



[The Health and Safety at Work \(General\) \(Guernsey\) Ordinance, 1987](#)

[The Health and Safety \(Gas\) \(Guernsey\) Ordinance, 2006](#)

[The Safety of Employees \(Electricity\) Ordinance, 1956](#)

[The Safety of Employees \(Miscellaneous Provisions\) Ordinance 1952](#)

# Event Safety Guide for Event Organisers, Stallholders and Caterers

## Introduction

This guidance aims to help those persons responsible for organising public events and stallholders and caterers and explains how to protect the health, safety and welfare of anybody working at or attending the event. The guide will also be helpful for employees, local authorities, caterers and emergency services, in providing information on the standards required to comply with health and safety law. It will not however, discuss all public events in detail but will provide sufficient information to organise and manage events safely. Further information or clarification on event safety can be obtained from the Health and Safety Executive.

## Legislation

Any person organising or working at an event will be required under the Health and Safety at Work (General) (Guernsey) Ordinance, 1987, to comply with health and safety obligations. Even if the event does not involve any work activity, it is still advisable to consider using the information in this guidance to ensure a safe and successful event. It may also be necessary to consider other legislation, which may affect an organised event, e.g.:

- The Safety of Employees (Miscellaneous Provisions) Ordinance, [1952](#).
- The Health and Safety at Work (Dangerous Substances) (Guernsey) Regulations, [1987](#) and [1995](#).
- The Safety of Employees (First-Aid and Welfare) Ordinance, [1954](#).
- The Safety of Employees (Electricity) Ordinance, [1956](#).
- The Explosive Substances (Amendment) Law, [1976](#).
- [Reporting of Injuries, Diseases and Dangerous Occurrences](#), as applicable in Guernsey.
- The Public Highways Ordinance, [1967](#).
- The Public Highways (Temporary Closure) Ordinance, [1999](#).
- The Liquor Licensing Ordinance, 2006.

## Health and Safety Responsibilities

The event organiser(s) will have overall responsibility for the health, safety and welfare of employees, attendees of the event and members of the public. This applies not only to the organisation and management of the event itself but also to its set-up and subsequent clearance.

You will need to plan and obtain the relevant permissions (e.g., alcohol, structures, roads). Do not underestimate the effort and time this may take (event planning often commences 12 months ahead). This may include:

- Preparation (governance, choosing your team, goals, audience, budget... see event management plan below)
- Engagement (neighbours, parishes, States Committees, Police, Fire, Ambulance)
- Promotion (advertising, social media, tickets)
- On-site management (set up, appointment of personnel, running the event, take down)
- Post-event review (what could be improved)

Although tasks may be delegated to other individuals, it is the overall responsibility of the event organiser(s) to ensure that all necessary provisions are made regarding health and safety and that all legal requirements are complied with. It is beneficial to identify the person with overall responsibility at an early stage and to identify groups or individuals' responsibilities to clearly define certain tasks and appropriately manage the event.

# **Event management plan and event safety plan**

## **The event management plan includes:**

- Details of the event (e.g., organisers, location, times, dates, type of event, size of crowd).
- Roles and responsibilities (e.g., event organiser, event manager, safety officer, stewards, production).
- Crowd management (e.g., stages, barriers, security, admission, accessible facilities, stewarding).
- Contractor management (e.g., concessions, food, bars, production, stage, music, security, attractions).
- Communications on site and off site (e.g., two-way radios, mobile phones).
- First-aid / medical provision (e.g., own first-aiders or medical provider).
- Event electrical safety management (appointment of senior responsible person).
- Fire safety and evacuation (fire extinguishers, escape routes, fire marshals).
- Children, vulnerable visitors, diversity and inclusion (lost children, hearing loops, sign language, accessible viewing platforms, accessible toilets and changing rooms).
- Welfare facilities and toilets (e.g., temporary toilets, accessible toilets, water supply, hand washing facilities).
- Health and safety arrangements (or include them as a separate safety management plan).
- Permissions (e.g., PA licence, PRS/PPL, alcohol, structures, traffic management).
- Contingencies and emergency plans (e.g., bad weather, abandoning, cancelling arrangements, security risks).

## **The event safety plan includes:**

- Health and Safety risk assessment.
- Control measures and instructions.
- Fire risk assessment.
- Electrical risk assessment.

## **Risk Assessment**

Risk assessments are carried out to identify the hazards, which may potentially or exist at the event. Once identified, it is necessary to consider the control measures in place to eliminate or reduce the risk of the hazard occurring and whether the control measures are suitable in reducing the hazard to an acceptable level. If they are not, then further action must be taken to eliminate or reduce the risks.

The following 5 steps are recommended for use in carrying out risk assessments:  
(See the publication - [Five steps to risk assessment](#))

Step 1. Look for the hazards.

Step 2. Decide who might be harmed and how.

Step 3. Evaluate the risks and decide whether existing precautions are adequate or whether more should be done.

Step 4 Record your findings.

Step 5 Review your assessment and revise it if necessary.

Some areas, which should be considered when performing event safety risk assessments, are:

Site conditions.	Children.	Noise.
Fire Safety.	Livestock.	Firework displays.
First Aid.	Motor sports and displays.	Sporting and similar activities.
Emergency planning.	Bouncy castles and sideshows.	Waste management.
Communication.	Electrical installations/lighting.	Alcohol.
Crowd management.	Use of gas cylinders.	Catering.
Vehicle access and movement.	Temporary structures.	Welfare.

## **Reporting of Accidents**

Any accident or dangerous occurrences which occur whilst setting up the event, during the event and on clearance of the event, must be recorded and particular incidences must be reported to the Health and Safety Executive within a given time period. Additionally, this will be useful in assisting in notifying your insurers and subsequently assessing the success of the event regarding health and safety.

Further information on the reporting of accidents can be obtained from the Guernsey Health and Safety Executive. [Publication](#) – Reporting an Injury, Disease or Dangerous Occurrence.

### **Permits**

The location, type and size of the event will determine whether a permit is required from the appropriate authorising body.

### **Insurance**

As an employer, the event organiser needs to ensure adequate insurance is in place in line with the Employers Liability (Compulsory Insurance) (Guernsey) Law, 1993. In addition, it will be necessary to arrange public liability insurance for the event.

### **Event location**

Are the ground conditions suitable for the event, particularly in the event of bad weather?

How can boggy conditions be overcome, should they occur?

Is there adequate drainage in the area or can appropriate matting be used?

Will traffic access to the event cause complications with pedestrians or main road traffic and if so, how can pedestrians be separated from traffic and how can mainstream traffic be controlled?

### **Sanitation**

Event organisers must provide suitable and sufficient sanitary and welfare facilities for workers and attendees at your event.

Consider the number and type of toilets and washing facilities as part of an assessment of needs.

Key factors to consider include audience size and demographics, e.g., provision of suitable facilities for children, elderly or disabled and wheelchair users attending, who may take longer to use a facility.

Single self-contained portable units are versatile but are limited to a maximum number of uses before requiring servicing/emptying. Trenches and latrines may be appropriate for some events. Organisers must ensure water remains topped up in all sanitary facilities.

### **Wash facilities for the audience**

Preference should always be given to providing warm-water hand-washing facilities and adequate supplies of suitable soap. This is the most effective means for cleaning hands.

Consideration should be given to providing lower height wash basins where wheelchair users and/or a significant number of children are expected to attend the event and to hand operated rather than foot operated pumps for wheelchair users. This is of particular importance at petting or animal attractions as there is a risk to visitors of contracting zoonoses (diseases that can be transmitted to humans from animals) from show animals or from the faeces of animals.

Ensure that visitors pass by washing facilities as they leave any “animal contact” area, before they access eating and play areas and before leaving the premises. Washing facilities should be located so that they are convenient for visitors to use when passing through these three areas or when leaving site. Washing facilities should also be suitably signed.

### **Location of toilets and hand wash facilities**

Sanitary accommodation for use by event workers should be located near to the work areas and behind the stage, and next to the catering areas and car parks, adjacent to the first-aid areas, and to welfare and children’s areas.

Self-contained hand washing stations that can be used in outdoor or indoor settings where traditional hand washing facilities are not available or practical and should be located at a suitable distance from food handling areas.

Where possible, locate toilets for the audience at different points around the venue rather than concentrating in one small area, to minimise queuing, which could lead to overcrowding problems. However, also consider ease of access for janitorial and waste-removal personnel and vehicles, which are essential to maintaining sanitary and hygienic facilities.

## **Medical**

Organisers should provide a safe, effective and resilient medical service, with an appropriate level of medical cover.

Medical facilities should be designed, sited, equipped and staffed in accordance with expected activity. Organisers should ensure that the medical provider has a suitable place in which to treat patients which is clean & well lit, safe & warm, accessible and fit-for-purpose.

The needs of each event differ, and some events may need permanent medical rooms, and others will be based in temporary structures such as tents or marquees.

A suitable medical facility usually has:

- Sufficient space with partitioned areas for treating patients in privacy.
- A suitable covered area for patients to wait.
- Easy access for wheelchairs and stretchers.
- Easy access for vehicles (particularly ambulances).
- Good lighting.
- Running water.
- Heating (and cooling in summer).
- Power for medical equipment.
- A cleanable floor.
- Separate dedicated toilets for staff and patients.
- Clear signage.

## **Car Parking**

How will parking be controlled to prevent traffic congestion and confusion?

If Marshalls are to be used, high visibility vests should be provided and must be always worn when directing traffic.

## **Event Layout**

Plans should be prepared detailing the layout of attractions and can be used to ensure that enough room has been allocated for the attractions to operate safely and for persons to pass.

## **Stallholders**

All stallholders should be made aware of their health and safety responsibilities and the precautions they should take when operating equipment. Relevant health and safety information should be requested from stallholders and held on record.

## **Erection of Stalls**

Stalls and tables should be in a good condition and placed on firm ground, which can sustain the weight placed upon it. An example of this is hot water urns placed upon trestle tables. Care should be taken so as not to overload the table once the urn is full and to ensure that the urn is positioned so as not to be prone to toppling over.

## **Marquees**

It is essential to ensure that marquees are erected by competent and suitably trained persons. In addition, regular inspection of the marquee guy ropes, supporting poles and structures must be carried out throughout the event to ensure its safety, particularly in windy conditions.

## Crowd Protection

Barriers and fences at events serve several purposes. They can be used to:

Provide physical security, as in the case of a high-perimeter fence at an outdoor event).  
Shield hazards such as generators.  
Aid the management of event attendees and influence their behaviour.  
Define routes.

Remove sight lines.  
Prevent the audience climbing on top of temporary structures.  
Relieve and prevent the build-up of audience pressure.

Tensor barriers, ropes, tape etc, are typically deployed where there is no expectation of crowd surges, such as defining queuing areas and waiting lines. These need to be used with due consideration for the size of crowd and expected access, circulation and egress profile.

## Working at height

Falls from height remain one of the main causes of workplace death and injury. Many people must work at height during an event, including riggers, lighting, pyro and laser technicians, set builders, camera and fairground operators.

Working at height means any work in any place where if there were no precautions in place, a person could fall a distance liable to cause personal injury.

The event organiser must:

- Ensure that no work is done at height if it is safe and reasonably practicable to do it other than at height.
- Check that the work is properly planned, appropriately supervised, and carried out in as safe a way as is reasonably practicable.
- Ensure all work at height takes account of weather conditions that could endanger health and safety.
- Ensure those working at height are competent.
- Make sure that the risks from work at height are assessed, and appropriate work equipment is selected.
- Collective measures to prevent falls should always take priority over personal measures to prevent falls.
- Ensure purpose-built access equipment is used for lifting people to allow them to work at height.

There is a variety of equipment available for work at height, including scaffolding, tower scaffolds, mobile elevating working platforms (MEWPs), staircases, platforms and portable ladders. The selection and use of an appropriate and suitable method of access will depend on the nature of the task to be carried out, the frequency of occurrence, the duration of the work and the availability of equipment.

Forklift trucks are primarily intended for lifting materials and not people. However, they can be used with working platforms to allow people to work at height in exceptional circumstances only in conjunction with an integrated working platform. See [Working platforms \(non-integrated\) on forklift trucks PM28 \(hse.gov.uk\)](#).

## **Inflatables, Rides, amusements and outdoor play equipment**

All Inflatables, rides, amusements and outdoor play equipment should be appropriate to the age of the user. It may be necessary to implement height restrictions for the equipment.

Operators and attendants must do everything reasonably practicable to make sure employees and others in areas under their control are safe. They should make every effort to understand the nature of the equipment they are responsible for, including the operating instructions and any other information provided by the equipment controller.

Bouncy castles must be certificated as approved and details should be available as to the maximum number of persons allowed on the equipment at any one time.

The equipment should be checked to ensure that it is safe and guy ropes should be regularly checked to ensure they are in good condition, are secure and stable, particularly in wet ground conditions.

Equipment must be always supervised by one or more competent persons.

No inflatable should be used in winds above 24 mph (38 kmph), which is Force 5 on the Beaufort Scale (small trees in leaf begin to sway)

When an inflatable is being operated outside, an anemometer should be available to measure the wind speed. If one of these is not available, the inflatable should not be operated outside.

All inflatables must have at least 6 anchor points. The operator manual will tell you how many there should be, and you should check to ensure they are all still in place and have not been removed.

If ground stakes cannot be used because of the surface (e.g., tarmac) then use ballast weighing at least 163 kg with suitable fixings to attach the guy ropes. The inflatable should be tightly secured to the ground so that the wind cannot get under it and lift it up.

# **Livestock, mobile petting and animal visitor attractions**

It is important that visitors to animal visitor attractions understand the risks to them while they are on site, especially from contact with the micro-organisms that animals carry. It is equally important that visitors understand the control measures provided to control the risk e.g., handwashing before and after specific activities. Animal visitor attractions should provide information on site risks and controls before visitors are exposed to that particular risk. Failure to do this may undermine the effectiveness of other control measures in place.

## **Hand washing facilities**

Areas where **animal contact** is allowed or intended should be supervised by trained staff while in use and have good washing facilities close by. **Appropriate hand-washing facilities must** be provided including **soap, water and hand drying facilities**. Dispensable liquid soap is better than bars of soap. Bars of soap can be dropped on the floor and become contaminated over time.

Plumbed water sinks are preferable though [Mobile sinks and portable basins for hand washing](#) are acceptable provided they are kept topped up with water. They should be installed at a height to allow children to use them.

[ScrubKart Mobile heated sinks](#) are available to hire locally to supplement plumbed installations. Smaller portable hand wash stations can be bought or hired for short duration events e.g., events over a few days or a weekend. If purchased, they can be reused for future events.

“**Look and see**” areas (where visitor contact with the animals / potentially contaminated fencing is not intended but may still be possible) should be controlled based on the risk they pose. Depending on the risk, it may be reasonably practicable to double fence “look and see” areas.

**Eating or drinking in animal contact areas is unacceptable** and gives rise to the risk of contamination of hands and food with micro-organisms that can cause disease.

**Use of cleansing wipes or anti-bacterial gels are not an acceptable substitute for proper hand washing.**

## **Entering Pens**

Visitors should not be allowed into the pens where animals are kept. However, visitors can be allowed to enter pens or enclosures specifically designed for the handling of animals, such as pens in which lambs are brought into for feeding or petting.

**These areas should be closely supervised and be near to washing facilities.**

Staff should remind visitors to wash their hands after animal contact e.g., feeding the lambs. The staff should also remove any recent faecal contamination from the pen immediately and disinfect the area.

## **Hand drying**

A safe means of drying hands should be provided. Disposable paper towels or a pull-down material towel via a dispenser are the best options. A hot air hand dryer may also be acceptable. Re-usable towels should not be used as they can become contaminated and pose a risk to follow on users. Failure to provide any suitable means of drying hands may mean that hands are dried on potentially contaminated clothing. Drying of hands safely forms part of the hand washing process.

## **Visitor Information & signage**

There should be adequate arrangements in place so that **instructions are communicated to visitors to wash their hands in these situations**. One way of achieving this would be to display highly visible **signage** in prominent places next to animal contact areas, before eating, playing and smoking areas which instruct people to wash their hands.



Verbal reminders by staff to visitors leaving animal contact areas to wash their hands may also be reasonable to ensure the risk is managed.

Wash stations should be clearly visible because they should be sited next to higher risk areas such as petting areas etc. Wash stations may need signposting if it is not obvious where they are. It is important that visitors know where to wash their hands or there is a risk that they will not do so.

### **Training of staff**

Employees/staff/volunteers should be able to identify basic safety precautions such as:

1. Animal contact areas (e.g., petting areas), look and see areas (e.g., paddocks containing animals on trails) and non-contact areas (e.g., eating / playing areas) on site.
2. Visitor wash station locations.
3. Visitors go and no-go areas.
4. Areas where hand washing must occur e.g., after petting animals, before using eating areas.
5. Why hand washing is important?
6. Being able to explain the nature of the health risks from animals [e.g. Zoonoses](#) (diseases that can be transmitted from animals to humans.)
7. Explain how the above safety critical messages are given to visitors.

If staff cannot explain this basic information, they may be ill equipped to properly advise visitors and keep them safe. Staff should have received adequate training in at least the 7 areas mentioned.

Adequate supervision of visitors is crucial to ensuring that they adhere to site rules.

### **Responsibility**

**It is reasonable to expect visitors to exercise some degree of personal responsibility.**

It is reasonable to expect visitors to follow simple instructions made known to them verbally by staff, on leaflets and on signs—such as washing hands before eating, drinking or smoking and washing hands after leaving contact areas.

Risks must be made known to visitors and instructions clearly given. Some visitors may not be able to read, or may speak a different language, and this should be considered when deciding on ways to convey important information. Written communication alone should not be relied upon as the sole means of communicating important health and safety information.

It is reasonable to expect parents, guardians and leaders to supervise people in their care, but the provider retains supervisory responsibilities. Parental/carer responsibility should include, for example, supervising children when washing their hands and preventing young children sucking their fingers immediately after handling animals or their environment.

Supervising staff in “animal contact” areas should, where necessary, prompt visitors to wash their hands after contact with animals.

### **Horse Shows**

In the event of horses being present for display purposes or for competitions, adequate barriers should be erected to ensure that members of the audience are adequately segregated from the showing or competition arena.

The Association of Show and Agricultural Organisations (ASAO) may be able to offer further advice to show organisers on controlling risk at agricultural shows. The ASAO can be contacted through their website <http://www.asao.co.uk>



## **Mobile Petting Attractions**

If animals are transported and temporarily shown at different venues (mobile petting attractions), the risks should be controlled to the same standards as any other animal visitor attraction. The mobile attraction should:

- Risk assess their mobile petting events and ensure that suitable control measures are put in place. Each venue may pose slightly different problems so risk assessments should be site specific.
- Ensure that staff running the mobile events understand their roles and responsibilities.
- Provide information to visitors on the nature of zoonotic risk and control measures in place.
- Use suitable fencing to keep people and animals apart. Single fencing may be fine if there are competent staff supervising visitors in areas where animal contact may occur. Creating a one-way system will allow for greater control over where visitors go.
- Provide supervision for all “animal contact” areas while they are in use.
- Control risks from any “look and see” areas e.g., by double fencing, supervision, signage etc.
- Provide training to staff (whether permanent or temporary) on the nature of zoonotic risk and control measures in place.
- Provide suitable welfare facilities (hot and cold running water, liquid soap, paper towels / hand dryers, bins) and ensure that staff direct visitors to use them following animal contact.
- Keep welfare facilities clean. Welfare facilities should be cleaned at least once each day that they are used.
- Display suitable signage e.g., “animal contact” areas, “non-contact” areas such as eating or play areas, welfare stations, any areas where people must not eat or drink, information signs etc.
- Wherever possible locate any eating or play areas elsewhere on site well away from the animals. If eating or play areas are near to the animals, double fencing should be in place.
- Ensure that visitors are kept out of animal pens and that no eating or drinking takes place in “animal contact” areas or where animal contact is likely.

See [Preventing or Controlling Ill health from Animal Contact at Visitor Attractions Industry Code of Practice](#)

The appendix 1 checklist can be used to help you to address issues and keep your customers safe from exposure to microbiological contaminants and zoonoses.

# **Wiring, Electrical Equipment, Lighting and P A Systems**

The dangers that electricity can create will, under most foreseeable situations, be removed or reduced to an acceptable level by following [BS 7671:2018+A2:2022 | IET Wiring regulations](#) and [BS 7909:2023 - TC | 31 Jan 2023 | BSI Knowledge \(bsigroup.com\)](#). As for any electrical installation, a mobile or transportable unit must be inspected and tested before being put into service to verify, so far as is reasonably practicable, that the requirements of the Regulations have been met.

BS 7909 requires that the person with overall control of any entertainment activity (for example, event manager, producer etc) needs to appoint a Person Responsible (PR) who will manage and take responsibility for the safe use of electricity on that event or production.

The event risk assessment and the major incident plans should cover all possible hazards associated with the electrical and lighting installations. Planning is a vital part of any electrical installation and site-specific information should be given to the responsible person in good time to enable them to plan the event.

Consideration should be given to:

- Site Layout.
- The date, time and location of the event.
- Whether any animals might be involved.
- Power requirements.
- Number of supplies.
- Site access.
- Ground conditions.
- Vehicle movements.
- Availability of generators.
- Access to and details of any mains (utility) power supply.
- Location of overhead power lines or buried cables.
- Emergency equipment power supply.
- Restriction of access to electrical equipment. by non-authorized personnel.
- Routing of cables.

## **Generators**

Generators are a source of energy having the same electrical hazards as the electrical system at home or work - an electrical supply derived from a generator is no more or less dangerous than a supply derived from a building. However there some elements to consider as follows:

- There are potential issues around the fuel storage and refuelling of generators. If a petrol or other fuel-cell generator is being used, then it should not be refuelled when hot or whilst running.
- For electrical protection to be effective, the generator wiring configuration needs to be understood.
- Generators may (but not always) require an effective connection with earth.
- Modern loads (e.g., LED lighting) can cause instability problems with generators.
- Fire extinguishers capable of dealing with both electrical and fuel fires (CO<sub>2</sub> and powder respectively), should be positioned nearby, not at the generator itself.
- A spill kit should be provided with the generator, by the supplier, to be used in the event of accidental spillage of fuel oils. Ensure the spill kit is visible and accessible.
- Any generators should where possible be enclosed and segregated from public areas of the venue.
- When earthing generators refer to [BS 7430:2011+A1:2015 protective earthing](#). This will provide guidance on the earthing of mobile generators for outdoor events.

## **Electrical equipment verification**

Before accepting electrical equipment on site, you should request evidence that shows it is within a valid period having passed a formal inspection and test. Electrical Installation Certificate (EIC) should be available for mobile catering units.

(Trade associations such as ECa, IET, NAPIT or NICEIC produce appropriate certificates based on BS7671).

[Model Forms \(theiet.org\)](#)  
[Electrical Installation Condition Reports | NAPIT](#)

[Electrical Contractors' Association \(eca.co.uk\)](#)  
[NICEIC Electrical Handwritten Certificates](#)

## **Cabling**

Running cables alongside existing or temporary fence lines is preferred and it is important to segregate vehicle traffic and cables routes wherever possible. Alternatively, use alternatives, such as a cable bridge. Use fences to segregate roads from overhead cables running in parallel and the position of any overhead cables should be clearly displayed.

Cables such as extension leads including blue "artic" cables are designed for domestic use not considered suitable for general outdoor use. Any extension leads in use should not be left coiled up as they are prone to overheating.

The use of multi-plug adapters should be avoided where possible and if used should be checked to ensure they safe working limit has not been exceeded and trailing leads should be kept as short as possible.

## **Movement of Goods and Materials**

Arrangements should be made to ensure that if goods are required to be moved, safe procedures are followed to ensure manual handling injuries do not occur. This may require the use of equipment for lifting loads, splitting loads to decrease the weight, or planning lifts with assistance from other persons.

# Mobile Catering

Catering at outdoor events is a high-risk activity whether at an established venue, market or at a temporary event due to the large numbers of people, frequent use of temporary staff, the temporary nature of the venues. The temporary nature of these events and the uncertainties of the weather can mean that environmental conditions are an added challenge to traders.

Local event managers/facilitators and food business operators must work together to secure and maintain high standards and conditions in respect of structures, equipment, cleanliness, food safety management, food standards and health and safety of employees and the public.

Any structures used for the preparation of food whether used within a street trading or event environment needs to be fully compliant with the relevant food safety, food standards and health and safety requirements.

Mandatory Health and Safety checks include Gas, Electricity and pressure vessels such as coffee machines. All structures must have their checks undertaken by suitably qualified and competent people.

## Gas

All gas systems used on site must comply with the [Health and Safety \(Gas\) \(Guernsey\) Ordinance, 2006](#) which places requirements on dutyholders to ensure that: **Each appliance, flue or fitting to which that duty extends must be checked for safety at least once in any 12-month period by a suitably qualified Gas Safe registered business/engineers.**

Any mobile caterers that are involved in your events should have proof that their mobile catering/relocatable kitchen equipment has been verified as gas safe by a suitably qualified Gas Safe registered business/engineers.

Event organisers must ensure they have procedures in place for the safe use of gas at events.

These procedures should include:

- Storage and handling of cylinders when they are not in use.
- Cylinder connection and changeover.
- Emergency equipment procedures.
- Emergency management plans.

The event organiser is responsible for:

- Carrying out regular inspections of the operations and facilities prior to and during the event.
- Ensuring the risk assessment and documentation is suitable and sufficient, completed and retained.
- Ensuring that records and safety arrangements of gas installations shall be prepared and retained by their operators. This could include requesting a copy of an annual safety check for mobile caterers.

Event organisers should liaise with fire services, regulatory authorities, gas companies, catering vendors to ensure that storage and handling of Gas cylinders and equipment are correctly managed, including provision of safety standards, safety procedures and emergency procedures .

## Storing LPG Cylinders

Cylinders should be stored preferably in the open air on a concrete or load-bearing surface. Flammable liquids, combustible, corrosive, oxidising materials, toxic materials or compressed gas cylinders should be kept separate from LPG containers in general.

The recommendations apply equally to empty cylinders as to full ones because they can still contain significant amounts of gas. Remember to store cylinders:

- In a well-ventilated position outdoors on firm, level ground at least 1 metre from buildings or boundaries, 2 metres from any building openings, drains or gullies, and 3 metres from other combustible, corrosive or oxidising materials.
- In an upright position.

Arrange your LPG storage to prevent two main risks:

- Leakage followed by ignition. Leaks could arise from damage to the vessel or its associated pipework.
- Direct heat on a vessel. The most likely source is a fire close to the vessel, so it is important to keep other combustible materials well away.

## **Fire Safety**

The main cause of fire is from ignition sources such as cooking oil, combustion of crumbs, sediment deposits, build-up of fat and grease at catering sites. The siting of cooking processes close to combustible materials can lead to rapid fire growth and spread to other parts of the site. This practice should therefore be avoided where possible.

Wherever possible catering facilities, particularly these with deep fat fryers should be in areas dedicated to catering. If located within or adjacent to other activities or structures, they should be separated by a minimum distance of 6 metres.

Appropriate and adequate fire-fighting equipment should be provided and checked and tested within the previous 12 months by a competent person.

The following is recommended for:

- 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 a suitable fire blanket.
- Stalls with generators/electrical equipment - 4kg dry powder or Carbon Dioxide CO.
- Stalls not cooking food - 4.5 litres of water.

All staff should be familiar with the location and basic operating procedures for the equipment provided.

Whilst suitable and sufficient extinguishers for extinguishing fires in nearby materials, should be provided fires involving LPG cylinders are not to be tackled with a fire extinguisher. Procedures must be put in place to contact the Fire and Rescue Service without delay and to ensure the area is evacuated immediately. IN AN EMERGENCY DIAL 999

For further information contact the Fire and Rescue Service, Email [firesafety@gov.gg](mailto:firesafety@gov.gg) or call 01481 221111.

## **Pressure Vessels (Coffee machines)**

To comply with [The Safety of Employees \(Miscellaneous Provisions\) Ordinance 1952 – Part 1 \(15-18\)](#). Commercial coffee machines that use pressurised steam, must have safety checks carried out regularly.

The annual statutory inspection will include a thorough safety inspection of the pressurised vessel and valves to ensure the commercial coffee machines remain in good condition and are safe to use.

It must be done by a suitably qualified person. It involves cooling the machine down, visually inspecting the boiler (inside and outside) and running the boiler up to pressure to ensure it can handle the normal operating pressures. Good practice is to then replace the safety valve.

## Site Layout

Services, including electricity, WC facilities and water and drainage must be sited close to any catering stalls that need them. Adequate space should be available to allow separation of facilities where necessary.

## Water supply and toilet accommodation

There must be an adequate supply of potable water available for hand, equipment and food washing. It is up to each individual stallholder to decide how much water they require and to make suitable arrangements. Ensure that any containers used for water are clean and are not subject to a risk of contamination.

Wherever possible, mains water should be piped to the stands and fitted directly to the facilities.

All stalls must have suitable facilities for washing utensils, equipment and food. Washing up bowls or plastic crates are not deemed adequate for catering that is frequent or lasts several days. In ideal circumstances a double sink unit for washing and rinsing should be used with a constant supply of hot and cold water.

## Drainage

Wastewater from sinks and wash hand basins etc, must be disposed of to a proper facility, i.e., directly to a drainage system or into a collection tank and then to a drainage system. It should not be poured or allowed to drain on the ground.

## Personal Washing Facilities

Hand washing facilities should be provided and be accessible. To prevent contamination, the wash basins must only be used for hand washing.

Plumbed water sinks are preferable though [Mobile sinks and portable basins for hand washing](#) are acceptable provided they are kept topped up with water.

Liquid soap and disposable paper towels are to be maintained at each basin.

Hot and cold water, or hot water at a suitably controlled temperature, must be available at each basin. However, if there is no open or unwrapped food (or only raw vegetables for sale), cold water is acceptable.

## Equipment Washing Facilities

A suitable sink, or other suitable facilities, must be provided and be accessible for cleaning purposes. The only exception is where all food is pre-wrapped before delivery to the stall and will be sold without removing or opening the wrapping.

Hot and cold water, or hot water at a suitably controlled temperature, sanitisers and clean cloths must be always available.

The use of disposable plates, cups, glasses, cutlery, etc and the return of crockery and cooking equipment to a caterer's base premises for washing up is advised, to reduce the need for comprehensive washing facilities.

## Structure and construction of stalls

The stalls must be able to be kept clean and not subject food to a risk of contamination. In particular:

- Any surfaces on which food is prepared must be smooth, impervious and hardwearing. A lesser standard, e.g., plastic sheeting on wood, may be acceptable for display or storage, if both are in good condition.
- Stalls should be covered to protect open food and screened at the back and sides as appropriate.
- Check everything on arrival to ensure it is clean and safe.
- All stalls must display the name and address of the person carrying on the business during the event.

- Structures 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. Surfaces must be easily kept clean and free from condensation and mould growth.
- Where there is no covering to the stall, all food should be suitably protected from contamination.

### **Temperature control**

Effective temperature control is one of the most important safeguards when considering high risk foods. The basic principle to adhere to is that all high-risk food should be kept hot (above 63°C) or cold (below 8°C). Caterers should have some means available to check this, such as a thermometer, and all temperatures should be recorded. The only time high risk foods should be at ambient temperature is during preparation or, if they are to be sold within 4 hours, when they are displayed for sale.

Caterers must ensure adequate refrigeration facilities are provided for the storage of high-risk foods for which the temperature in the refrigerator should be 8°C or less. You may need to consider hiring extra refrigeration to ensure there is enough storage for high-risk food.

Alternatively, if caterers are selling hot food, they must ensure that adequate facilities e.g., ovens, bain maries etc are available for thorough cooking, to at least 75°C in the centre, and for maintaining food at a temperature of at least 63°C after cooking.

Cooled food should be kept at 8°C or less after cooling. Any foods subsequently reheated should be thoroughly heated to the original cooking temperature. Any hot food left over at the end of the trading session should be disposed of. Keeping high risk food at the correct temperature is a priority. Thermometers should be used to check that temperatures are correct, and you must ensure that cross-contamination does not occur during its use.

Caterers should consider the following points:

- High-risk products such as cooked meat and dairy products, must be kept at or below 8°C or above 63°C.
- Ideally food should be prepared immediately before service, if this is not possible then the food should be prepared in small batches and kept at the correct temperature.
- Cooked food should reach core temperature 75°C. Take particular care when barbecuing as cooking temperatures can be less predictable. Use a probe thermometer and disinfect before and after use.
- Hot food displayed for sale/service should be kept above 63°C.
- Thermometers with probes should be used to check temperatures (all probes should be disinfected after use)

### **Equipment**

All equipment should be readily cleanable and preparation surfaces and tables must have smooth, impervious surfaces, stainless steel or laminate surfaces are suitable.

### **Cross-contamination**

There is a serious risk of cross-contamination where the same equipment and utensils are used in the preparation of both raw and cooked foods. Separate utensils must be used, and the foods must be prepared on separate surfaces. Preparation surfaces must be regularly cleaned and disinfected throughout the event.

- Disposable, single use, wiping cloths should be used where possible.
- Food should be handled as little as possible. Avoid touching food use tongs etc.
- All cooked and raw foods should be stored in separate chilled facilities, if possible. In any case, cooked food must be always stored above raw food.
- All equipment including knives and containers should be cleaned and disinfected after use.
- Disinfect all cloths regularly and replace as soon as they become worn/damaged. The use of disposable cloths and paper towels is recommended.



- Food must not be stored on the ground and must be kept away from risk of contamination. Food may be kept at a suggested height of 45cm above ground and protected from the weather.
- Protect food from pests (insects, birds and rodents).

### **Food Storage**

One of the main problems facing caterers is the provision of adequate storage facilities. All open food must be protected from risk of contamination and must not be stored on the ground. Proper containers and covers must be provided and used where necessary.

### **Cleaning**

Adequate supplies of suitable food grade disinfectants or sanitising agents should be used for the regular disinfection of equipment and work surfaces.

Hazardous substances such as cleaning materials must be used and stored in a safe manner.

Hot and cold water (or water at a suitably mixed temperature) must be available at sinks and basins and must be available before food preparation begins.

### **Personal hygiene**

People must be clean and wear clean overclothing, which covers outdoor clothing, if handling open food. Hands must be washed as often as is appropriate to ensure there is no risk of contamination of any food, particularly after handling raw food, visiting the toilet or handling rubbish. Wearing gloves is not a substitute for hand washing.

High standards of personal hygiene are essential, and the following rules must be followed:

- Hats to be worn all times to keep hair out of food. Aprons used to cover outdoor clothing.
- Hair to be tied back, away from food and mouth.
- Where possible tongs should be used for handling food.
- All cuts or boils should be covered with a waterproof plaster preferably coloured.
- Jewellery and nail varnish should not be worn. Hair should be covered and tied back.
- Clean, washable, over-clothing must be always worn when handling food.
- Outdoor clothing must be stored away from any food area.
- Any food handler who knows, or suspects, they are suffering from symptoms of food poisoning (particularly diarrhoea and vomiting) must notify their employer or manager and refrain from working with food.

### **Hand washing**

Hand washing must be carried out:

Before starting work.

After using the toilet.

After sneezing, coughing, etc.

After handling any raw foods.

After a break.

### **Food safety training**

Event catering is a high-risk activity with potential for food poisoning. It is vital all food handlers engaged in food businesses are adequately supervised, instructed and/or trained in food hygiene matters to a level appropriate to their work activity.

A level 1 Award is appropriate for anyone handling 'low risk' or wrapped food, for example waiting staff, kitchen porters and bar staff serving drinks.

A level 2 Award in Food Safety in Catering is appropriate for anyone who prepares or handles unwrapped 'high risk' food such as cooked meats and poultry/meat products, dairy produce, cooked eggs and products made with eggs. Typical roles would be a cook, assistant chef, kitchen assistant or bar person preparing food.

It is recommended that any person who handles, prepares or cooks high-risk food have a Level 2 Certificate in food hygiene. Courses developed by the Chartered Institute of Environmental Health are suitable. Local providers can be found at [Food Hygiene Training and Advice](#)

### **First aid**

All stalls must have an adequate first aid kit. The list below is considered suitable for up to 5 persons:

- Ten individually wrapped sterile waterproof adhesive plasters(preferably blue or green).
- One sterile eye pad.
- One triangular bandage.
- One sterile covering for a serious wound.
- Six safety pins.
- Three medium sized sterile dressings.
- One large sterile dressing.

### **Refuse Storage and Disposal**

Dustbins with close fitting lids must be provided at each stall. Arrangements must be in place for disposal of refuse and food waste.

All refuse must be bagged and removed from stalls to a proper skip or other suitable facility at regular intervals. It is important to keep the site tidy and not attract gulls, etc to waste food. Plastic sacks must be tied securely and stored to prevent attraction of pests.

Glass should be avoided. Where this is not possible it must be separated for disposal purposes.

### **Staff Sanitary Accommodation**

Separate staff sanitary accommodation should be provided if possible. Toilets used by food handlers must be kept clean and in good order. Please report any deficiencies or problems immediately.

For further food and hygiene information contact:

The Office of Environmental Health and Pollution Regulation

Longue Rue, St. Martins, GY4 6LD.

Tel: 01481 221161. Email: [envhealth@gov.gg](mailto:envhealth@gov.gg) or visit [Contact Us - Environmental Health and Pollution Regulation](#)

### **Accidents**

Any accidents which occur whilst setting up, during or clearing the event, need to be recorded in an accident book. Additionally, this will be useful in assisting in notifying your insurers and subsequently assessing the success of the event regarding health and safety.

### **Evaluation**

Evaluation of the success of the event should take place to learn lessons from problems which have been encountered. This will enable event organisers to address these issues before subsequent events.

## Further Guidance and References

There are a number of organisations that offer advice and guidance, some of which is freely available and some which is only available to members.

- [Fire-safety-guide-for-the-safe-use-and-storage-of-lpg-cylinders.pdf \(nfumutual.co.uk\)](#)
- [The Purple Guide](#) Originally published by the Health & Safety Executive, the Purple Guide is designed to provide guidance for event organisers, suppliers, local authorities and others involved in the outdoor events industry.
- The [trade association for the LP Gas industry in the UK](#) (UKLPG) and the Nationwide Caterers Association (NCASS) have produced various useful codes of practice on LPG.
- RISC Authority document RC8 – Recommendations for the storage and use of common Industrial gases in cylinders including LPG available at [www.riscauthority.co.uk](#) and Liquid Gas UK's Code of Practice 7: Storage of Full and Empty LPG Cylinders and Cartridges [www.uklpg.org](#)
- [Storage of flammable liquids in containers HSG51 \(hse.gov.uk\)](#)
- BS 7909: Code of practice for temporary electrical systems for entertainment and related purposes
- BS 7430: Code of practice for earthing
- BS (EN) 62305: Protection against lightning
- BS 5499 part 1: Graphical symbols and signs. Safety signs, including fire safety signs. Specification for geometric shapes, colours and layout
- BS 5499 part 2: Fire safety signs, notices and graphic symbols. Specification for self-luminous fire safety signs.
- [Gas Safety in Catering and Hospitality HSE Cais23](#)
- [Ventilation in Catering Kitchens cais10.pdf \(hse.gov.uk\)](#)
- [Code Of Practice 24 Part 3 — Liquid Gas UK: The trade association for the LPG and biopropane industry in the UK](#)
- British Standards (BS) 7671: Requirements for electrical installations (also known as the 'IEE Wiring Regulations'). This is the most widely used UK standard for fixed electrical installations.
- Health and Safety Executive's (HSE) guidance note [GS50](#) Electrical safety at places of entertainment - for smaller venues.
- HSE's guidance note [HSG107](#) Maintaining portable and transportable electrical equipment.
- The Institution of Engineering and Technology (IET) Code of Practice for in-service inspection and testing of electrical equipment.
- IET Guide to Temporary Power Systems and Infrastructure for Entertainment. Commentary on the application of BS 7671 and BS 7909 for temporary live events.
- HSE's booklet [HSR25](#) Memorandum of guidance on the Electricity at Work Regulations 1989.
- HSE booklet [INDG247](#) Electrical safety for entertainers.
- Guide to Safety at Sports Grounds – Fifth Edition (known as The Green Guide), published by The Stationary Office.
- [The Industry Code of Practice, for preventing or controlling ill health from animal contact at visitor attractions](#)
- The Association of Show and Agricultural Organisations (ASAO) may be able to offer further advice to show organisers on controlling risk at agricultural shows. The ASAO can be contacted through their website <http://www.asao.co.uk>
- The National Farm Attraction Network <http://www.farmattractions.net>
- Farms for Schools <http://www.farmsforschools.org.uk/>
- The National Farmers Union <https://www.nfuonline.com/>
- The National Farmers Union Cymru <https://www.nfu-cymru.org.uk/>
- The National Farmers Union Scotland <https://www.nfus.org.uk/>
- The Association of Show and Agriculture Organisations <https://www.asao.co.uk/>
- LEAF Education <https://leafuk.org/education/leaf-education> Linking Environment and Farming <https://leafuk.org/>
- Social Farms and Gardens <https://www.farmgarden.org.uk/>
- HSE Agriculture Health & Safety <http://www.hse.gov.uk/agriculture/index.htm>

See [Preventing or Controlling ill health from Animal Contact at Visitor Attractions Industry Code of Practice](#)  
The appendix 1 checklist can be used to help you to address issues and keep your customers safe from exposure to microbiological contaminants and zoonoses.

### Further Information

Further information on event safety can be obtained by contacting the Health and Safety Executive

Telephone: 01481 220010

E-mail: [hse@gov.gg](mailto:hse@gov.gg)

Website: [www.hse.gov.uk](http://www.hse.gov.uk)