

Environmental Health Guidance for Events

Version 1: April 2023

Food Safety

Food supplied, sold or provided at an event must comply with food law and be safe to eat.

If **external businesses** are providing catering, as event organisers you should review the following food business documentation/details prior to the vendors trading on site;

1. Ensure all caterers hold a food hygiene rating score of 3 or above;
2. Where LPG is used, a valid Gas Safety Certificate must be in place (less than 12 months old);
3. If caterers are bringing their own firefighting equipment, this should be to the type and level ascertained in their individual Fire Risk Assessment;
4. That they hold in date Public Liability Insurance.

ACTION: We would ask that you please **provide a list of all food and/or drink providers at your event (at least 1 month before your event date)**, including the following;

- Trading name / business name;
- What food/drink is being provided;
- A contact name, email address and telephone number of the food business operator/responsible person;
- Name of the local authority that they are registered with as a food business.

Event Organisers should ensure a **provision of a wholesome (drinking) water supply in sufficient quantity**. It is a legal requirement for food premises to have a supply of potable water. The event organiser needs to be able to provide the traders with such a supply if they don't have their own.

If yourselves, as the event organisers are preparing and serving food, please note the following areas of **good hygiene practice**;

- All food handlers must be supervised and instructed and/or trained in food hygiene matters to an appropriate level, depending on the type of food handled;
- High risk food must be transported, stored and displayed at a temperature of 8°C or below – make sure you keep food out of the fridge for the shortest time possible. Do not leave cooked food (particularly meat and cooked rice) outside at ambient/air temperature for more than 2 hours;
- Always read any cooking instructions and make sure food is properly cooked before you serve it (visual check or temperature probe). Undercooked food is one of the main causes of food poisoning – take extra care to thoroughly cook meat on a BBQ;
- All facilities and equipment should be clean and in good repair;
- Some people have food allergies - there should be someone who can answer questions about the origin of the food and its ingredients, including common allergens;
- Hand washing facilities must be available within stalls preparing/handling open high risk foods and/or if cooking on site. Hands must be washed regularly with liquid soap and warm water. If you use gloves, make sure that you change them each time you change your task.

Further advice can be found on the Food Standards Agency website; [Providing food at community and charity events | Food Standards Agency](#)

Health & Safety (H&S)

You will be responsible for the safety of staff, volunteers and visitors at your event. Event Organisers should demonstrate that they are **taking all reasonable precautions** to ensure activities take place safely. One way to do this is to carry out a written H&S risk assessment – this is a review of the potential hazards that may be involved in your event - use your common sense to ensure that the main risks have been evaluated, and that control measures are in place to keep everyone safe.

Further advice regarding running an event safely and risk assessments can be found here; [Events health and safety \(hse.gov.uk\)](https://www.hse.gov.uk/events/healthandsafety/)

Below are some practical tips on some common areas that require precautions;

1. Electrical equipment

- electrical equipment being used at outdoor events may be subjected to harsh conditions particularly if the weather is wet – ensure that any equipment is suitable for outdoor use (by using properly rated cables and extensions);
- ensure all equipment (including portable electrical appliances and their extension leads) are well maintained and visually check equipment before use to make sure it's in a good state of repair and set up properly;
- using a Residual Current Device (RCD) can reduce the likelihood of an electrical injury;
- avoid bad practice including overloading circuits by using multi gang adapters;
- ensure wires and cables are routed to minimise tripping hazards and mechanical damage.

2. Fire precautions and use of LPG

- use only LPG equipment and connections that have been designed and manufactured to the appropriate British Standard specification;
- ensure all connections are correctly secured;
- keep gas cylinders upright in a safe, well-ventilated space, away from heat sources (any spares must be stored in designated areas away from the public);
- never attempt to detach the hose from the cylinder when operational;
- check flexible hoses regularly for leaks (bubbles can be seen if joints/hoses are rubbed with soapy water), and replace if damaged, cracked or worn;
- wherever any cooking equipment is used, provide a fire blanket and/or a suitable fire extinguisher(s);
- BBQ's should be sited on level surfaces, away from flammable material, with barriers to protect the public from burns / live flame. Any charcoal should be extinguished fully before being disposed of.

3. Generators

- do not use petrol generators – diesel generators are safer;
- a generator needs ventilation, do not cover it or store it near combustible materials;
- keep it dry and out of the rain;
- fuel must be stored in an approved container away from sparks and the generator;
- never re-fuel whilst the generator is still running, turn it off and let the entire unit cool down first;
- clear up any spilled fuel immediately;
- generators produce fumes and noise, which can cause annoyance and can be unpleasant for residents and other members of the public – ensure that your generator is operating efficiently and with minimal pollution.

4. General

- Make sure that structures like **marquees** are properly tethered, weighted, and used in accordance with manufacturer's instructions and guidance.
- **Inflatables such as bouncy castles** must display either a numbered PIPA tag or an ADiPs declaration of compliance to show they comply with the British Standards. Any inflatable that you hire must have an up to date annual inspection certificate completed by a competent person. Carefully consider the safe operation, supervision and monitoring of the play equipment when being used.

For safety advice on Bouncy Castles (and other inflatables) visit the Health and Safety Executive website; [Bouncy castles and other play inflatables: safety advice \(hse.gov.uk\)](https://www.hse.gov.uk/otherplayinflatables/)

- If hiring a **fairground ride**, check that it has an up to date certificate of conformity. Fairground ride owners are required by law to have their machines inspected annually by someone competent. This could be, for example, an inspector registered under the Amusement Devices Inspection Procedures Scheme (ADiPS).
- Plans should be put in place (as part of the risk assessment process) detailing how you would **deal with an emergency** such as personal accidents, crowd disturbance, lost children/vulnerable persons, bomb scares or adverse weather conditions.
- You may wish to consider implementing a **glass policy** in relation to vendors , caterers or attendees bringing glass on site.

Nuisance and Licensing

Many outdoor events include noisy activities, which may include music, fireworks, public announcements and generators. Noise disturbance can be annoying to local residents and attention should be given to the concerns of local residents in respect of **noise and litter**;

- inform all local residents/businesses in the vicinity to let them know exactly what is happening and take all reasonable steps to ensure that they are not adversely affected by the event;
- music noise levels must be reasonable and must not cause a noise nuisance to residents in the area – consider the time of day that any music being played, the duration and the location of any speakers;
- Don't let rubbish build up to reduce the risk of fire, potential nuisance and to prevent pests (particularly food waste).

If you want to **sell alcohol or provide entertainment** to the wider public, then under Licensing Law a Temporary Event Notice may be required. Further advice can be found here;

[Temporary events notice – Runnymede Borough Council](#)

For any additional Environmental Health advice, please contact: environmentalhealth@runnymede.gov.uk