

WINCHESTER MARKETS TRADERS GUIDANCE

2023



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1.0 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.

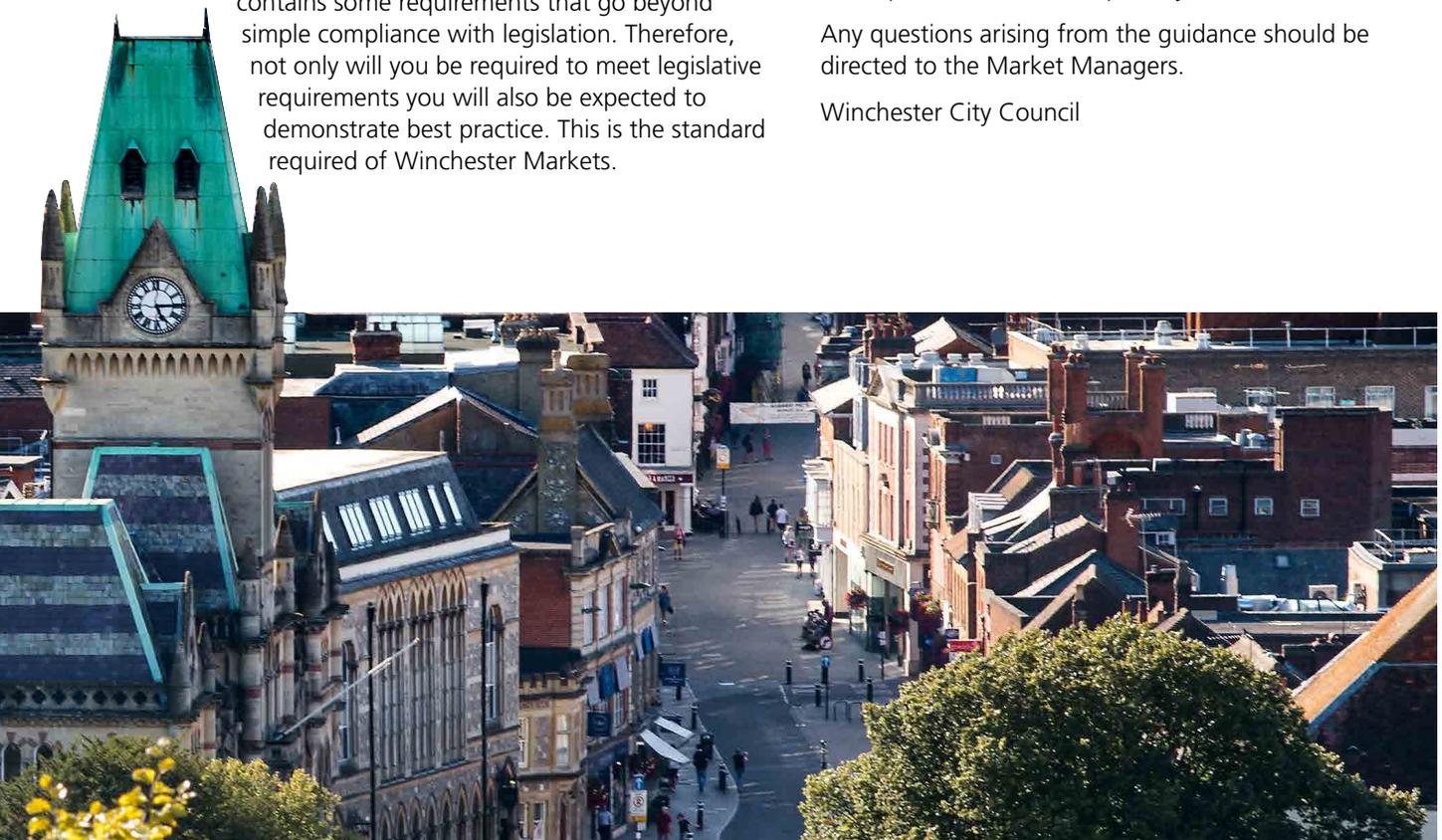
If you would like to trade at a Winchester Market you will be required to submit an Application Form and provide Supporting Documentation. Some traders may be required to submit very little documentation because their activities are low risk, others will be required to submit the full range. Included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





WINCHESTER MARKETS TRADERS GUIDANCE



2.0 THE MARKETS - BACKGROUND

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 is 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.



ROLES THE WINCHESTER MARKETS

The Winchester Markets are those markets operated by Winchester City Council. These markets are currently located in the High Street and Middle Brook Street in the City.

1 THE COUNCIL

The operation of the Winchester Markets currently sits within the portfolio of the Estates Team at Winchester City Council. The Council has appointed a contractor to manage the day to day running of our markets. The role of the Estates team is to ensure that the contractor fulfils their allocated responsibilities.

2 THE CONTRACTOR

The role of the contractor is to ensure that Market Managers are appointed to each market. The contractor will identify potential market traders and undertake the approval of traders as detailed in the Market Managers Guidance.

3 MARKET MANAGER/S

The person/s appointed by the contractor to manage the operation of the markets on a day-to-day basis. This includes ensuring that each new approved trader is introduced to the markets/ facilities and undertaking periodic checks to ensure approved traders are complying with this guidance, health/safety legislation and where appropriate food safety requirements.

4 APPROVED TRADERS

Any person wishing to sell food, drink or goods at a Winchester Market who has satisfied the requirements of the Approved Trader Process. All Approved Traders must comply with the requirements of this handbook, health/safety legislation and food safety legislation to achieve and retain Approved Status.

3.0 APPROVAL PROCESS

The purpose of the Approval Process is to ensure that any traders wishing to attend a Winchester Market can meet the requirements outlined in this guidance, before trading at a Winchester Market.



It is important you are entirely familiar with the contents of this guidance in order to submit a valid application.



Successful applicants will be added to the City Council's Approved Traders list and will be welcome to attend the Winchester Markets. Traders who have not been through the approval process and achieved approved status will not be allowed to trade.

Market should be advised to visit the Market pages on the Winchester City Council website at: winchester.gov.uk

3.1 APPLICATION TO TRADE

If you would like to trade a Winchester Market you must complete an Application Form expressing your interest. You can do this by visiting the Market pages on the Winchester City Council website at: www.winchester.gov.uk

Here you will find the application form which must be completed and submitted electronically along with Supporting Documentation which can be uploaded

the via the website. In addition, you will be asked to complete and submit a Trader Profile Questionnaire. The purpose of this is to enable information about the goods you intend to sell to be uploaded onto the City Council's website for customers of our markets to view.

You may be required to submit very little documentation because your activities are low risk or you may be required to submit the full range.

The Winchester Market Trader Guidance can be downloaded from the City Council's website. Hard copies of the application form and handbook can be issued by contacting the City Council Estates team.

A copy of the application form, the trader profile questionnaire and a checklist which can be used to make sure you have submitted all the required information can be seen in this guidance in the Forms section. Each of the forms is also available to complete online at the Winchester City Council website and can be uploaded via the portal:

FORM 1 - APPLICATION TO TRADE

FORM 2 - TRADER PROFILE QUESTIONNAIRE

FORM 3 - TRADER APPLICATION CHECKLIST

3.2 APPLICATION ASSESSMENT

When you submit your application and supporting documentation it will be assessed to ensure that you will meet the requirements of this guidance.

If the application form and supporting documentation is satisfactory you will be informed, in writing that you have been approved to trade at a Winchester Market. It is important to realise that permanent pitches are in high demand, may not be immediately available, but you may in the first instance be invited to trade at short notice on an ad hoc basis when pitches become temporarily free.

Any trader that cannot fulfil the requirements of the application process will not be invited to trade at a Winchester Market and will not be included on the Approved Trader list. Failures include: inadequate information in the application form, failure to supply all or some supporting documentation and documentation that is invalid i.e. because it is out of date.

You will be advised in writing if your application is rejected. You can re-submit your application, but only if all issues have been rectified.

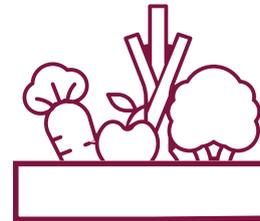
3.3 SUPPORTING DOCUMENTATION

As part of the application process you may be required to submit supporting documentation. This will depend on the type of business you operate. The next section of this handbook provides guidance on the supporting documentation that you may be required to submit.



4.0 APPROVED TRADERS

When you have received Approved Trader status you must ensure that you continue to comply with the requirements of this guidance and maintain high standards. The Market Manager will undertake checks to ensure that all traders perform to the same high standard expected by Winchester Markets.



4.1 INDUCTION AND ASSESSMENT

The Market Manager will meet with you on your first day of trading and introduce you to the market facilities. The Market Manager will also complete an assessment to ensure that you have everything in place to comply with this guidance and trade safely. It is a very simple assessment. Where minor shortcomings are found the Market Manager will give you guidance on what you should do prior to opening your stall for sale.

It is important that you are familiar with the requirements of this guidance to ensure that on your first day of trading you have everything in place to trade safely as major or multiple failings may mean the Market Manager must turn you away if the issues cannot be solved easily.

4.2 CONTINUOUS ASSESSMENT

To retain Approved Trader status you must continue to comply with the requirements of this guidance during the time that you trade at a Winchester Market.

The Market Managers will undertake random, unannounced checks of Approved Traders during the trading day. They will give advice on any minor items of non-compliance and you will be asked to resolve those items before continuing to trade. If however, a major issue is discovered, multiple failings uncovered or a trader persistently fails to comply then the Market Manager may ask that trader to stop trading and leave the market. In such situations the Approved Status will be reviewed and may be removed.

5.0 HEALTH AND SAFETY

All traders, whether selling food or not must comply with the requirements of health and safety legislation.

5.1 PUBLIC LIABILITY INSURANCE

It is a requirement of Winchester Markets that all traders hold current and valid Public Liability Insurance to enable claims of up to £5,000,000 to be paid. The schedule must cover all liabilities. As part of the application process you will be required to provide a current i.e. in date certificate and schedule. You will also be required to submit a copy of the certificate and schedule as it is renewed in order to remain an Approved Trader.

DOCUMENT 1 -

Certificate and Schedule of Public Liability Insurance

5.2 HOUSEKEEPING

Good housekeeping is essential in reducing the risk of slip, trips and falls. When trading at a Winchester Market you must ensure good housekeeping at all times – during set up, trading and dismantling. Accidents can be caused by trailing cables and obstructions on and around stalls. Cables must be kept tidy and away from areas where people walk, goods must be stored so that they do not present a tripping hazard in circulation spaces, on and around the stall. Spillages of liquids must be cleaned up quickly and effectively. You must avoid creating hazards, for example, emptying buckets of water onto footpaths in icy conditions.

5.3 LIQUID PETROLEUM GAS (LPG)

When mixed with a small quantity of air LPG can become highly explosive. LPG can also cause asphyxiation if it leaks into a confined space. LPG is heavier than air and will sink to the floor level of a mobile unit where it can remain undetected, accumulate and present a risk of explosion, fire and asphyxiation. Therefore, floor level ventilation is essential in trailers and vehicles. Further guidance is given in the additional Information Note.

INFORMATION NOTE 1 -

Advice on the safe use of LPG

Gas Safety Certificate

Gas appliances including the pipe work must be installed by a competent person. If you are invited to attend a Winchester Market and you use LPG you will be required to provide a copy of a current Gas Safety Certificate and associated report for your appliances and the pipe work connecting them to the LPG. This will confirm that an inspection of the appliances has been undertaken and that they are safe to use. If the report identifies any defects these must be remedied in advance of your application and evidence provided by the gas engineer that the work has been completed.

The certificate and associated report will only be accepted as valid if it has been issued by a gas engineer who is registered with Gas Safe, authorised to inspect and maintain mobile commercial gas appliances used for catering AND the appliances have been inspected within the last year. You can check if a gas engineer is authorised to work on LPG appliances by visiting www.gassaferegister.co.uk

To remain an Approved Trader you will be required to submit an annual gas safety certificate and report to the Council. This process will be managed by the Market Managers.

DOCUMENT 2 -

Gas Safety Certificate and Report

5.4 ELECTRICAL SAFETY

If you require electricity to operate appliances you will be given access to a fixed source.

It remains your responsibility to ensure that your appliances are safe to use. Poorly maintained or unsuitable generators, fittings and cabling can cause electric shocks and even death.

Prior to set up traders must undertake a visual check of electrical wires, connectors, sockets etc, to check for security and any damage. If defects are found the installation/equipment must be removed from use. Additional guidance on the standard you must achieve is given in:

INFORMATION NOTE 2 -

Electrical Safety

Electrical Inspection

Prospective traders must be able to demonstrate that any electrical appliances are maintained so that they are in a condition which is safe for use. Typical appliances might include: hog roasting devices, generators, coffee machines and chilled display units. These appliances are generally portable and transportable.

It is a requirement of this policy that portable/transportable electrical appliances are subject to testing to testing, commonly known as PAT Testing to demonstrate that appliances are safe to use.



5.4 ELECTRICAL SAFETY - CONTINUED

To demonstrate that the appliances are safe to use you must submit a Portable Electrical Appliance Test Report for each appliance to be used. The appliances must be subject to a portable appliance test in accordance with the recommendation in the most recent report. This may be annually or more/less often.

You must ensure that the report covers all liabilities i.e. all electrical appliances, and that any defects have been remedied. You will be required to submit a PAT report according to the frequency recommended on the most recent report to remain an Approved Trader.

DOCUMENT 3 -

Electrical Appliance Test Report (PAT)

5.5 PRESSURE SYSTEMS

It is not common to see pressure systems on market stalls/mobile vehicles. Pressure systems include; pressure cookers, pressure fryers, steam pans, steam pipes i.e. as seen on some coffee machines, water boilers and plant designed to raise pressure.

Poorly maintained or improperly used pressure systems can result in a pressure build up and explosion causing scalds and burns.

Most traders will not have pressures systems, but the few that do must ensure that the appliance is inspected in accordance with a written scheme of examination set by a competent person.

If you use pressures systems you must submit a copy of the written scheme and most recent inspection report as part of your application. You must ensure that the pressure systems are inspected at the frequency detailed in the written scheme. To remain an Approved Trader you must provide a copy of the inspection reports to the Council according to the frequency detailed in the written scheme. This process will be organised by the market managers.

DOCUMENT 4 -

Pressure System Report of Compliance and a Written Scheme of Examination



5.6 FIRE SAFETY

You will be provided with a gazebo style stall. The gazebo is fire retardant. You must ensure that your activities do not create a fire hazard to you, another stall, any fixed premises or other people. You must keep your stall and the area around it tidy. You must not allow combustible materials to accumulate. Any fuel you use must be stored in approved containers and away from sources of heat/ignition/combustible materials. Information Notes 1 and 2 on LPG and Electricity provides further guidance.

Traders who intend to cook/reheat food or use a generator are likely to present a greater hazard than those traders that do not use.

Hampshire Fire and Rescue have produced a Generic Risk Assessment, which is included in this handbook. You can use this as a template to demonstrate that you have considered the hazards associated with your activities, identified and implemented measures to reduce the risk of fire. Due to the generic nature of the risk assessment some of the questions may appear obscure, but you should still answer them.

In addition, any trader using any equipment or appliances that can present a fire hazard must consider the additional measures required to ensure that the equipment/appliance is safe to use.

To do this you will need to identify all the hazardous appliances/equipment that you use whilst trading for the safe setting up, operation and dismantling. You should consider where the appliances/equipment should be positioned to ensure stability, protection from adverse weather, sufficient ventilation and separation from the public; how each appliance operates ; the safe method for start up and use; potential adverse outcomes if something goes wrong e.g. burns/scalds and how these will be avoided. Things to consider include:

- Generators
- Appliances requiring LPG cylinders e.g. hot plates
- Barbecues and Chargrills
- Hog roasts
- Hot chestnut drums

Once you have considered the additional hazards and control measures you should record these within the generic risk assessment. The result will then be a Specific Risk Assessment of the fire safety hazards presented by your activities and the control measures that you need to implement to reduce the risk of fire.

Fire Extinguishers

Traders cooking food must provide a 4kg dry powder or 4L foam fire extinguisher. If deep fat frying is taking place a suitable fire blanket must be provided. Stalls with generators/electrical equipment must provide 4kg dry powder or carbon dioxide.

You must ensure that the fire extinguishers are checked every 12 months and that a Certificate of Compliance is submitted annually to Winchester City Council for each fire extinguisher. Alternatively, you can purchase a new fire extinguisher each year and provide evidence that it is a new purchase.

Further advice and guidance can be viewed at: www.hantsfire.gov.uk

DOCUMENT 5 -
Specific Fire Risk Assessment

DOCUMENT 6 -
Fire Extinguisher certificate/s of compliance or evidence of new purchase



5.7 FUMES

In a confined space, such as a mobile catering vehicle, the release of gas or combustion products during the cooking process may give rise to an accumulation of harmful fumes which can result in asphyxiation.

Precautions

You should ensure that your vehicle/trailer is well ventilated at high and low levels and vents are not obstructed with equipment. Ensure that the generators and towing vehicle are positioned so that exhaust fumes are not drawn into your work space.

5.8 BURNS AND SCALDS

Mobile vehicles/trailers and market stalls are usually small and form a confined space. The risk of scalds and burns from the use of catering equipment and handling hot fat/liquids increases in confined spaces. Market stalls present an additional hazard due to the close proximity of the public.

Precautions

Ensure that the public do not have access to hot surfaces, equipment or liquids. Ensure equipment holding hot fats/liquids are secured and maintained in good condition. Clean spillages from the floor immediately to reduce the risk of slipping. Serious burns and scalds have been sustained by people slipping on floors, reaching out to grasp equipment to right their fall and pulling hot fat/liquids onto themselves as a result.



5.9 STEP LADDERS

Most traders will not have to undertake any work at height. For those that do i.e. for hanging stock at height, a step ladder must be used to gain access.

If you use step ladders they must be in good condition with the rubber feet securely in place. The stiles and rungs must also be in good condition, not damaged or bent. The locking bars must move freely and be secure when locked. The fixings on the ladder must be sound and in working order. The platform of the step ladder must be even, not buckled or split.

5.10 ANIMAL ATTRACTIONS

Some markets use animals as an additional attraction. In principle, animal attractions will not be permitted at any Winchester Market, unless agreed in advance with Winchester City Council.

6.0 FOOD SAFETY

Traders wishing to provide food must comply with both food safety and health and safety legislation.

The term 'High Risk Food' is used throughout this document. Businesses selling high risk foods must meet more stringent standards of food hygiene than those businesses selling 'Low Risk Food'. An explanation of these terms can be found in the 'Definitions' section of this guidance.

6.1 REGISTRATION/ APPROVAL

If you sell food or drink you are legally required to seek registration OR approval for your business with your Local Authority (Council).

Market stall holders and caterers with mobile vehicles will often visit lots of different locations in lots of different Local Authority areas. You do not need to seek registration/approval with all Local Authorities. For market stalls you need only seek registration/approval from the Local Authority where you store and/or prepare food.

For caterers with mobile vehicles you need only seek registration/approval from the Local Authority where you keep your vehicle overnight. In both instances, this is often your own home so you would need to seek registration/approval from the Local Authority to whom you pay your Council tax. If in doubt contact the Environmental Health Service at your Local Authority.

Prior to trading at a Winchester Market you must provide evidence that your business is registered or approved. You will be required to provide a copy of your Food Registration form/Approval Notification, or a letter/email from the Local Authority confirming that your business has been registered/approved.

DOCUMENT 7 -

Copy of food registration or approval notification

Or

DOCUMENT 8 - A letter/email from your registration/ approval Local Authority confirming registration/ Approval



6.2 NATIONAL FOOD HYGIENE RATING SCHEME

If your business been issued with a food hygiene rating as part of the National Food Hygiene Rating scheme you will be required to declare the rating in your application form. Those receiving ratings of 5, 4 or 3 will be welcome to trade (subject to the requirements of this handbook); those receiving 2, 1 or 0 will not be approved to trade at a Winchester Market.

DOCUMENT 9 -

Evidence of the most recent food hygiene rating for your business

6.3 ROUTINE FOOD HYGIENE INSPECTIONS

All food businesses are subject to routine regulatory inspections. These inspections are typically carried out by Environmental Health Officers from the Local Authority where your business is registered.

Some businesses are inspected more often than others either because their activity involves high risk foods and/or previous inspections have revealed poor or variable compliance.

Market stall holders and mobile food vendors are often subjected to even more frequent inspection due to the fact that the business crosses Local Authority boundaries.

For example, if your business is registered with Eastleigh Borough Council because you store and prepare food at your home address, which is in Eastleigh, an inspector from Eastleigh will undertake a routine food hygiene inspection. However, if you subsequently trade at a market in Southampton and then perhaps one in Havant officers from those Local Authorities may also visit you whilst you are trading to undertake a routine food hygiene inspection. This is another reason it is always useful to keep your most recent inspection report readily available – if the officer is aware that your business has recently been inspected and you can provide evidence a further inspection may not be necessary.

Following any inspection traders will be issued either with a hand written report, usually if standards are acceptable. On some occasions, traders will be sent a more detailed typed report, usually when food hygiene standards have not been met.

It is a requirement of this guidance that you ensure the most recent inspection report is available for the Market Manager, representative of the Estates Team or any inspector from the Environmental Health team at Winchester City Council to review at any time.



6.4 FOOD HYGIENE TRAINING AND ALLERGEN TRAINING

The law requires that all food handlers be supervised and instructed and/or trained in food hygiene to a level appropriate for the food that they are selling.

If you **handle high risk** foods you will only be invited to sell your produce at a Winchester Market if you have completed a Level 2 Award in Food Safety in Catering/ Retail, or equivalent.

In addition, all traders whether providing high risk or low risk food must complete the Food Standards Agency's Allergen Training and Labelling Training. The allergen training and labelling training is available free of charge online via:

- <https://allergytraining.food.gov.uk/>
- <https://labellingtraining.food.gov.uk/>

You must provide evidence that you or the person operating the stall/mobile vehicle on your behalf has attended and passed both the food hygiene training and the allergen training. The training must have been undertaken within the last three years. Acceptable evidence is a copy of your/their training certificate.

If you handle only low risk foods you will not be required to provide evidence of formal training but you will be required to follow the 'Essential' food hygiene rules. A separate Information Note is contained within this handbook.

DOCUMENT 10-

Evidence of passing a Level 2 Award in Food Safety, or equivalent

DOCUMENT 11-

Evidence of passing the FSA Allergen online allergen training

DOCUMENT 12-

Evidence of passing the FSA Allergen Labelling

INFORMATION NOTE 3 - Essential Food Hygiene

6.5 FOOD SAFETY MANAGEMENT SYSTEM

It is a legal requirement that most food businesses implement and maintain a documented food safety management system (FSMS). If you sell high risk foods you must have a documented food safety management system. You must take the document with you when you travel to trade.

To help small businesses comply with this requirement the Food Standards Agency has produced a FSMS called Safer Food, Better Business (SFBB). You can download this from the FSA website or order a copy through an online retailer.

The SFBB pack contains a series of 'Safe Methods' and you must record answers to questions explaining how you will produce and sell food safely. In addition, you are required to keep a daily diary and undertake management checks.

Your documented food safety management system must be available for inspection at all times and be up to date. If you are invited to attend a Winchester Market to sell high risk food you will be required to bring your documented food safety management system with you to each Winchester Market and every time you attend. If the document is incomplete or the diary not up to date you will no longer qualify for inclusion on the Approved Traders list.

If you intend to sell low risk foods then you must ensure that simple hygiene measures are in place and we will not require you to have a documented food safety management system on site. Simply following the guidance contained in the 'Essential' Food Hygiene' Information Note will be sufficient.

INFORMATION NOTE 3 - Essential Food Hygiene



6.6 ALLERGEN INFORMATION

Food business operators in the retail and catering sector are required to provide allergen information and follow labelling rules set out in food law.

Detailed guidance is available at <https://www.food.gov.uk/business-guidance/allergen-guidance-for-food-businesses>

The information below is taken from the Food Standard Agency website, but not in full, therefore you should consult the website for further information. For the purposes of this section food means food and drink.

Consumers may be allergic or have intolerance to other ingredients, but only the 14 listed allergens are required to be declared as allergens by food law. The 14 allergens are:

14 Allergens

- Celery
- Cereals containing gluten (such as barley and oats)
- Crustaceans (such as prawns, crabs and lobsters)
- Eggs
- Fish
- Lupin
- Milk
- Molluscs (such as mussels and oysters)
- Mustard
- Peanuts
- Sesame
- Soybeans
- Sulphur dioxide and Sulphites (if at a concentration of more than ten parts per million)
- Tree nuts (such as almonds, hazelnuts, walnuts, brazil nuts, cashews, pistachios and macadamia nuts)

This means Market Traders offering food must provide allergen information to the consumer for:

- Prepacked Food
- Non-prepacked Food
- Non-prepacked (loose) Food

Prepacked foods

This refers to any food put into packaging before being placed on sale. Prepacked food must have an ingredients list present on the packaging. Any allergens present in the product must be emphasised each time they appear in the ingredients list.

Prepacked for direct sale

These products are foods that have been packed on the same premises from which they are being sold i.e. in this case, the market stall/vehicle/trailer. Foods that commonly fall in to this category are sandwiches and salads made and sold from the stall/vehicle/trailer in which they are made. Foods packaged in this way need a label with a full ingredients list with allergenic ingredients emphasised within it.

Non-prepacked (loose) foods

Traders providing non-prepacked foods, must supply allergen information for every item that contains any of the 14 allergens.

Non-prepacked food is unpackaged at the point of sale, for example a made to order baguette. Loose foods are not packaged, but are ready for sale, for example, items sold at a delicatessen.

Technical guidance with a detailed explanation of the labelling requirements for each type of food is available at: [food.gov.uk/document/food-allergen-labelling-and-information-technical-guidance](https://www.food.gov.uk/document/food-allergen-labelling-and-information-technical-guidance)

Traders can provide allergen information in a number of ways. Each trader can choose the best method for their business and the type of food served.

Traders must provide allergen information in writing if selling or providing food to customers directly. This could be either:

- full allergen information on a menu, chalkboard or in an information pack
- a written notice placed in a clearly visible position explaining how your customers can obtain this information

When allergen information is provided as part of a conversation with a customer, this can be backed up by written information. This would ensure that it is accurate and consistent.

You can display this sign available at [Allergy and intolerance sign \(Colour\) | Food Standards Agency](#) to tell customers how they can find allergy information, or create your own.



6.7 STALL REQUIREMENTS

Most traders attending a Winchester Market operate from a stall provided by the organiser. Some traders will bring their own vehicle/trailer from which they produce food. Whether or not you intend to trade from a stall or vehicle, the legal requirements are broadly similar if you are selling high risk foods. The requirements for those selling low risk foods are not as stringent.

An additional Information Note is available in this handbook which outlines what you must achieve in order to be invited to trade at a Winchester Market, along with a checklist to ensure you have everything you need.

INFORMATION NOTE 4 – Stall/Vehicle/Trailer Requirements

Hand Washing

If you handle high risk, open food i.e. food which is not wrapped, you must have an effective method for cleaning your hands to reduce the risk of food becoming contaminated. You must wash your hands frequently.

You will be required to provide:

- A clean bowl for hand washing only
- A thermal flask for the storage of hot water to be refreshed regularly
- Liquid soap for hand washing
- Disposable paper towels for hand drying

A supply of hot water is available in the market traders storeroom which can be used to fill flasks. Traders will be expected to have a bowl of warm water for hand washing at all times and the water refreshed regular.

The use of disposable gloves

There have been numerous studies on the use of disposable gloves by those handling opening high risk foods. Whilst disposable gloves are one means of protecting food they are not considered the most appropriate method because their use can be abused i.e. wearing one pair of gloves for significant periods of time and not disposing of them regularly.

It is a condition of this guidance that those handling open high risk foods do not rely upon disposable gloves only. Regular and effective hand washing with warm water, liquid soap and drying with disposable paper towels is the required method.

Antibacterial gels are only effective if used on hands that are already clean i.e. hands that have recently been washed in warm water with soap. Antibacterial gels are

not an accepted substitute for proper hand washing for those handling open, high risk foods and will not be accepted at the Winchester Markets. Antibacterial/viral hand gels can be provided by the trader for use by customers to reduce the spread of coronavirus and other pathogens, for example, if a customer handles tongs to choose an item. Additional guidance is available in:

INFORMATION NOTE 4 – Stall/Vehicle/Trailer Requirements

Traders handling only low open risk foods are not required to meet the same requirements as those handling open high risk open foods. In this instance the Winchester Market Standard is:

- Disposable vinyl gloves changed frequently
- Antiseptic hand wipes for use between glove changes OR
- Antibacterial gel for use between glove changes
- Utensils for handling food, where practicable

Cleaning

When attending the Winchester Markets you will be required to 'Clean as you go'. This means cleaning preparation surfaces throughout the day and not just at the end of the day. If you are handling open high risk food you must provide:

- Food grade detergent to clean away food debris
- Food grade disinfectant to kill bacteria
- Bucket for containing hot washing water
- Disposable cloths for cleaning

Traders will be expected to adopt a two stage clean for equipment and surfaces:

- Wash e.g. hot water and washing up liquid followed by,
- Disinfection e.g. antibacterial spray

You can obtain hot and cold water from the market traders store room and use this to fill a container or bucket to take back to your stall for cleaning.

The bucket/bowl/container used for washing the surfaces on the stall or in the vehicle must be separate from that used for washing your hands.

The disposable cleaning cloths must be disposed of after each use.

You must follow the manufacturer's instructions when using any disinfectant to ensure it is effective. Some products must be in contact with work surfaces/equipment more than 5 minutes in order to kill bacteria. Other products require dilution with water and if the dilution ratio is wrong the product is ineffective.

Cleaning Equipment

You must ensure that you have separate complex equipment for raw and ready to eat foods to reduce the risk of cross contamination. Complex equipment includes vacuum packing machines whether used by you at the market or elsewhere.

You will be expected to routinely clean complex and non-complex equipment for example, knives, chopping boards, cheese wires, serving spoons, etc, throughout the day. You should adopt a two stage process, first cleaning with hot soapy water and finishing with a disinfectant. It is important that you make time during your trading day to ensure your equipment is cleaned regularly and that it does not just take place at the end of the trading period.

A sink with hot and cold water and a drainer is available in the market traders store room. A supply of washing up liquid will be available for washing equipment. You will be required to supply your own disposable cleaning cloths and dispose of these after use. When you use the sink to clean your equipment you must ensure that you clean the area using the cleaning products provided before you leave so that it is in an acceptable condition for the next trader who may wish to use it. You will be expected to clean the sink, taps and drainer using the washing up liquid and follow this with the application of disinfectant. A spray disinfectant will be provided. The Market Managers are responsible for ensuring that both the washing up liquid and the disinfectant spray are available at all times. If not available you should inform the market manager at the earliest opportunity.

Refuse and Waste Water Disposal

You must provide a bin for food waste and other rubbish and arrange appropriate disposal. It is important that you do not allow rubbish to accumulate.

Waste water must be collected in a suitable container and clearly labelled as 'Waste Water'. Waste water must not be disposed of in drains and gullies.

You must take your food waste, other rubbish and waste water with you when you leave the market at the end of the trading day and dispose of it in a hygienic manner



6.8 AVOIDING CROSS CONTAMINATION

The Food Standards Agency published a document explaining the measures that food business operators must take to reduce the risk of cross contamination between raw foods and ready to eat foods.

The document focuses on the risk presented by a particular food poisoning bacterium called E. coli O157. E. coli O157 is particularly hazardous because it grows well at room/ambient temperature; can survive refrigeration and freezing; can tolerate and survive in acidic foods and foods with reduced water activity; is highly infectious – less than 100 bacteria can cause illness; causes very serious illness and even death. The measures outlined to control E. coli O157 will also help to control other food poisoning bacteria such as campylobacter and salmonella, but also allergens.

Here, within the Winchester Market Traders hand book we have provided a summary of the Food Standards Agency's document. However, if you handle both raw and ready to eat foods or any of the 14 allergens it is essential that you read the document in full. You can view the document on the Food Standard Agency's website at www.food.gov.uk. You will also find additional information on the website, including a series of questions and answers that have been produced to provide clarification on points that have previously caused confusion. If in doubt about the requirements of the document contact your local environmental health officer for advice.

Additional guidance is available in:

INFORMATION NOTE 4 –

Stall/Vehicle/Trailer Requirements.

INFORMATION NOTE 5 -

Avoiding Cross Contamination



6.9 ALLERGEN CONTROL

The information in this section is based upon information on the Food Standards Agency website at [food.gov.uk/business-guidance/allergen-guidance-for-food-businesses](https://www.food.gov.uk/business-guidance/allergen-guidance-for-food-businesses) It is not in full and you should visit the website for further information.

Allergen requirements and best-practice for food businesses

It is important to manage allergens effectively to ensure food is safe for customers with food allergies.

This involves including allergen information when menu planning and having good food preparation and hygiene practices in place to avoid cross-contamination in food preparation areas.

Detailed guidance on how to manage allergens in the kitchen can be found in the [Safer food, better business](#) information packs for caterers. This [allergen checklist](#) is a useful tool and provides detailed information on what traders should consider when deciding how to control allergen cross contamination.

Allergen ingredient recording

Traders need to make sure they know what is in the food they provide. This can be done by recording allergen ingredient information in a written format.

Allergen ingredients information should be:

- recorded on product specification sheets
- included on ingredients labels and ingredients should be kept in original or labelled containers
- included in recipes or explanations of the dishes provided and revised/up dated if a recipe changes

The Food Standard Agency has produced [allergen ingredient templates](#) and other resources which may be useful in allergen planning.

Avoiding allergen cross-contamination

It is important for traders to take steps to avoid cross-contamination in food preparation to protect customers with a food allergy. There are a number of actions traders can take to prevent cross-contamination with allergens. These include:

- cleaning utensils before each usage, especially if they were used to prepare meals containing allergens
- washing hands thoroughly between preparing dishes with and without certain allergens
- storing ingredients and prepared foods separately in closed and labelled containers
- keeping ingredients that contain allergens separate from other ingredients
- Allergen cross-contamination can also happen through using the same cooking oil. To cook gluten-free chips the same oil which has been previously used for cooking battered fish cannot be used.

If traders cannot avoid allergen cross-contamination in food preparation they should inform customers they cannot provide an allergen-free dish.



6.10 TEMPERATURE CONTROL AND MONITORING

If you prepare, handle, display or store high risk foods as part of your business then you must ensure that the temperature of the food is kept under control at all times, including during transportation to the market.

Temperature control is critical to ensuring that harmful organisms do not grow in the food and cause food poisoning to those who eat it.

Keeping Food Cold

The law requires high risk foods, including vacuum packed foods, be kept at a temperature of +8c or colder. Ideally you should aim to keep food at +5c or colder to allow some leeway. You should keep raw meat and raw meat products below +5c and raw poultry and poultry products below +4c. Wet fish must be kept as close to the temperature of melting ice as possible, about +3c. This can be achieved by keeping the fish on ice and regularly topping it up.

You can achieve these temperatures by using temperature controlled vehicles for delivery and chilled display units when selling your produce. Alternatively, you can keep food cold during transport and display by using ice packs and insulated boxes.

You must ensure that you have sufficient ice blocks to last throughout the day if you use this method. A freezer is available in the Winchester Market's store, for you to keep additional ice blocks for use during the trading period.

Ice blocks used for keeping raw foods, such as meat products, cold must be kept separate from those used to keep ready to eat foods, such as cheese, cold. Ice blocks must be kept clean and cleaned after use. If you choose to use the freezer for the storage of additional ice blocks you should keep them in either a sealed container or tied bag. Ice blocks must be traceable to your business so labelling may be required.

Cooking and Reheating Food

High risk foods, such as meat, poultry, rice and products containing these foods, such as curries, BBQs, hog roasts and paella must be cooked to a temperature which kills any bacteria that may be present in the food. Accepted practice is that food be cooked/reheated to at least +75c.

Keeping Food Hot

After cooking you might wish to keep the food hot for service and display. Food for service and display must be kept at or hotter than +63c. This is a legal requirement.

Temperature Checks

Regular temperature checks of both cold and hot high risk foods are imperative to ensuring that it is kept safe. If you are invited to provide food at a Winchester Market you will be required to undertake regular temperature checks to demonstrate that your food is hot or cold and not in the 'Danger Zone'.

To do this you must have available at all times a working temperature probe and a means of cleaning and disinfecting the probe, for example, disposable sanitising wipes.

For open high risk foods you may undertake a temperature check by directly inserting the clean disinfected temperature probe into the food. For wrapped foods you may insert the temperature probe between packs of food, without directly inserting it into the food. In this instance, if the temperature is above +8c you should re-check by inserting the clean, disinfected temperature probe directly into the food as the temperature may be cooler inside the food rather than on the surface.

When undertaking temperature checks ensure that the temperature probe is not in direct contact with ice blocks or hot surfaces as this will give a false reading. You should also avoid checking one item in one location as the temperature of the food will vary depending upon how deeply or widely it is stacked when on display. For this reason you should record the worst temperature, rather than the best to give an accurate indication of the temperature variation.

You will be expected to keep a log of the temperature monitoring that you undertake and ensure it is available for inspection at all times.

INFORMATION NOTE 6 –
Temperature Monitoring

6.11 STOCK CONTROL

Traceability

The law requires that you are able to trace your food from the original supplier. For example, if you cut cheese from large blocks you must be able to prove from which blocks the individual portions were taken and who supplied you with the cheese. You must have a system in place that enables you to identify where your food came from.

Manufacturers' Instructions

You must follow any manufacturers' instructions strictly and never extend the shelf life of any high risk foods or sell food beyond the use-by date.

You must therefore have a system in place to ensure that you know what the manufacturers' instructions require and evidence that you have followed the instructions.

Following the manufacturers' instructions is particularly important if you are opening and re-wrapping foods because many products such as vacuum packed cooked ham have a long shelf life when unopened, but a short shelf life of only 1 or 2 days once the original packaging is broken. You must be sure of the instructions for all food that you sell.

6.12 PERSONAL HYGIENE

All open, high risk food must be protected from contamination by harmful bacteria, foreign objects and chemical contamination during transportation, storage, display and service. Good personal hygiene is essential.

You must ensure that you wash your hands; before starting work, after handling raw foods, after visiting the toilet, after sneezing/coughing and after taking breaks. You/employees must not handle or prepare food if suffering with the symptoms of food poisoning. You must cover cuts and boils with a waterproof blue dressing.

In addition, it is recommended that you:

- Wear minimal jewellery
- Avoid wearing nail varnish/false nails
- Keep long hair tied back or covered

If invited to trade you will also be required to wear the Winchester Markets branded apron during the trading period. You are responsible for ensuring that the apron is clean. Aprons should be washed on the hottest setting of your washing machine.

6.13 HOMEMADE FOODS

In some circumstances additional legislation applies to foods that are made in a domestic setting if that food contains meat, fish or dairy products. Some businesses require Approval by their Local Authority Environmental Health Officer, rather than simply registration. If your business is one that is Approved you must provide a copy of your Approval Notification or a letter from your Local Authority confirming that your business is approved.

6.14 COMPLIMENTARY FOOD SAMPLES

Complimentary samples of food are considered in law to be a sale of food even though no money is taken. Any samples of food that you offer must be subject to the same strict standards of hygiene, as food that you sell for payment. If you are selling food at a Winchester Market you will be required to:

- Offer any food samples to your customers using cocktail sticks, tongs or plastic/paper pots to avoid handling the food directly
- Keep high risk foods at a safe temperature
- Ensure that high risk food samples are not left out for a period of more than one hour
- Offer any food samples only in small batches to avoid it being left out of temperature control for long periods





FORMS

All forms are available for you to complete online at winchester.gov.uk via the Market webpage. You can also upload all supporting documentation via the website. The following pages are examples of the forms you will see online.

FORM 1 APPLICATION TO TRADE

Application to Trade (available online)

If you would like to trade at one or more of the Winchester Markets you will need to complete this form and submit supporting documentation. To ensure that you complete the application correctly and submit the correct documentation you should read the Market Traders' Handbook. Once your application and supporting documentation have been received and reviewed, if satisfactory your business will be included on the Winchester Markets Approved Trader list and you will be invited to trade at one or more of our markets. You will be notified in writing of the outcome.

Application to Trade at a Winchester Market

Your Details	
Name	
Address	
Telephone Number	
Business of Name	
Which Winchester Markets would you like to attend?	

Describe the nature of your business and the type of products you would like to sell:

--

I confirm that I have read the Winchester Markets Trader Handbook and that I understand my obligations should I achieve Approved Trader status.

Signature	
Date	

All traders are required to submit a copy of their Public Liability Insurance Certificate and the associated schedule. Some traders will be required to provide all of the supporting documentation listed. Other traders will not be required to submit any additional documentation. To ensure you understand what you need to include when you apply it is essential that you read the Trader Handbook. Please use the checklist to indicate the supporting documentation that you are including with your application.

FORM 2 TRADER PROFILE QUESTIONNAIRE

Trader Profile Questionnaire (available online)

As part of the application process to become an Approved Trader, please provide us with details of your business. We will use the details on our website to provide information to your customers and promote the market. You can view the profiles of existing Approved Traders by visiting the Market web pages at www.winchester.gov.uk to get an idea of type of information to include. You can simply answer the questions below or alternatively, you are very welcome to produce your own bespoke profile. Please submit this profile as part of your application. In the electronic version of this form, the boxes below will expand as you type so include as much information as you wish.

Name/s of Trader/s

1. Tell us who you are and a little bit about your background. We would like to hear about the idea behind your business, why you started up, how it has evolved and how long have you have operated your business.

2. We would like to include information about your ethos. Tell us what inspires you? What experience do you try and create for your customers? What would your customers tell their friends?

3. Tell us about your products – Describe what you offer and where you source your products. Have you won any awards? What is your best selling product – describe your best seller so we understand why it's so popular.

Please record your website/email below so that we can add a link to your profile

Do you have any other comments you'd like to add?

FORM 3 TRADER APPLICATION CHECKLIST

Trader Application Checklist (for use by applicant)				
Safety Documentation				
Application to Trade at a Winchester Market				
1.	Copy of Public Liability Insurance Certificate and Schedule (Minimum cover £5,000,000)	Y		N
2.	A copy of current Gas Safety certificate for LPG appliances	Y	N	N/A
3.	Electrical Test report (PAT)	Y	N	N/A
4.	Pressure Systems Report of Compliance with a Written Scheme of Examination	Y	N	N/A
5.	Fire Risk Assessment	Y	N	N/A
6.	Fire Extinguisher Certificate of Compliance or new purchase	Y	N	N/A
Additional Documentation for Food Traders				
7.	A copy of your food registration form or letter/email from your Local Authority confirming that your business is registered/approved	Y		N
OR				
8.	A letter/email from your Home Authority confirming that your business is low risk and subject to interventions, other than inspection.	Y		N
And				
9.	Evidence of your most recent food hygiene rating	Y	N	N/A
10.	Copy of Food Hygiene Level 2 Certificate or equivalent if you intend to sell high risk food	Y	N	N/A
11.	Evidence of completing the FSA online allergy training	Y		N
12.	Evidence of completing the FSA online labelling training	Y		N
Finally				
13.	Your Trader Profile Questionnaire	Y		N

FORM 4 TRADING CHECKLIST

Use this form to ensure that you have everything you need to trade on your first day and at future markets. Failure to ensure you have all of the items you need may mean you cannot trade.

Item	Matters requiring attention	Date
1	4kg or 4 litre foam fire extinguisher if cooking food	
2	Fire blanket for traders undertaking deep fat frying	
3	4kg dry powder or Carbon Dioxide fire extinguisher if using a generator or electrical equipment	
4	Food safety management system	
5	Temperature probe	
6	Temperature log	
7	Bowl for hand washing	
8	Bucket for cleaning as you go	
9	Liquid soap for hand washing	
10	Disposable paper towels	
11	Disposable cloths	
12	Disposable vinyl gloves (low risk food handling)	
13	Food grade disinfectant and detergent	
14	Clean apron	

8.0 DEFINITIONS

Definitions	
<p>High-Risk Foods</p> <p>High risk foods are those which support the growth of bacteria, including bacteria which can cause food poisoning. In addition, high risk foods are those that can be eaten without cooking and are therefore called 'ready to eat foods'. They include:</p>	
Soft and semi hard cheeses	Products containing mayonnaise
Cooked meats	Many smoked and cured meats
Cooked poultry	Many smoked and cured fish
Cooked fish and shellfish	Products containing cream
Rice based products	Products containing eggs
Sandwiches	Vacuum packed foods
Prepared ready to eat vegetables, fruit and salads	Products containing cooked meat, cooked poultry, cooked fish or cooked shellfish
<p>Note: Different rules apply to some bakery products such as sausage rolls or meat pies fully encased in pastry. Contact your Local Environmental Health Officer for advice.</p>	
<p>Low-Risk Foods</p> <p>As you would expect these are foods that do not easily support the growth of bacteria, for example foods containing significant amounts of salt or sugar or low levels of protein or water. These foods include: jams, sauces, chutneys, breads, biscuits, sweets, hard cheese, olives, raw meat, wet fish and raw meat/fish products.</p>	
<p>Open Foods</p> <p>These foods are those which are not wrapped or packaged. These food may high risk or low risk.</p>	
<p>Prepacked foods</p> <p>This refers to any food put into packaging before being placed on sale. Prepacked food must have an ingredients list present on the packaging. Any allergens present in the product must be emphasised each time they appear in the ingredients list.</p>	
<p>Pre-packed for Direct Sale</p> <p>This refers to any food put into packaging before being placed on sale. Prepacked food must have an ingredients list present on the packaging. Any allergens present in the product must be emphasised each time they appear in the ingredients list.</p>	

Non-prepacked (loose) Foods

Non-prepacked food is unpackaged at the point of sale, for example a made to order baguette. Loose foods are not packaged, but are ready for sale, for example, items sold at a delicatessen.

Registration

Local Authorities must be aware of all food businesses that trade in or originate from their area. Most businesses are required to register with their Local Authority. Market stalls and mobile vehicles/trailers are usually required to register with the Local Authority where they keep their food or mobile vehicle/trailer.

Approval

Some businesses, by their nature are subject to more stringent legislation. These businesses do not need to register, but must apply for and receive approval from the Local Authority in which they produce/store their food.

Danger Zone

This is the temperature at which harmful bacteria breed most rapidly. The temperature range is from +5c to +63c. This is why it is important that you keep food cold, below +5c or hot, above +63c, and not in the middle range.

Clean as you go

This simply means that you should clean and disinfect throughout the trading period and not only at the end of the day.

Home Authority

The place where your food, food trailer or mobile food vehicle is usually kept overnight or the majority of your business is based if operated from a static environment e.g. warehouse. This is the Local Authority where your business will be registered or approved.

CIEH Level 2 Food Safety Award in Catering

This was formally known as the Basic or Foundation Certificate in food hygiene. There are many other providers of food hygiene training. If you sell high risk food you must have achieved this qualification or equivalent. If you are unsure about an equivalent course contact your local Environmental Health Officer for advice.

Disinfectant/Detergent

A disinfectant kills bacteria but does not have any properties that enable effective cleaning. A detergent enables effective cleaning, but does not kill bacteria. Some products are available which both kill bacteria and enable effective cleaning. Read the label before you buy a product to ensure it is suitable for your needs.

Best Practice

When you go beyond simple compliance with the law you are demonstrating Best Practice.

9.0 ADDITIONAL SOURCES OF INFORMATION

Additional Sources of Information

Food Standards Agency

Provides advice and guidance on complying food hygiene legislation including registration, food safety management systems, allergens and ensuring your food is safe.

Website food.gov.uk

Telephone 020 7276 8829

Publications 0845 606 0667

Chartered Institute of Environmental Health

Provides advice food hygiene. In addition, has produced guidance for outdoor mobile caterers.

Website www.cieh.org

Telephone 0207 928 6006

Web Page http://cieh.org/uploadedFiles/Core/Policy/Publications_and_information_services/Policy_publications/Publications/CIEH_Outdoor_Mobile_Catering_Guidance_Final_Consultation.pdf

Hampshire County Council – Trading Standards

Provides advices on food standards, including; food descriptions, weights, allergens and labelling. In addition, provides advice on fair-trading and consumer safety.

Website www3.hants.gov.uk/trading standards

Telephone 01962 833620

The Nationwide Caterers Associations Ltd (NCASS)

Trade association providing advice on all matters related to catering including insurance, gas safety and food safety.

Website www.ncass.org.uk

Telephone 0121 603 2524

Gas Safe

Provides advice on how to select a gas engineer qualified to work on commercial catering equipment.

Website www.gassaferegister.co.uk

Telephone 0121 603 2524

Health and Safety Executive (HSE)

Provides advice to small businesses on complying with health and safety legislation. Extensive section on catering and some information on matters related to mobile food caterers. Includes advice on electrical safety, gas safety, pressure systems, slip/trips/falls. Explains what is legally required and what is not.

Website www.hse.gov.uk

Local Authority

Also known as your home authority, registration authority or approval authority. This is the place where your food, food trailer or mobile food vehicle is usually kept overnight or the majority of your business is based if operated from a static environment e.g. warehouse. This is the Local Authority where your business will be registered or approved.

INFORMATION NOTE 1 - LPG

Information Note 1 - LPG	
1	Winchester Markets Policy requires traders to supply a current gas safety certificate for LPG appliances. Traders must ensure:
Pipe work and fittings	
2	All pipes and fittings meet the correct British Standard for LPG
3	All pipes supplying the appliance are kept short and do not trail
4	All pipes and fittings are secured with appropriate crimp/compression/non-slip fittings
5	Pipes are protected from abrasion/mechanical damage
6	Any pipes subjected to temperatures over +50c are armoured
7	Flexible piping is checked regularly and replaced if worn/damaged
Cylinders	
8	Cylinders are stored in an upright position
9	Cylinders are store away from sources of ignition and heat
10	Cylinders are fitted with an automatic cut-off valve
11	Cylinders are protected from tampering
12	Cylinder storage compartment on vehicle/trailer is accessible only from the exterior
13	Cylinder storage compartments are constructed with 30 minute fire protection between the compartment and internal parts of the unit
14	Cylinder storage compartments have adequate ventilation at high and low levels
15	The cylinder is stored in an upright position and securely fastened during transit
Equipment	
16	All gas appliances are fitted with a flame failure device
17	All gas appliances are adequately ventilated
18	All fryers are fitted with an automatic high temperature-limiting device operating at a temperature of +250c or lower
19	Only CE approved appliances are to be used
Precautions	
20	Suitable signs indicting 'Caution LPG' and 'Highly Flammable' are displayed
21	A safety notice on how to connect/disconnect cylinders is available
22	Those responsible for changing the cylinders have be properly trained
23	Cylinder valves and gas appliances must be turned off when not in use

INFORMATION NOTE 2 - ELECTRICAL APPLIANCES AND ELECTRICITY GENERATORS

Information Note 2 - Electrical Appliances and Electricity Generators	
1	It is a requirement of Winchester Markets that portable/transportable electrical appliances and generators are subject to an electrical appliance inspection every 12 months (PAT Test) and traders supply a copy as part of their application. Traders must ensure:
2	Generators are protected from inclement weather, but at the same time remain well ventilated.
3	Generators are positioned away from food, people, inflammable materials, sources of ignition and sited on firm ground
4	A residual current device (RCD) is installed on generators and this device checked every 12 months in accordance with point 1 above.
5	Fuel for generators is stored in approved containers away from sources of ignition, the generator itself is not in direct sunlight or near any exhaust from a vehicle.
6	Generators are not re-fuelled when running or hot
7	Generators are not overloaded with appliances that require a higher wattage than the generator can deliver
8	Sufficient fuel is available to last throughout the trading period
9	External plugs and sockets are waterproof and fitted with circuit breakers
10	In addition, petrol generators are not permitted at Winchester Markets

INFORMATION NOTE 3 - ESSENTIAL FOOD HYGIENE

Information Note 3 Essential Food Hygiene	
This information should be read by all traders, whether handling high risk or low risk foods.	
Health	
You must not handle food if you have been suffering from:	
1	Skin, nose or throat infections
2	Stomach or bowel trouble, including sickness or diarrhoea
Action	
3	Report any of the above to your supervisor (where appropriate) before starting work
4	Cover all cuts and sores with a waterproof, high visibility dressing
5	Seek advice from your local Environmental Health Officer if you are unsure
Hand washing	
Your hands must always be washed thoroughly and in particular:	
6	Before handling food
7	Before starting work
8	After using the toilet
9	After handling raw foods or waste
10	After each break
11	After blowing your nose
12	After eating
13	After smoking Traders are not to smoke within the Winchester Markets area
Good Hygiene Practices	
14	Avoid unnecessary handling of food
15	Never smoke, eat or drink where food is handled
16	Do not prepare food too far in advance of service
17	Keep high risk food hot or cold and not in the 'Danger Zone'
18	Ensure raw and ready to eat foods are separated during transportation, storage, handling, preparation and service
19	Reheat food so it is piping hot

INFORMATION NOTE 3 - ESSENTIAL FOOD HYGIENE - CONTINUED

Information Note 3 Essential Food Hygiene - continued

Cleaning

20	Clean as you go
21	Keep all equipment and surfaces clean
22	Adopt a two stage cleaning process for surfaces and equipment – first clean with hot soapy water and then finish with a disinfectant
23	Make sure you know the contact time and dilution rate for your disinfectant

INFORMATION NOTE 4

STALL/VEHICLE/TRAILER REQUIREMENTS

Information Note 4 - Stall/Vehicle/Trailer Requirements

This information note outlines the requirements for stalls and mobile vehicles/trailers selling high-risk foods, including ice cream. When trading in an outdoor environment the sound construction of your stall/vehicle/trailer is essential to ensuring the safety of food.

Structure and Construction

1	The structure should be fully covered at the top and sides. This includes areas where food is stored and all extensions to food preparation/wash up areas. The purpose is to protect food and catering equipment from contamination and pests. Surfaces must be easy to keep clean and kept clean.
2	Where covering to the stall is not supplied all food should be suitably protected from contamination.
3	The surface on which food is laid out or prepared must be smooth and impervious so that it can be thoroughly cleaned. Wooden tables must be covered in plastic sheeting or other suitable covering material.
4	The lighting must be protected from moisture ingress. Lighting cables must be fully insulated where attached to metal framed structures. All installations must be undertaken by a qualified electrician.

Water Supply

5	You will be required to ensure that you have an adequate supply of clean potable water during the trading period.
6	Water used for the preparation of food, washing of hands and cleaning of equipment must be obtained from a safe drinking water supply. The Market Managers will direct you to the nearest source of potable water.
7	If you use containers to store water these must be labelled to indicate their use e.g. "Clean water only" and regularly cleaned and disinfected with a suitable chlorine based disinfectant e.g. Milton Solution or equivalent.
9	Ice must only be made from fresh or bottled water, and must be stored and handled in conditions which protect it from contamination. The purchase of pre-made ice is preferable.
10	Waste water must be put into closed holding containers of adequate capacity (e.g. waste water carriers, caravan portable drainage tanks) and not poured onto the ground, into surface water systems or into a water course. Suitable arrangements must be made for emptying. Waste water containers should be labelled to indicate their purpose.

Hand washing Facilities

11	As a minimum you must ensure you have a bowl of hot water for washing hands.
12	The water must be refreshed regularly – cold, old water is not acceptable
13	You must supply liquid soap and disposable paper towels for cleansing and drying your hands
14	Hot water may be supplied from an urn for hand washing, but only if the hot water can be mixed safely with cold water in a basin with a plug and waste water plumbing.
15	Hand sanitising gels are only effective on hands that are already clean and will not be accepted as a substitute for hand washing.

INFORMATION NOTE 4 STALL/VEHICLE/TRAILER REQUIREMENTS - CONTINUED

Information Note 4 - Stall/Vehicle/Trailer Requirements - continued	
Sink	
16	A sink and drainer supplied with washing up liquid, hot and cold water is available for cleaning equipment throughout the trading period.
17	If you need to wash food at any time during the day you can do so in the sink provided, but you must first ensure that the sink/drainer/taps have been cleaned with hot soapy water AND disinfected before washing food.
18	If you use these facilities you must clean and disinfect after use to ensure they are in an acceptable condition for the next person to use.
Avoiding Contamination/Cross Contamination of food	
19	Food must be stored and handled so that it is protected from contamination
20	Raw and ready to eat foods must be separated at all times
21	Vehicles used to transport food must be kept clean
22	During transportation to market food must be wrapped or placed in sealed containers and kept separate from non-food items
23	Containers used to transport food must be kept clean and in good repair
24	Food/Equipment/Utensils must not be placed or stored directly on the ground.
25	Raw foods and cooked/ready to eat foods, must be stored, displayed and handled separately
26	All equipment/work areas must be cleaned and disinfected after use
27	High risk foods must be protected from the public touching, coughing or sneezing on the food
28	Your over clothing and apron must be clean

INFORMATION NOTE 5

AVOIDING CROSS CONTAMINATION

Information Note 5 Avoiding Cross Contamination	
Potential Sources of Contamination	
1	Raw meat
2	Unwashed Vegetables
3	Unwashed fruit
4	Unwashed salad
5	Raw ingredients including raw milk and raw milk products, for example, unpasteurized cheese
If you handle the products listed above alongside ready to eat foods a risk of cross contamination exists, which you must control.	
Routes of Cross Contamination	
1	Direct contamination between raw and ready to eat foods during transportation, storage, handling, preparation and service.
2	Indirect contamination via food contact surfaces when ready-to-eat foods are stored in containers or prepared on work surfaces previously used for the storage or preparation of raw foods.
3	Equipment , for example vacuum packers, slicers and mincers which are used for both raw and ready to eat foods present a major risk of cross contamination between raw and ready-to-eat foods
4	Water Spray/aerosols can result from washing contaminated food, equipment and hands, which can then contaminate ready-to-eat foods if the not adequately separated
5	Cloths and other cleaning equipment/materials can harbour bacteria and act as a potential vehicle for spreading the bacteria, if used for cleaning both raw and ready to eat surfaces, equipment and preparation areas
6	Personal Hygiene , if poor, presents a risk of contamination if food handlers touch objects such as money, pens, cash registers, knives, boards etc, without first washing their hands after handling raw food.
7	Clothing , such as aprons and gloves can become vehicles of cross contamination if a food handler is handling both raw and ready to eat foods.
8	Infection – A food handler infected with food poisoning bacteria will be a source of contamination due to the infection and also a route of contamination due to their food handling activity. Any food handler suffering from an infection that could be transmitted to another person via food must not be allowed to handle food or enter a food handling area. Further guidance is available at the Food Standards Agency's website and the publication called Food Handlers: Fitness to Work

INFORMATION NOTE 5 AVOIDING CROSS CONTAMINATION - CONTINUED

Information Note 5 Avoiding Cross Contamination - continued

Control Measures

Complete physical separation of raw and ready to eat foods is considered to be the only reliable means of adequately controlling cross contamination. Listed below are some ways in which you can reduce the risk of cross contamination between raw and ready to eat foods. The list is not exhaustive and you must carefully consider sources of contamination in your own business, the points at which contamination can occur and the control measures you might need to implement:

1	Separate and dedicated containers for the storage and transportation of your food to market
2	Separation of the containers during transportation i.e. avoid stacking containers containing raw foods on top of or near to those containing ready to eat foods
3	Separate and dedicated work surfaces/areas for preparing raw and ready to eat foods
4	Separate and dedicated equipment for preparing raw and ready to eat foods e.g. utensils, knives, chopping boards
5	Separation of raw and ready to eat foods when in refrigerators, freezers and on display
6	Wrapping and packaging materials for ready to eat foods should be kept entirely separate from that used for ready to eat foods i.e. in a completely away from where raw foods are stored, handled, prepared and displayed

INFORMATION NOTE 6

TEMPERATURE CONTROL AND MONITORING

Information Note 6 Temperature Control and Monitoring

Temperatures - General

High risk foods must be kept hot or cold and not in the 'Danger Zone'

High risk chilled food must be kept at +8c or colder, ideally aim for +5c or colder

Fresh meat/fresh meat products should be kept at +5c or colder

Fresh poultry must be kept at +4c or colder

Wet fish must be kept as close to the temperature of melting ice as possible, around

+3c or colder

Cooked food should achieve an internal core temperature of +75c for at least 30 seconds

Hot food for service/display must be kept at +63c or hotter

Reheated food should achieve a core temperature of +75 for at least 30 seconds

Transportation of Food

- | | |
|---|--|
| 1 | High risk foods should be transported to the market in refrigerated vehicles |
| 2 | If this is not possible the food should be carefully packaged between clean ice blocks and transported in clean boxes designed to keep the food cold |
| 3 | Equipment used in the transportation of food must be kept in good repair, clean condition and disinfected where necessary |

Display and Service of Food

- | | |
|----|--|
| 4 | High risk foods should be displayed in purpose built display chillers |
| 5 | Where this is not possible the food may be displayed on ice blocks |
| 6 | If using ice blocks are used the food must be in direct contact with the ice block |
| 7 | A clean water resistant cloth in a single layer between the food and ice block is acceptable for presentation purposes |
| 8 | Temperature control will be much less effective if there are layers of material between the ice blocks and the food. |
| 9 | Ice blocks must not be allowed to melt to the point where cooling is no longer effective |
| 10 | The run off from ice/ice blocks used for cooling must not result in the contamination of food |
| 11 | You must ensure that you have sufficient replacement ice blocks for use during the trading period and for transportation of food at the end of the day |
| 12 | A chest freezer is available in the traders store for the storage of additional ice blocks. You should clearly label your own ice blocks. |
| 13 | Ice blocks must be kept clean and where necessary disinfected |

INFORMATION NOTE 6

TEMPERATURE CONTROL AND MONITORING- CONTINUED

Information Note 6 Temperature Control and Monitoring - continued

Temperature Monitoring

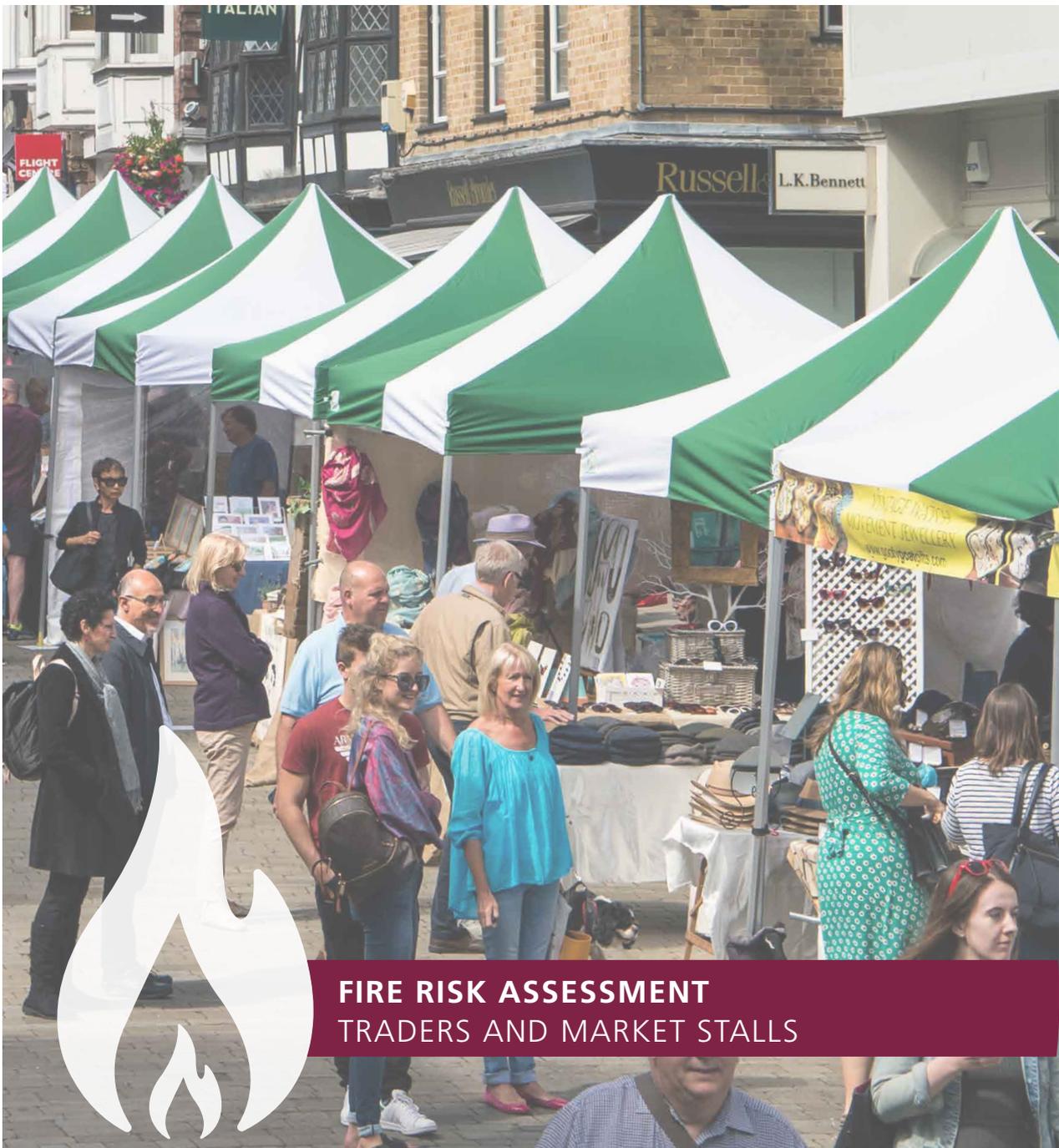
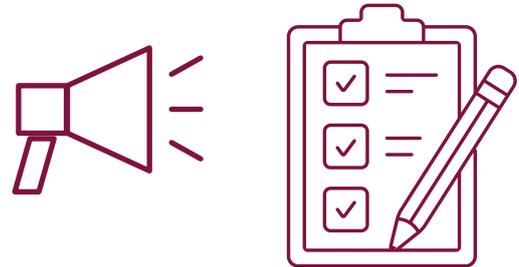
14	You must monitor the temperature of high risk chilled food to ensure it is at +8c or colder, ideally less than +5c. To do this you will need a temperature probe.
15	You must monitor the temperature of cooked food to ensure it is +75c or hotter. Again you will need a temperature probe.
16	You must monitor the temperature of cooked food which is to be kept hot for service to ensure it is +63c or hotter. You will need a temperature probe.
17	When inserting a temperature probe in to food it must be clean and disinfected.
18	The probe must be cleaned and disinfected before probing different types of food to avoid cross contamination from one food to another.

Records

19	Traders handling high risk foods will be required to have in place a food safety management system. As part of the system you are required to adopt 'exception reporting'.
20	Exception reporting means that when your routine temperature monitoring reveals that food is not at the temperature it should be you record, in writing the action you have taken to bring the temperature back to what it should be or confirm in writing that you have disposed of the food.
21	You can record this information in your food safety management system diary, a note book, a temperature record or other permanent written method that suits your needs. You will be required to provide these records for inspection at any time by the Market Manager or other representative of Winchester City Council.

FIRE RISK ASSESSMENT TRADERS AND MARKET STALLS

Please see the Hampshire Fire and Rescue Service Fire Risk Assessment Traders and Market Stalls opposite.



**FIRE RISK ASSESSMENT
TRADERS AND MARKET STALLS**

Fire Risk Assessment Traders and Market Stalls



**HAMPSHIRE
FIRE AND
RESCUE
SERVICE**

Name of Unit / Stall:

Contact number on site:

Location on site:

Will sleeping be allowed within your concession?

In order to comply with relevant fire safety legislation you MUST complete a Fire Risk Assessment of your stall or unit. The Risk Assessment needs to identify the fire hazards and persons at risk, you must endeavour to remove or reduce these risks and protect people from fire.

Failure to comply with this requirement will result in you being removed from the site. You must be able to answer YES to the following questions.

This signed and completed form must be maintained available for inspection by the Fire & Rescue Service / Event Organiser / Council Officers at all times.

You must undertake a Fire Risk Assessment for your unit, which must be suitable for the circumstances. You do not need to use this form, and may use another method if you wish, however, this form is considered to be suitable for most standard market stalls and units

1.	Are adequate exits provided for the numbers of persons within the unit or stall? <i>(Are your staff and customers able to evacuate easily if the normal exit is blocked due to fire?)</i>	Yes	No	N/A
2.	Where necessary, are there sufficient directional signs indicating the appropriate escape route and do they comply with current regulations?	Yes	No	N/A
3.	Are the exits maintained available, unobstructed, and unlocked at all times the premises are in use.	Yes	No	N/A
4.	If the normal lighting failed would the occupants be able to make a safe exit? <i>(Consider back up lighting)</i>	Yes	No	N/A
5.	Do you have an adequate number of fire extinguishers/fire blankets available in prominent positions and easily available for use?	Yes	No	N/A
6.	Has the fire-fighting equipment been tested within the last 12 months? <i>Note: a certificate of compliance will normally be required</i>	Yes	No	N/A
7.	Have your staff been instructed on how to operate the fire-fighting equipment provided?	Yes	No	N/A
8.	Have your staff been made aware of what to do should an incident occur, how to raise the alarm, evacuate the unit, and the exit locations?	Yes	No	N/A
9.	Have you identified combustible materials that could promote fire spread beyond the point of ignition such as paper/cardboard, bottled LPG etc and reduced the risk of them being involved in an incident?	Yes	No	N/A
10.	Have you identified all ignition sources and ensured that they are kept away from all flammable materials?	Yes	No	N/A
11.	Are the structure, roofing, walls and fittings of your stall or unit flame retardant? <i>Note: certificates of compliance will normally be required</i>	Yes	No	N/A
12.	If any staff sleep in the stall, is there a working smoke detector and a clear exit route at night? <i>Note : Persons should not be allowed to sleep within a high risk area and some Authorities and events do NOT allow any sleeping within units.</i>	Yes	No	N/A
13.	Are you aware that you must not stock or sell certain items, i.e. fireworks, garden flares, household candles, tea lights, etc?	Yes	No	N/A
14.	Do you have sufficient bins for refuse? Is all refuse kept away from your unit?	Yes	No	N/A
15.	Are you aware that petrol generators are not permitted on site?	Yes	No	N/A



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