



Oadby and Wigston



Borough Council

MOBILE CATERERS GUIDE



November 2008

Introduction

This booklet is for people setting up a mobile catering unit, whether you are taking over an existing business or you are starting a new one.

Guidance is provided to help you ensure that your mobile catering unit is working safely, that food produced and sold is safe, that you are providing a safe working environment for yourself and your staff and that you meet relevant legislation.

It is important for you to get things right from the beginning as this will make things easier in the future.

All of the main points you will need to consider are addressed in this booklet. All legal requirements are highlighted in bold.

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WEB LINKS

Safer Food Better Business

<http://www.food.gov.uk/foodindustry/regulation/hygleg/hyglegresources/sfbb/sfbbcaterers/>

Healthy Eating Information

<http://www.eatwell.gov.uk/>

http://www.direct.gov.uk/en/HealthAndWellBeing/HealthyLiving/DG_4007852

Allergens

<http://www.food.gov.uk/safereating/allergyintol/>

Food Scores

<http://www.foodscores.co.uk/>

<http://www.scoresonthedoors.org.uk>

Health and Safety

<http://www.hse.gov.uk/catering/index.htm>

Accidents

<http://www.hse.gov.uk/riddor/online.htm>



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Setting up a mobile catering unit

What is a mobile catering unit?

A mobile catering unit includes a vehicle, trailer, caravan, stall or similar premises from which food (including drinks) are sold. Examples are burger vans, baked potato stalls and hog roasts.

If you intend to open a mobile catering unit (MCU) you must contact the Environmental Health Department for the Local Authority area in which you intend to keep the MCU over night.



Registering your mobile catering unit

It is a common misunderstanding that MCUs require a licence to operate. This is not so. **You must however, register your MCU with the Environmental Health Department for the Local Authority in which you store the unit over night.**

Registration must be carried out at least 28 days before opening. There is no fee to register.

Licences

The only time you will need a licence is if you do any of the following

- **Sell/supply alcohol**
- **Sell hot food between 11pm and 5am**
- **Provide entertainment such as theatre, cinema or live music**
- **Sell food from a stall or van on the street.**

You should contact the local authority licensing department if you have any queries regarding this.

Once you have registered with the local authority you only need to notify them of a change of proprietor, if there is a change of address, if you cease to trade or if you start serving different food.

Once the Environmental Health Department have received your registration form they will contact you to arrange a suitable time to carry out an inspection. Following this initial inspection all other inspections will be unannounced.

CONTACTS

Leicestershire Local Authorities - Telephone contact

Blaby District Council	0116 275 0555
Charnwood Borough Council	01509 263151
Hinckley & Bosworth Borough Council	01455 238141
Harborough District Council	01858 828282
Leicester City Council	0116 2549922
Melton Borough Council	01664 502502
North West Leicestershire District Council	01530 454545
Oadby & Wigston Borough Council	0116 2888961
Rutland County Council	01572 722577
Leicestershire County Council	08454 04 05 06

For food safety issues you should contact the local authority in which you wish to keep the vehicle over night.

For planning issues you should contact the local authority in which you wish to undertake works/plans.



Other Organisations - Telephone Contacts

Food Standards Agency Publications	0845 606 0667
Health and Safety Executive	0845 345 0055

<u>Health and Safety</u>	Yes	No	Page
Have you carried out a risk assessment?			13&14
Identified the hazards?			14
Taken steps to control the risks?			14
<u>LPG - Does your vehicle meet the following safety standards for LPG</u>			
Large enough to house all LPG cylinders?			15
Ventilation at high and low levels?			15
Lockable?			15
Built of materials having half hour fire resistance?			15
Pipework made of a suitable metal i.e. copper?			16
Flexible hoses conforming to BS3212?			
Flame failure to all appliances?			17
A shut off valve before each appliance?			17
Do you have a gas test certificate for the vehicle issued by a CORGI registered gas fitter?			16
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Are staff trained in the safe use of LPG i.e. how to change cylinders?			15
Are staff trained on what to do in the event of a fire?			18
<u>Chemical Safety</u>			
Have you assessed the chemicals you use?			19
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Siting of your MCU

You do not have to pay the local authority in which you are trading a fee to trade on the highway.

There are a number of areas in Leicestershire in which you can not trade. These are listed below:

- ⇒ Kirby Muxloe, Main Street
- ⇒ Oadby Hilltop Conservation Area
- ⇒ Hinckley Town Centre
- ⇒ Loughborough Town Hall Square

You must contact the council in which you wish to trade in order to discuss this and check permission.

If you are thinking of trading on private land you should contact the land owner for permission. A private land owner may charge you for trading on their land. This is a private issue and not a concern of the Environmental Health Department.

It is a good idea to contact the Highways Department at Leicestershire County Council about this on 0116 232 32 32 or Rutland County Council on 01572 722577.

Legislation

The law requires that MCUs must meet certain structural requirements and that the food produced must be safe and free from contamination. You are also required to document your food safety management system.

The two main pieces of food hygiene legislation you must adhere to are

- EC Regulation 852/2004.
- Food Hygiene (England) Regulations 2006.

You must also adhere to the following health and safety legislation

- Health and Safety at work etc Act 1974.
- Management of Health and Safety at Work Regulations 1999.

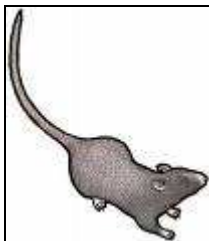
For further information on Health and Safety go to Page 13 onwards

Structure, Design & Construction

The unit must be large enough for the type of operation being carried out i.e. sufficient work surfaces for the separate preparation of raw and cooked foods.

The unit must be proofed against pests (eg flies and vermin) as far as reasonably practicable.

All internal surfaces must be constructed of washable materials and be easy to clean e.g. vinyl floor tiles or continuous floor covering, plastic/laminate cladding for walls and ceiling.



Tables, work surfaces, shelves, food display cabinets, counters, equipment, utensils and display units must be easy to clean and in good repair i.e. unsealed wooden surfaces are not acceptable.

Any surfaces that food comes into contact with must be capable of being disinfected i.e. stainless steel or food grade plastics.

There must be natural or mechanical ventilation to ensure internal temperatures do not get too high.

Adequate artificial lighting must be provided. Should you use fluorescent tube lighting a plastic cover is recommended to prevent injury and contamination of the food should the tube shatter.

The unit must be maintained in a good state of repair with surfaces that are free from cracks, splits, chips or flaking decoration to enable effective cleaning.

Checklist

This sheet will help you ensure your vehicle complies with the relevant legislation. If you answer 'No' to any of these questions, then you should refer to the relevant page

<u>Registration</u>	Yes	No	Page
Have you registered your vehicle with your local Environmental Services Department?			4
<u>Safe Catering</u>			
Have you looked at how you operate your food business to ensure the food you sell is safe?			8
Are you checking the core temperature of cooked/reheated food to ensure it achieves 75°C or higher with an accurate probe thermometer?			9
Are you checking the temperature of the refrigerators to ensure they operate at 8°C or colder with an accurate probe thermometer?			10
Are you taking steps to avoid cross contamination?			10
Have you taken steps to avoid physical or chemical contamination of food?			8
Do you and your staff have washable clean overalls etc?			11
Do you or your staff have the "Level 2 Award of Food Safety in Catering"?			8
<u>Condition of the Vehicle</u> - To ensure food safety, does your vehicle meet the following structural standards?			
Walls, floors, work surfaces etc capable of being easily cleaned?			6
Adequate ventilation?			6
Adequate lighting?			6
Adequate supplies of clean water?			7
A wash hand basin for personal hygiene?			7
Soap and hand-drying facilities at the wash hand basin?			7
A separate sink for food/utensil washing?			7
Adequate facilities for waste water, food and refuse disposal?			7

Manual handling

You must carry out a risk assessment of all manual handling operations associated with your mobile vehicle, for example:

- Lifting water containers
- LPG Cylinders
- Carrying stock
- Maneuvering the vehicle into place

Where ever possible you must introduce measures to either eliminate or reduce the amount of handling undertaken. This can be done for example:

- By providing a trolley for moving LPG cylinder
- Training staff in methods of moving the water containers e.g. rolling

Where the risk cannot be eliminated or reduced then the staff must be given adequate instruction and training in



Toilets / Wash Facilities

Suitable and sufficient sanitary appliances shall be provided at readily accessible places for employees. Plus suitable washing facilities . Allowing staff to access facilities in nearby premises may satisfy this requirement (NB: This may not apply to some temporary work sites because this may not be reasonably practicable)



Provision of washing facilities

Water supply

Water used on the MCU must either come from the mains supply or containers of drinking water. It is recommended that a minimum of 25 litres of drinking water are provided on the unit for washing hands, equipment and food.

All wash hand basins and sinks must be provided with a separate hot and cold water supply or hot water at a suitably controlled temperature from a constant piped supply or an instantaneous water heater via taps.

Wash hand basins

A wash hand basin must be provided and must be separate from any facilities provided for washing equipment or food. The wash hand basin must not be used for any other purpose other than washing hands.

A supply of soap preferably antibacterial and hygienic hand drying facilities must be maintained at the wash hand basin.

Sinks

A sink must be provided for washing food and equipment. The size of the sink must be suitable to the needs of the business.

Waste

Refuse and waste must be kept in a suitable container which must be emptied regularly or at the end of each day.

Waste water, where possible should drain into the mains drainage system. Alternatively it should drain into a closed container which must be emptied down a foul water drain, not gullies at the side of the road. Waste water must not be allowed to drain onto the road or the surrounding area.

Separate designated containers should be used for clean and waste water.

No waste food debris including fat must be allowed to go down the drain.

Waste oil

Waste fat and oil must be collected by an Environment Agency licensed waste contactor.

Pouring waste fat and oil down the drain can cause serious blockage problems that are expensive to remove.



Managing food safety

You must put into place a documented food safety management system. If any changes to the business are made i.e. you change the type of food you produce this system must be reviewed.

Safer Food Better Business is a pack produced by the Food Standards Agency to help you document food safety management. You can obtain a pack either by contacting the Food Standards Agency or your local environmental health department (see the contacts section of this booklet). The packs are free of charge.

Using Safer Food Better Business will help you to;

- Meet food hygiene legislation
- Show how you ensure food is safe
- Train your staff
- Protect your businesses reputation

Staff training

You must make sure that any member of staff who handles food is supervised and instructed and/or trained in food hygiene. The level of their food hygiene knowledge must be appropriate for the work they do.

Your staff do not have to attend a formal food hygiene course although they are a good way of demonstrating staff awareness.

You should keep copies of all staff training certificates to show to Environmental Health Officers when they come to inspect.

Suppliers

You must use reputable suppliers. This is important so that you know you are purchasing safe quality food.

You need to keep a list of your suppliers. Keep receipts/invoices for food products purchased from suppliers, shops, cash and carries etc. Safer Food Better Business can help you to manage this.



First Aid

Every employer is required to assess his first aid requirements in order to provide suitable first aid to his employees should they become ill or are injured at work. As a minimum you must appoint a person to take charge of the situation in the event of illness or injury. A properly maintained first aid box must be provided and maintained on the vehicle. **The Approved Code of Practice** on First Aid at Work advises that the contents should consist of the following:

- A leaflet giving general guidance on first aid, e.g. HSE leaflet *Basic Advice on First Aid at Work* INDG347, 2006
- 20 individually wrapped sterile adhesive dressings (plasters) (assorted sizes) (and these should be blue if being worn whilst undertaking food preparation)
- Two sterile eye pads
- Four individually wrapped triangular bandages (preferably sterile)
- Six safety pins
- Six medium sized (approximately 12cm x 12cm) individually wrapped sterile unmedicated wound dressings
- One pair of disposable gloves



You should not keep tablets or medicines in the first-aid box.

The above is a suggested contents list only; equivalent but different items will be considered acceptable.

It is in the interests of everyone not to have accidents at work. If a member of your staff has an accident causing them to be off work you will need to employ a replacement, you may also be required to pay compensation to the employee if you are at fault in some way. Insurance premium may rise.

Accidents

As an employer you have a duty to report some accidents and incidents at work under RIDDOR (the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995). To report quickly, easily, and in confidence, **just call the HSE Incident Contact Centre (ICC) on: 0845 300 9923** (Monday to Friday 8.30am – 5.00pm)

The advisers will help you make a report over the phone. They will send you a copy of the completed form for your own records and you will have the opportunity to correct any errors or omissions. Your report will then be passed on to the relevant enforcing authority. For more information about RIDDOR reporting or to report **online** or by **e-mail**, just visit www.hse.gov.uk/riddor/index.htm. **By post**, Incident Contact Centre, Caerphilly Business Park, Caerphilly CF83 3GG

Scalding / Burning

There is a risk of scalding and burns from poorly maintained deep fat fryers or from handling hot fat and liquids in a confined area.

Managing the risks:

- Ensure that deep fat fryers and other equipment holding hot liquid are properly maintained and secured
- Make sure that spillages are cleaned from the floor to prevent slips and trips while handling hot items
- Make sure that you have a safe system for emptying deep fat fryers and staff are trained in this system. This should include the cooling of the oil before emptying



Slips & Trips

Slips and trips account for a high number of accidents at work. There must be safe access into the Mobile Catering Unit and the floor surface inside the unit must be kept free from substances which are likely to cause someone to slip. On a wet day, your risk assessment may decide that in order to control the risk associated with water on the vehicle floor a suitable non-slip mat or walkway should be provided.

Floor surfaces must be maintained in good repair and condition. It is advised that where practicable industrial grade floor coverings incorporating a non-slip finish are used.

The Health and Safety Executive recommend a 5-step approach to risk assessment:

Step 1: Look for slip and trip hazards around the workplace, such as uneven floors, trailing cables, areas that are sometimes slippery due to spillages. Include outdoor areas.

Step 2: Decide who might be harmed and how. Who comes into the workplace? Are they at risk? Do you have any control over them? Remember that older people and people with disabilities may be at particular risk.

Step 3: Consider the risks. Are the precautions already taken adequate to deal with the risks?

Step 4: Record your findings if you have five or more employees.

Step 5: Regularly review the assessment. If any significant changes take place make sure existing precautions and management arrangements are still adequate to deal with the risks.



Deliveries

If you have any food delivered you should carry out the following checks;

- That chilled and frozen food is cold enough
- That packaging is not damaged.
- You should keep records of these checks.

Transport

When transporting food i.e. from the cash and carry to your premises, you must ensure its safety. For example;

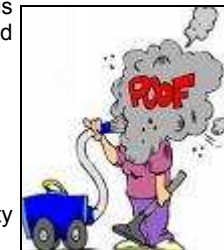
- Chilled and frozen foods should not be kept at room temperature (you could use chilled cool boxes with ice packs for short journeys)
- Raw and ready to eat foods should be stored separately.

Hygiene

Good hygiene is essential to ensure the food you serve is safe to eat. The main things to remember for good food hygiene are the four C's;

- Cleaning
- Cooking
- Chilling
- Cross Contamination.

The four C's help prevent the most common food safety problems.



Cooking

It is highly important to ensure food is properly cooked. Thorough cooking will kill most harmful bacteria. **This means ensuring that you achieve a minimum temperature at the centre of the food of 75°C for at least 30 seconds.** Food must never be reheated more than once.

When you are keeping food hot it must be kept at 63°C or above for a recommended maximum of two hours.

You must regularly check foods after cooking or reheating and during hot hold with an accurate probe thermometer to ensure you achieve safe temperatures.

You should remember that probes can go wrong/run out of batteries. It is best practice therefore to check the accuracy of your probe. Two methods for this can be used.

- ⇒ A cup of iced water. The probe should read 0°C
- ⇒ Boiling water. The probe should read 100°C

Chilling



Some foods require refrigeration to ensure their safety for example food with a use-by-date.

Cold food must be kept at 8°C or below. It is good practice to keep your fridge below 5°C.

You should check refrigerator temperatures regularly the best way to do this is to keep a block of butter in the fridge and probe this to get a temperature reading.

The use of ice packs and insulated containers is only acceptable to keep foods chilled for very short periods of time.

It is a recommendation that freezers should operate at -18°C or below.

Cleaning

Effective cleaning gets rid of bacteria on hands, equipment and surfaces. So it helps to stop bacteria from spreading onto food. You should do the following things:

- Make sure that all your staff wash and dry their hands thoroughly before handling food
- Clean food areas and equipment between different tasks, especially after handling raw food
- Clear and clean as you go. If you spill some food, clear it up straight away and then clean the surface thoroughly.
- Use cleaning products suitable for the job, and follow the manufactures instructions
- Do not let food waste build up

A cleaning schedule is a good way to make sure that surfaces and equipment are cleaned when they need to be.

Cross Contamination

Cross contamination is when bacteria spread between food, surfaces or equipment. For example when raw food touches ready to eat food, equipment or surfaces.

Hands can also spread bacteria i.e. if you touch raw food and do not wash your hands thoroughly.

To avoid cross contamination you should;

- Keep raw and ready to eat foods separate
- Wash your hands thoroughly after handling raw meat
- Use separate chopping boards for raw and ready to eat foods
- Keep raw meat below ready to eat foods in the fridge
- Ensure staff know how to avoid cross contamination

Chemical Safety

COSHH = Control of Substances Hazardous to Health

Many of the chemicals that are used within a mobile vehicle such as oven cleaners and degreasers are potentially harmful if not used properly.

Most cleaners provide information on safe use on the label but if in doubt you should obtain hazard data sheets on the various chemicals that you use from your suppliers. These will detail the safety precautions to follow, what protective equipment to wear etc.

You must then ensure that any person who uses these chemicals is instructed in their use and that the appropriate personal protection equipment is provided and used.



Having Trouble with COSHH ?

If you handle, use or produce substances likely to be hazardous to health, you probably realise by now that you must carry out a risk assessment. If you have no idea how to go about this, help is at hand in the form of the COSHH Essentials website. This is an interactive tool which requires you to put in details of the task and the materials used.

By following this simple system you will get:

- A printout of the information you have entered and the control approach recommended by COSHH Essentials;
- The option to print out control guidance sheets which set out the right controls for your chemical/task.

Alternatively you can just input the nature of your business to get general advice appropriate to your activities.

Try the programme now at
www.coshh-essentials.org.uk/

Fire Precautions

All staff must be trained in the emergency procedures in case of a fire. Specific advice on fire safety should be sought from the Leicestershire Fire and Rescue Service. As a minimum you should:

- Train staff and display clear written instructions inside the vehicle detailing action to be taken in the event of a fire or a leakage.
- A fire blanket should be provided, especially where frying is undertaken
- A dry powder fire extinguisher of 9kg capacity should be a minimum provision and will be suitable for both LPG and fat fires. Such must be located in a readily accessible position adjacent to an exit
- Access to and from the vehicle should be safe and free from obstruction
- Where people consume food on the vehicle, means of escape in the event of a fire and additional fire precautions are likely to be required.

Electrical Safety

Poorly maintained generators, fittings and cabling can cause fire or electric shock. The following guides you on how to manage the risk:

- Ensure that your electrical system (whether 12 volt or 240 volt) is properly maintained
- Use a qualified electrical contractor to carry out repairs and to regularly check the safety of the entire system
- Ensure all sockets are waterproof if exposed to inclement weather conditions
- If you use a 240 volt supply taken from another premises (either domestic or commercial) you should ensure that:
 - * Your supply is protected by a 30m Residual Current Device (RCD)
 - * All exposed metal parts (such as worktops and the walls of the vehicle) are bonded and earthed
 - * The supply cables are well insulated, protected and supported to prevent physical damage
 - * Take care with portable generators. Precautions depend on the type of generator, but include earthing, equipotential bonding and adequate protection and insulation of cables



Personal Hygiene

Good personal hygiene is essential for keeping food safe. Staff should know to wash their hands properly;

- Before preparing food
- After touching raw food especially meat/eggs
- After a break
- After going to the toilet
- After cleaning

Staff should also wear suitable, clean clothes and where necessary an apron or other protective clothing.

Staff with long hair should tie it back and/or wear a suitable head covering.

Jewellery shouldn't be worn when preparing food as it can harbour dirt or fall into food.

Sickness

Should you or a member of staff become ill with diarrhoea and/or vomiting they must not enter the food handling area.

Return to work must only be 48 hours after symptoms have ceased.



Trading Standards

Price Displays

Prices displays must be unambiguous and clearly legible to customers standing at the place where they choose their food and drink. Indications of the prices are required to be easy to read and given as stated in the table below.

Number of items of food and drink which are for sale	Indications of price required
Not more than thirty different items	For all items
More than thirty different items	For at least thirty items which must include: - If soft drinks are for sale, include five soft drinks or the actual number if less than five.

You must not mis-describe food on your menu.

Allergenic ingredients

The presence of the listed items must be described on food labels.

- ⇒ Wheat
- ⇒ Barley
- ⇒ Rye
- ⇒ Oats
- ⇒ Crustaceans
- ⇒ Eggs
- ⇒ Peanuts
- ⇒ Soya
- ⇒ Fish
- ⇒ Milk
- ⇒ Most popular nuts



There is no requirement for you to label the food you produce in this way however it may be helpful for your customers

Animal By-products and catering waste

Following the outbreak of foot and mouth disease in 2001, the government introduced a **ban on the feeding to animals of catering waste that contains or has been in contact with animal by-products**. Animal by-products include animal carcasses and parts of carcasses. The ban includes the use of cooking oils originating in restaurants, catering facilities and kitchens

Appliances

- Appliances must be securely fixed and meet the relevant British Standard
- A flame failure device which shuts off the supply of gas if the flame goes out is recommended.
- All appliances must be turned off before the vehicle is moved except for LPG fuelled fridges which are securely fitted and have a flame failure device, an adequate flue and no naked flame
- When used on the road an additional air intake of not less than 13cm sq should be fitted in the floor of the vehicle below the refrigerator but care must be taken to prevent a draught which might extinguish the burner or pilot light.
- There are fridges / freezers which can easily be run from a 12 volt car battery
- Flues made from non-combustible material should be fitted to all appliances where required - balanced flue appliances would be preferred
- Adequate ventilation must be provided in every vehicle compartment where LPG fuelled appliances are used
- Frying ranges should be fitted with an automatic high temperature device which will shut off the main burner if the temperature exceeds 230°C
- A canopy or hood with integral flue should always be fitted to fryers
- Additionally an automatic temperature control should be fitted to control the frying oil or fat with a maximum setting of 205°C.
- Alternatively a tap or valve should be fitted to control the main burner together with a visual indicator with an alarm set to operate if the pre-set temperature is exceeded



General

- The installation of gas appliances, flues, pipework, valves etc must be undertaken by a competent person and should comply fully with all relevant British Standards
- Regular maintenance and examination of the installation should be carried out including leak testing using soapy water
- Naked flames must never be used
- Generators used to provide electricity must be placed so that exhaust gases blow away and must be distanced from any gas container or appliance
- Large amounts of petrol must not be carried and any storage of petrol must be in proper containers away from materials that can burn
- Everyone working in catering vans or stalls must be trained on the hazards of LPG and action to be taken in the event of an emergency
- Instructions in the changing of cylinders and safe use of appliances must be given

Pipe Work & Joints

- Pipework must be as short as possible and of the right kind of material and strength for LPG
- Pipework must be supported every 1 metre length, but soft copper should be supported every 0.5 meters
- Pipework passing through walls/partitions must be protected by rubber grommets and pipework passing under the vehicle must be protected against flying stones
- Pipework and fittings should be of solid copper tube with copper or copper alloy fittings or stainless steel tube with compression or screw fittings
- Copper pipework should not be exposed to temperatures exceeding 100°C
- Pipework between the cylinder and regulating valve should be as short as possible
- Flexible hosing should be kept to a minimum and be fitted with either threaded ends, crimped or hose clips
- Flexible hosing should not be used where temperatures exceed 50°C unless braided or armoured
- Every pipe containing LPG should be fitted with a valve or tap immediately in front of the appliance and this should be marked clearly to show the open and shut positions
- A shut-off valve should also be fitted before the first appliance on the line from the cylinders



Gas Safety Checks

Under the *Gas Safety (Installation and Use) Regulations 1998* all employers or self-employed persons must ensure that any gas appliance, installation, pipework or flue installed at any place of work under his control is maintained in a safe condition so as to prevent risk of injury to any person.

The most appropriate way to achieve this legal requirement is to have an annual Gas Safety Inspection by a Gas Safe registered engineer. The Gas Safe registered engineer must be qualified to inspect LPG, Mobile Food Vehicles and water heaters. If you pass the Gas Safety Inspection you will receive a Gas Safety Certificate, a copy of which should be sent to your local Environmental Health Department.

More information about registered Gas Safe engineers can be found at: www.gassaferegister.co.uk

Health & Safety

Your requirements

Under the Health and Safety at Work etc Act 1974, you have a legal duty to ensure that you operate your business and mobile vehicle in a manner which ensures the Health and Safety of your staff and any one affected by your work activity, for example members of the public.

This requires that you take reasonably practicable steps to meet this effect, this may include the consideration of the following:

- Provision of safe systems of work
- Provision of training and supervision
- Safe handling and storage of substances and articles
- Providing a safe working environment
- Safe equipment which is properly maintained for use at work
- Adequate welfare arrangements

As an employer you must ensure that any activity carried out within your business is done safely by identifying hazards, assess the risk and undertake measures to stop things going wrong.

HAZARD - means anything that can cause harm (e.g. chemicals, electricity, working from ladders, etc).

RISK - is the chance, high or low, that someone will be harmed by the hazard

Some of the safety hazards that you are likely to encounter as a mobile trader include:

- Manual Handling
- Scalds & Burns
- Cuts & Lacerations
- Slip/Trip/Falls
- Chemicals
- Fire
- Gas / LPG
- Electrical
- Solitary Working



Risk Assessment

Safety Policy and Risk Assessment

To carry out a Risk Assessment you should be first aware of the hazards involved, some of which are listed on the previous page.

A hazard is something that can cause harm and can be a machine, substance or even a method of work.

Some examples are given below:

- LPG
- Cleaning Chemicals

Having identified the hazards, you have to decide what the risks are and the likelihood that they occur. For example:

- LPG - explosions and fire
- Cleaning Chemicals—caustic burns to skin

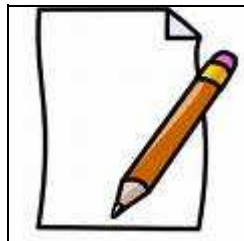
Finally you have to decide how to control these risks. For example:

- LPG—regular maintenance by a competent person
- Cleaning Chemicals—the use of a safer alternative, or when not possible personal protective equipment

You must make all staff aware of the hazards in the workplace and what measure you have put in place or require them to do to mitigate the risk.

Under the Management of Health and Safety at Work Regulations 1999 - if you employ 5 or more people you are required to produce a written Health and Safety policy and risk assessment that your staff must read and understand.

If you have fewer than 5 employees you do not have to write anything down, though it is useful so that you can review it at a later date if, for example, if something changes. Documentation also acts as a reference point for staff.



Further information and guidance on how to carry out a Risk Assessment can be found at: www.hse.gov.uk/risk/index.htm

Basic Health and Safety Requirements

- Keep waste to a minimum
- Use minimum amount of oil as possible
- Clean as you go - especially spillages
- Train staff

LPG - Gas Safety

Basic

LPG is a conveniently easy to handle fuel but it is a potentially dangerous material. LPG takes the form of commercial propane, marked in red or orange cylinders and commercial butane marked in blue, green or yellow cylinders.



The principle danger lies in the release of gas into confined space which can result in a fire or explosion risk. LPG is heavier than air, therefore, leaking gas will descend, and may build up to explosive levels before being detected by sense or smell.

Storage

In mobile catering units where LPG is used, all gas cylinders should be housed in a compartment completely separate from the rest of the unit. The storage compartment for the LPG must be:

- Constructed of materials having at least a half hour fire resistance
- Sealed to prevent gas gaining access into the unit
- Of sufficient size to store all LPG cylinders including spares and constructed so that access can only be obtained from outside the unit
- Provided with ventilation openings at both high and low levels
- Secured to prevent tampering
- Used only for the storage of LPG cylinders, reducing valves etc and not for any other purpose e.g. storage of batteries
- Be provided with suitable means of securing the cylinders in an upright position
- Located such that possible accidental damage e.g. in the event of a road traffic accident, is minimised
- Suitable labelled for LPG storage
- Be kept free of all sources of ignition in the compartment and sources of ignition must be a minimum of one meter from any cylinder

