

Caterer guidelines - compliance



Guides

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There are a variety of measures that need to be in place to ensure caterers comply with both the law and what Access Point Ltd require from them to be able to trade from an Access Point site. The measures we ask for to ensure the unit is covered, safe and all regulations are in place are:

- 1. Public Liability Insurance** – This is to cover the caterer from any accidents where the public may be involved. They must hold a minimum limit of indemnity of £5 million.
- 2. Gas Safety Certificate** – This safety check is required by law to be completed annually by an engineer who has the correct qualification for commercial catering safety checks. Please see our 'How To' guide for information on how to source and check the engineer has the required qualification – [click here](#).
- 3. Electrical PAT (Portable Appliance Test) Certificate** – Again this is completed annually and it is the test to ensure all electrical appliances that have a plug are safe to use. This is a service that Access Point offers or can be performed by a local electrician.
- 4. Registration with the Environmental Health Office** – All of our traders have to be registered with the local council. This is to ensure they receive a visit from the Local Environmental Health Officer where they are scored and gain a food hygiene rating for the unit they're trading from. All EHO visits are carried out without any notice so caterers can't just prepare for that one day. If a score below a 3 is received, we ask that the caterer applies for a retest and send us proof of this. If after the retest they are still scored below a 3 Access Point will terminate their licence to trade, as good standards are a requisite to trade from an Access Point venue.
- 5. Food Hygiene Level 2** – This is the minimum qualification we require for the caterer to be approved, and we require all staff who work on the unit to hold this qualification also. This can be easily gained by completing an online course or in person at a college for example. It takes approximately 3-4 hours to complete online and is valid for 3 years. This course covers all you need to know about safely handling and serving food.

6. Training - There are also a variety of other courses on offer online that can help to ensure caterers follow best practices and the law and although aren't a necessary requirement they can be useful, such as:

Health and Safety level 3 – this is recommended for business owners, managers and supervisors and will leave you fully informed on the potential hazards within a catering environment and in the know on how to tackle any issues that should arise.

LPG/Gas Safety – This help caterers, employers and employees understand the regulations and practices required for the safe use of Liquefied Petroleum Gas (LPG) installations.

First Aid training – For caterers to be able to react to minor accidents and who want to understand the basics of First Aid.

Fire Extinguisher - This type of course will help you to deal with situations where fires break out, to understand the differences between firefighting equipment and to know which is the correct extinguisher to use in any given situation.

HAACP course – For caterers to gain an understanding of the HACCP system and how to put it into practice effectively in your food business, covering risk analysis, identification of potential hazards and how to overcome them.

7. Waste Disposal - If you operate any form of business, you have a legal responsibility under the Environmental Protection Act 1990 and other related legislation to safely contain and legally dispose of any waste produced from your business. If you don't, you can be taken to court as you are committing offences.

We ask that you either dispose of your own business waste by taking it to your local tip and request a 'Waste Transfer Note' from the staff at the waste transfer station or organise for the council or a commercial waste collection service to provide you with a wheelie bin and for collections of the bin to be made periodically as per your contract with them. Both of these options will incur a cost for you to pay.

Another legal requirement is that you do not dispose of any waste water/oil down the drains on-site but must remove it from the site in waste water carriers and dispose of the liquid in accordance with the Water Industry Act 1991. Failure to dispose of your waste water correctly will not only be detrimental to the Environment but is also an offence and you may be prosecuted and liable to fines.

8. Fuel Storage - LPG canisters need to be either stored in a lockable vented cage, in a purpose built housing attached to your unit or with a chain and lock securing it to the outside of your unit. Refillable cylinders are considered full, whatever their state and should be stored as above even when empty.

Petrol for use with generators, there is a lot of legislation regarding this topic, please click on www.hse.gov.uk/fireandexplosion/portable-petrol-storage-containers.pdf to visit the HSE website for full information.

9. Street Trading - Some councils require businesses to apply for a street traders licence even when on private land. Most council publish their policy and fees online, to find out, Google "Street Trading Licensing" with the name of your council which is the one you pay council tax to and not the regional council who look after roads and stuff. Consent is based on where your pitch is and not where you live, so be careful if you plan to trade in two different council regions as you might have to pay twice!