

## Event Safety Procedures

		event staff	Traders	Me		
<b>HACCP plan</b>	event risk assessment	EM checks	EM checks	Audited 2024		
<b>Supplier monitoring</b>		N/A	trader risk assessment			
<b>personal hygiene</b>	Detailed in staff training EM checks	Hand wash facility using TEALs	all traders vetted			
<b>cleaning and disinfection</b>	all kit sanitised regularly and/or at end of each event EM checks		trader risk assessment			
<b>pest control</b>	site checked prior to event EM checks	N/A	N/A			
<b>premises and equipment maintenance</b>	EM checks	report anything to EM	EM checks / risk assessment / certifications			
<b>prevention of contamination</b>	Events set up away from road, generators set up at a distance, bins placed away from traders / food tables	N/A	risk assessment			
<b>product quality measures inc stock rotation</b>	visual inspection, speaking with customers	N/A	vetted / checked throughout event			
<b>staff training</b>		all staff trained with procedures	Qualifications checked	Hygiene level 3, Fire and First Aid updated regularly		
<b>Fire</b>	Event risk assessment, trader risk assessment	Training	EM checks			
<b>HACCP</b>						
<b>CCPs</b>	hazard analysis	Critical limit	monitoring process - what, how, where, who and when	corrective action	Verification procedure	Documentation and record keeping

<b>CCP -before event</b>	traders to produce and transport food safely until they reach the venue	temp controls 5degrees / 8 degrees	trader risk assessment / storage containers. Pre event discussion with traders	conversation with traders either pre event or on site if required	trader risk assessment to detail how temps managed and food stored	Paperwork required before the event, stored on UBE website, logged on spreadsheet
<b>CCP food prep at the event</b>	Structures must be put up completely and safely before food is unpacked and prepared	time - to allow traders to cook	Visual / checking in with traders at 4pm as event starts EM checks	advise traders / customers if trader not ready	check in with trader, EM checks	EM checks
<b>CCP cooking and serving</b>	all kit stored and used correctly, wind direction identified and impact of flames negated.	63 degrees +, <8 degrees, holding times	EM checks to include temp checks before service, trader temp checks throughout	Conversation with trader	Visual inspection by EM	trader paperwork
<b>CCP - consumption of food</b>	food to be served and consumed away from contamination, inc any pests controlled NB seagulls, tables kept clean	pre event site inspection, time of year (seagulls late spring)	seagull deterrents installed	seagull deterred upgrade from 2023	seagulls kept away	N/A
<b>CCP - pack down</b>	EM to check site for spillages and debris	spillages, debris, visible waste	and clean up to prevent injury and/or pests. Bins left with lids closed / covered in bags	Liaise with traders, bin bags for old fashioned style bins to prevent seagulls raiding during the night	N/A	photos of untidy pitches