

1- Lambeth Food Traders Questionnaire

This questionnaire must be completed in full by all food traders wishing to attend an event or market within The London Borough of Lambeth including: hot food traders, bar & drink vendors and food produce retailers (fruit/vegetables, meat/deli, cakes/breads, jams/chutneys etc.) **The completed form should be returned to this Authority a minimum of 28 days before the event or the date you wish to commence trading at one of our markets.**

Please read the guidance included at the end of this questionnaire. If you require any further assistance please telephone Food Health and Safety team on: **0207 926 6110**.

PLEASE RETURN SECTION 1 OF THIS FORM AND SUPPORTING INFORMATION TO:

Email: FoodHealthandSafety@lambeth.gov.uk

Post: London Borough of Lambeth, Food, Health & Safety Team, Community Safeguarding, Delivery Cluster, 2nd Floor Ivor House 1-9 Acre Lane, Brixton, SW2 5TB

Name of Market(s)/Event(s):	
Location of Market(s)/Event(s):	
Name of Food Business Operator(s):	
Trading Name of Business:	
Registered Food Business Address & Postcode:	
Telephone:	e-mail:
Type of unit: (please delete as appropriate) Mobile Vehicle Trailer Stall Other	
If other please specify:	
Number of pitches at the event/market:	
If the unit/s attending the markets are vehicle/s please give registration number/s:	
Are you registered as a food business with a Local Authority? (please delete as appropriate) YES/NO	
<i>*Only registered food businesses will be permitted to trade at Lambeth events/markets.</i>	
If "Yes" give date of registration:	
Date of last inspection by Local Authority and Hygiene Rating at time of inspection:	
<i>*See additional guidance</i>	
Name of Local Authority:	
Address:	
Telephone:	
Contact Officer (if known)	

<p>Please indicate which of the following facilities you intend to provide on site at the event/market:</p> <p>Wash-hand basin... Hand-drying facilities..... Oven*.....Refrigerators.....</p> <p>First-aid kit..... Fryers*.....Cooking hobs*..... Freezers</p> <p>Grill/BBQ*.....Bactericide Soap..... Microwaves.....Bain Marie... Chafing Dishes</p> <p>Other please specify</p> <p><i>* Please note that if you have any of these appliances you should have a powder or CO2 fire extinguisher and a fire blanket.</i></p>	
<p>Is any of the food you intend to sell either cooked or prepared before arrival at the market? (please delete as appropriate) YES/NO</p> <p>If yes what foods are prepared before arrival?</p>	
<p>Describe how high risk food is to be transported to the event/market and stored for the duration of the event/market?</p>	
<p>What power source(s) do you intend to use for cooking/refrigeration, etc. (please delete as appropriate)</p> <p>LPG Diesel Generator Charcoal None Other please specify</p> <p>.....</p> <p><i>*Please include a copy of your Gas Safe certificate if you intend to use LPG. *Petrol generators are not permitted at Lambeth events or markets.</i></p>	
<p>What type of fire-fighting equipment do you have? (please delete as appropriate)</p> <p>a) Fire-extinguishers: Co2 (Black) Dry Powder (Blue) None</p> <p>b) Fire blanket: YES/NO</p>	
<p>Please describe your documented food safety management (HACCP) system-</p>	
<p>How many food handlers shall be attending the event/market?</p>	
<p>What event/market are you planning to attend?</p> <p>Specify Day(s) and time(s):</p> <p>.....</p>	
<p>Name & Position in the Company:</p>	<p>Date</p>

Failure to return this questionnaire 28 days prior to the event/market will result in the Food Health and Safety Team being unable to process your application in time for you to trade at your chosen event/market.

2- Document Check List

You must submit the following documentation to Lambeth's Food Health and Safety Team to support your food traders' questionnaire:

- Gas Safe Certificate (for LPG appliances)
- Proof of public liability insurance (certificate)
- Food Hygiene Training Certificate
- Menu and/or brief product description

*other additional documentation may also be requested upon receipt of your questionnaire.

Please only submit your questionnaire once you have all the required documentation in place. Incomplete questionnaires and documentation will be rejected.

3- Food Business guidance

Food Business Registration- All new food businesses in the UK must register with their local authority at least 28 days before they intend to commence trading. You should contact your Local Environmental Health Department for details on how to register. Food hygiene and standards inspections of food premises are a legal obligation placed on food authorities and an inspection will be carried once you are trading.

Food Hygiene Ratings – Food traders wishing to operate at a Lambeth event or market must have achieved a 'Food Hygiene Rating' of 3 or above at their last local authority food hygiene inspection. If your business is exempt from the Food Hygiene Rating scheme you should submit details of your exemption with the questionnaire.

Food Safety Management (HACCP) - HACCP stands for 'Hazard Analysis Critical Control Point'. It is an internationally recognised and recommended system of food safety management. It focuses on identifying the 'critical points' in a process where food safety problems (or 'hazards') could arise and putting steps in place to prevent things going wrong. This is sometimes referred to as 'controlling hazards'. Keeping records is also an important part of HACCP systems.

As a food business operator you must: -

- ensure that all food is sold in a hygienic manner;
- identify *food safety hazards*;
- understand which steps in your operation are critical for food safety;
- make sure that at these steps safety controls are in place, maintained and reviewed.

Food safety hazards are anything, which may cause harm to their customers through illness or injury. This is the potential to cause food poisoning, the presence in food of foreign material, such as glass or metal and chemical contamination.

The controls for these **hazards** do not have to be complex and there are a number of systems that can be used by food businesses to ensure that **hazards** are identified and ways found of controlling them. This approach will mean that food hygiene can be planned in easy steps giving a clearer focus on the controls that are important to the business. You will find that many of the controls are common sense practices that you have been following for years.

(Regulation (EC) 852/2004 Article 5 para 1)

This regulation includes for the first time a requirement for you to document how you manage food safety. It requires the food business operator to write down simple details of what actions are carried out to make sure that the food produced or sold by the business is safe to eat.

A pack has been developed to help small catering and retail businesses. This pack has been developed by the Food Standards Agency, working with catering businesses, to be practical and easy to use.

Using this pack will help you to:

- comply with the regulations
- show what you do to make food safely
- train staff
- protect your business's reputation

If you have access to the internet you should go to www.food.gov.uk and open the 'Safer Food, Better Business' link to download the pack.

Design and Construction-The overall aim of the design and construction of any food premises is the provision of a safe working environment with a logical forward progression of work. The design must eliminate risk of cross-contamination of foods at all stages of preparation, processing, storage, delivery and sale. Design and construction of the premises must also prevent the entry and infestation by pests or domestic animals.

- Stalls must be fully covered to top and sides including any food preparation/equipment/food storage areas. This must include all extensions to food preparation/storage/ wash up areas to protect food and catering equipment from contamination.
- Food displayed in customer areas should be suitably covered and/or screened to prevent contamination.
- Access to a suitable toilet with hand washing facilities must be available for food handlers, which must have adequate natural and/or artificial lighting, ventilation and must not communicate directly with a food room (i.e. must have a ventilated lobby between rooms).
- Adequate provision must be made for the safe storage of food waste and other refuse, free from nuisance and infestation and maintaining such until collection.
- Rooms/areas where food is prepared, treated or processed should generally have surface finishes that are smooth, impervious and durable and which can be kept clean and, where necessary, disinfected. This would apply to walls, floors, ceiling, doors, woodwork and equipment finishes.
- There must be an adequate supply of potable water (i.e. mains drinking water).
- Reusable water storage containers must be regularly disinfected to prevent contamination.
- Sufficient sinks and washing up equipment must be provided for food preparation use and washing of pots, utensils, etc.
- Suitable food grade antibacterial sanitizers/disinfectants should be available to facilitate cleaning and disinfection.
- Conveniently accessible wash hand facilities must be provided in areas where food is prepared, treated or processed dependent on the size and nature of the business.

Please note - All sinks and wash hand basins must be supplied with constant hot and cold or appropriately mixed, water supply. Soap and hygienic means of drying hands must also be readily available at wash hand basins. Suitable arrangement must be in place for the drainage of waste water.

The use of gloves is not an accepted alternative to the provision of hygienic hand cleansing facilities.

Food rooms should have adequate natural and/or artificial lighting and suitable and sufficient ventilation. Hot food traders must ensure smoke or odours from cooking activities do not pose a nuisance.

Food Hygiene Training -Food Handlers must receive appropriate supervision, and be instructed and/or trained in food hygiene, to enable them to handle food safely. Those responsible for developing and maintaining the business's food safety procedures, based on HACCP principles, must have received adequate training and should include:

- temperature control;
- food poisoning;
- personal health and hygiene;
- cross contamination;
- food storage;
- waste disposal;
- foreign body contamination;
- awareness of pests.

If you are interested in formal training this Authority offers approved and certificated courses based on the Royal Society for the Promotion of Health's The Level 2 Award in Food Safety in Catering For information on the next course please contact this office on 0207 926 6110.

Health & Safety

Fire hazards – All combustible materials that could promote fire spread need to be identified and stored away from any ignition source. Structures, curtains and drapes should be treated with a flame retardant. Appropriate fire extinguishers must be provided and checked every 12 months. The following is required:

- Stalls cooking food – 4kg dry powder or four litres of foam. If deep fat frying is taking place, it is recommended that you fit a flame failure device and also a suitable fire blanket
- Stalls with generators/electrical equipment – 4kg dry powder or Carbon Dioxide CO2
- Stalls not cooking food – 4.5 litres of water

Liquefied Petroleum Gas (LPG)- Gas fixtures and systems require appropriate certification from a competent person who is gas safety registered for LPG commercial appliances. Gas appliances should be checked routinely.

Traders wishing to use LPG must provide evidence of their LPG certification before they are permitted to trade at a Lambeth event or Market. Gas safe registered engineers can be found via the gas safe register <http://www.gassaferegister.co.uk/>

*Please note the gas engineer must be competent to work on non domestic catering appliances.

Cooking equipment must be sited to the rear or side of stalls on stable ground, with barriers to protect the public from burns and flame. BBQ's must be sited away from any flammable material.

4- Lambeth Markets & Events

London Borough of Lambeth plays host to a number of exciting and diverse events and markets across the Borough including:

- Venn Street Market - <http://www.vennstreetmarket.co.uk>
- Brixton & Waterloo Night Markets - <http://www.brixtonnightmarket.co.uk>
- West Norwood Feast - <http://westnorwoodfeast.com>
- Lower Marsh Market - <http://www.lowermarshmarket.co.uk>
- Oval Market - <http://weareccfm.com/Oval.html>
- Herne Hill Market - <http://weareccfm.com/HerneHill.html>
- Abbeville Road Produce Market - <http://www.londonartisansmarkets.co.uk/london-artisans-markets-abbeville-road-produce-market>
- Brixton Market - <http://brixtonmarket.net>
- Brixton Farmers Market - <http://www.lfm.org.uk/markets/brixton>

Traders should contact the relevant market operator(s) directly to discuss pitch availability/suitability.

Alternatively you can contact London Borough of Lambeth's:

Markets Office: 020 7926 6108

Events Team: 020 7926 6207 Email: Events@lambeth.gov.uk