



Winchester Markets

Trader Guidance



Winchester
City Council

Author	Karen Harris - Environmental Health Officer
Quality Control	Kevin Gosling - Environmental Health Manager
Facilitator	Kevin Warren – Head of Estates
Owner	Winchester City Council
Version	One
Publication Date	July 2013
Review Date	June 2014
Copyright	© All rights reserved 2013

Winchester City Council Environmental Health Service would like to thank the Dorset Authorities for allowing access to their published Food Safety Guidance for Market Traders and Mobile Food Vendors/Caterers, which has been referred to in the creation of the Winchester Markets Traders Handbook.

INTRODUCTION

If you would like to trade at any of the Winchester Markets you must comply with health and safety legislation. If you wish to sell food at a Winchester Market you must comply with health and safety legislation and food safety legislation. This handbook provides you with guidance on compliance. You must ensure you are familiar with the relevant parts of the handbook.

As a mobile trader you may trade in a number of different areas and within a number of different Local Authorities. The legislation is the same in all areas and you must achieve the same standard wherever you trade.

When a market is run by a Local Authority, on behalf of a Local Authority or simply by a private organisation you may be required to comply with additional conditions in an individual policy or standard, as well as complying with the law. Whilst the law remains the same, individual policies/standards will differ between Local Authorities and private enterprises.

When you trade at a market operated on behalf of Winchester City Council you will be required to comply with the requirements of this handbook. The handbook contains some requirements that go beyond simple compliance with legislation. Therefore, not only will you be required to meet legislative requirements you will also be expected to demonstrate best practice. This is the standard required of Winchester Markets.

If you would like to trade at a Winchester Market you will be required to submit an **Application Form** and provide **Supporting Documentation**. Some traders may be required to submit very little documentation because their activities are low risk, others will be required to submit the full range. Included in this handbook is a

checklist for you to complete to help ensure that you submit all the documentation required with your application. This handbook also contains additional **Information Notes** to help you achieve compliance

You will find pages dedicated to the Winchester Markets on the Winchester City Council website at www.winchester.gov.uk/community/markets. Here you can find information about each of the markets, apply online to become an approved trader and upload the supporting documentation.

Your application and supporting documentation will be reviewed by the Council and if found to be in order your business will be added to our **Approved Traders List**. Permanent pitches are in high demand and may not be immediately available. Our representative, **SMT Management Consultants Limited** will contact you when a permanent pitch is available. They may also invite you to trade at short notice, on an ad hoc basis when pitches become temporarily free.

Any questions arising from the guidance should be directed to the Market Managers.

Winchester City Council

July 2013

Winchester Markets - Trader Guidance		
Contents		Page
The Markets		7
Roles and Responsibilities		8
A	Approval Process	
1	Application to Trade	9
2	Application Assessment	10
3	Supporting Documentation	11
B	Approved Traders	
1	Induction and Assessment	12
2	Continuous Assessment	13
C	Health and Safety	
1	Public Liability Insurance	14
2	Housekeeping	14
3	Liquefied Petroleum Gas (LPG)	15
4	Electrical Safety	16
5	Pressure Systems	17
6	Fire Safety	18
7	Fumes	20
8	Burns and Scalds	21
9	Step Ladders	21

10	Animal Attractions	22
D	Food Safety	
1	Registration/Approval	23
2	National Food Hygiene Rating Scheme	24
3	Routine Food Hygiene Inspections	24
4	Food Hygiene Training	25
5	Food Safety Management System	26
6	Stall Requirements	27
7	Avoiding Cross Contamination	31
8	Temperature Control	32
9	Stock Control	35
10	Personal Hygiene	36
11	Homemade Food	36
12	Complementary Food Samples	37
E	Forms	
Form 1	Application to Trade	39
Form 2	Trader Profile Questionnaire	40
Form 3	Trader Application Checklist	41
Form 4	Trading Checklist	42
F	Definitions and Additional Sources of Information	
G	Information Notes	
1	LPG	46
2	Electrical Appliances and Generators	48
3	Essential Food Hygiene	49

4	Stall/Vehicle/Trailer Requirements	51
5	Avoiding Cross Contamination	54
6	Temperature Control	57
I	Generic Fire Risk Assessment	

The Markets

The profile of the Winchester Markets is varied. At present the markets are:

- Food and produce
- General street market
- Art and Design craft market
- Antique/retro/vintage

All traders are required to comply with the requirements of health and safety legislation during set up, trading and break down. Those traders selling food must also comply with food safety legislation.

A wide variety of foods are sold at the Winchester Markets. Different foods present different hazards. Those presenting the bigger hazards require better standards of hygiene.

Food is often described as high risk or low risk. If you wish to sell food at a Winchester Market you must understand which foods are high risk and which foods are low risk.

