an ingredient			
Milk	Cream	Ice cream	Egg
Poultry	Meat (raw)	Meat (cooked)	Salad
Rice	Rice(cooked)	Fish	Shellfish
How will you deliver your food to the site?			
How will you keep correct temperatures during delivery?			
How will you store your food during the show?			



How will you monitor food temperature?	
How will you store your food overnight?	
Will you defrost any food on site? How?	
What kitchen equipment and utensils are you using	

Name of person completing this form (please print):			
Position in company:			
Signed:		Date:	

Please submit this form by 4th August 2017



4. Food stall safety declaration and checklist

The London Halal Food Festival		Stand name:		Stand number:	
Name of person responsible for health and safety:					
Work number:		What is your main product or service for sale?			
Mobile number:					
Email:					

The following checklist is to help Exhibitors identify any hazards and put the necessary controls in place to make sure that food is safe to eat. It is specifically designed for caterers attending events, operating away from their normal premises.

Please submit your completed checklist to the Organisers and bring it with you to the Fair.

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 many years.

Setting up your stall (food safety management)	YES/NO
Do you have documentation on the food safety controls you adopt to ensure the food you prepare is safe to eat?	
Is all your food equipment in good repair? Are any repairs outstanding since your last event?	
Do you keep monitoring record sheets, training records, etc?	
Are these available for inspection on your stall?	
Storage	
Are all food storage areas under cover and protected from contamination?	
Are they clean and free from pests?	
Do you have enough refrigeration? Does it work properly?	
Food preparation and service areas	
Have you got enough proper washable floor coverings for the food preparation areas?	
Are all worktops and tables sealed or covered with an impervious, washable material?	
Have you taken precautions against wet weather?	
Have you got enough preparation work top space?	
Have you got enough wash hand basins? Are they supplied with hot and cold water, soap and paper towels?	
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?	



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?	
Have you got enough fresh water containers? Are they clean and have they got caps?	
Have you got a supply of hot water reserved for washing up and hand washing?	
Have you got adequate natural/artificial lighting, particularly for food preparation and service at night?	
Cleaning	
Is your stall clean? Can it be kept clean? Have you allowed time for thorough cleaning of the stall equipment between sessions/events?	
Do you have a cleaning schedule to ensure all areas are kept clean?	
Have you a good supply of clean cloths and a 'food-safe' disinfectant/sanitiser for food and hand contact surfaces?	
Are the cleaning chemicals stored away from food?	
Contamination	
Can food be protected from contamination at all times?	
Is the stall free from pests, and is open food protected from flying insects?	
Food waste	
Have you got proper bins with lids for food and other waste? Where will this be disposed of?	
Do you have arrangements for the collection and disposal of waste oil?	
Staff	
Are all your food handlers trained, supervised or given instruction to ensure food safety?	
Have you any untrained, casual staff carrying out high risk food preparation?	
Do your staff display a good standard of personal hygiene and wear clean over-clothing?	
Have you a good supply of clean overalls/aprons?	
Are your staff aware that they should not handle food if suffering from certain illnesses?	
Safe food practices during the event	
Storage	
Is good stock rotation carried out, and are stocks within their expiry dates?	
If you use raw and cooked foods are they adequately separated during storage?	
Are high-risk foods (e.g. cooked rice) stored under refrigeration below 8°C?	
Purchase	
Are you purchasing raw ingredients or food products from a reputable company?	
Preparation	
Do your staff always wash their hands before preparing food, and after handling raw food?	
Do you use separate chopping boards for raw and cooked food?	



If you answered NO' to the previous question, are they properly disinfected between contact with raw and cooked foods?	
Cooking	
Is all frozen meat and poultry thoroughly thawed before cooking?	
Is all meat and poultry cooked until it is piping hot (above 70°C and the juices run clear)?	
Are cooked and part-cooked food separated during cooking?	
Reheating food	
Is all food reheated to above 75°C? Do you only reheat food once?	
After cooking	
Is food cooked and served straightaway?	
If 'NO' is it held at 63°C or above until served?	
Once cooked, is food protected from contact with raw food and foreign bodies?	
Cleaning	
Do you and your staff operate a 'clean-as-you-go' procedure?	
Are you using clean cloths and a 'food-safe' disinfectant/ sanitiser to clean food contact surfaces?	
Hand washing	
Are your staff washing their hands regularly, e.g. on entering the stall, especially after visiting the toilets, handling raw food, etc?	

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

Exhibitor responsibilities

- To complete this declaration form and return it to the Organisers
- To complete a suitable and sufficient risk assessment and fire risk assessment (templates provided)
- To obtain a risk assessment and method statement from any contractor they employ
- To ensure the contractor has read and complies with the eGuide www.aeo.org.uk/eguide)

I have read and understood the health and safety information in this Manual.

Signed:		Name:		Date:	
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5.a Template risk assessment form for food stalls

The London Halal Food Festival		Stand name:		Stand number:	
Name of person responsible for health and safety:					
Work number:		What is your main product or service for sale?			
Mobile number:					
Email:					
Risk assessment undertaken by:			Copy to be provided to Event Organisers		
Signed: Date:		Signed: Date:			



5.b Template risk assessment form for food stalls

Activity /hazard	Who and how	Control measures	Responsibility	Frequency
<i>Identify hazards on the stall that could reasonably be expected to result in significant harm</i>	<i>What could result from the hazard? First aid injury, broken fingers, toes, sprained tendons or muscles, gastric?) Serious injury, death or very serious injury to one person or more</i>	<i>Is the risk adequately controlled? Consider hierarchy of controls Eliminate, Substitute, Reduce, Isolate, Control, PPE, Discipline Do the controls?: Meet legal requirements? Represent best practice? Reduce risk as far as is reasonably practicable? Comply with industry standards?</i>		



6.a Template fire risk assessment form for food stalls

The London Halal Food Festival	Stand name:		Stand number:	
Name of person responsible for health and safety:				
Work number:		What is your main product or service for sale?		
Mobile number:				
Email:				
Fire risk assessment undertaken by:			Copy to be provided to Event Organisers	
Signed:		Signed:		
Date:		Date:		



Ignition source	Who and how	Fire prevention Controls	Action by who
<p>Identify sources of ignition: e.g. cooking, hot works, electrical fault</p> <p>Identify sources of fuel e.g. gas, waste, flammable fumes, stand dressings</p>	<p>What could result? Consider the likely effects of fire such as explosion, fire, smoke inhalation leading to the following: First aid injury, Serious injury, death or very serious injury to one or more persons</p>	<p>Is the risk adequately controlled? Consider hierarchy of controls <input type="checkbox"/> Eliminate, Substitute, Reduce, Isolate, Control, PPE, Discipline Do the controls: Comply with industry standards? Meet legal requirements? Represent best practice? Reduce risk as far as is reasonably practicable?</p>	<p>Who is responsible for action?</p>



6.b Template fire risk assessment form for food stalls

Fire prevention controls

Exhibitor

List the fire prevention measures and arrangements you have made to deal with an emergency fire situation, for example:

- All staff briefed on venue emergency procedures, nearest exits and assembly point
- Gangways kept clear of exhibits and other materials
- Rubbish placed in gangway after show closes each day for collection

Organiser

List the organiser's arrangements, for example:

- Emergency procedures
- Briefing on emergency procedures
- Emergency aisles on plans
- Cleaning to keep emergency aisles and exits clear
- Floor management to keep emergency aisles and exits clear

Venue

List the venue's arrangements, for example:

- Automatic fire protection systems (alarms and sprinklers etc)
- First aid fire fighting equipment (hoses and extinguishers)
- Halls fire and smoke separation
- 24 hour control room and CCTV
- Patrols by trained fire safety staff during event open hours



Chiller temperature record

Exhibitors must print out this form and attach a copy to each refrigerator, chiller cabinet and cool box and then complete a temperature check every two hours on Saturday 19th and Sunday 20th August

Exhibitor name:		Stand number:	
Chiller number:		Contents:	

Saturday 19 th August	Temperature	Signature
0800-1000hrs		
1000-1200hrs		
1200-1400hrs		
1400-1600hrs		
1600-1800hrs		
1800-1900hrs		
Sunday 20 th August	Temperature	Signature
0800-1000hrs		
1000-1200hrs		
1200-1400hrs		
1400-1600hrs		
1600-1800hrs		
1800-1900hrs		

