



London Farmers Markets Farmer and Producer Handbook

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Getting Started



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We grow it. We sell it.



At a London Farmers' Market, you will only find *bona fide* farmers and food producers. Producers adhere to strict rules; if you do not grow it, or make it yourself, you cannot sell it. We visit & inspect all farms and businesses to check that you grow or produce the food you sell. We run farmers' markets because we have a genuine interest and passion for food, farming & markets. We look forward to you joining us.



How to apply to join our markets



Thank you for applying to sell at our markets. We believe that our high standards and strict rules deliver real farmers markets London customers want to see.

Please complete and sign both the undertaking to follow the rules and the application form you received with this pack. The forms are for both primary producers (e.g farmers, fishermen) and secondary producers (e.g. bakers, preserve makers). If you wish to sell hot food then you must complete a hot food application form as well.

If you have a range of products and some don't fit within our rules, you will only be allowed to sell those that do.

Please read the rules carefully. If you believe you might not meet all the criteria please let us know before we come to visit your business premises. In the application, tell us at **which markets** you would like to sell, on **what days**, and **how often** (fortnightly? monthly?). *We prefer weekly attendance.* We will take your preferences into account but you will limit yourself if you say that you only want to sell at a specific market.

We will consider your application and, if we think you qualify and your product is something we want on our markets, we will visit your production premises before you start to sell. There is a one-off application and farm-visit fee of £50 (including VAT) which covers you for all our markets.

The purpose of the visit is to verify what you have said in your application and check hygiene etc. If no major issues are found we will let you know where there are gaps for your products. If we cannot offer you a space immediately you will go on our list of producers waiting to join a market.

Summary of our produce rules

(Full rules are sent with the application pack for you to sign. Current rules are available here: <https://www.lfm.org.uk/sell-with-us/our-rules/>)

- PRODUCERS ONLY: You must grow EVERYTHING you sell. *At least one person who is directly involved with production must attend every market*, that is, someone who works on your farm or in your bakery.
- REGIONAL PRODUCERS: Your place of production must be within 100 miles of the M25. Occasionally we will allow producers from within 150 miles of the M25.
- If you make a processed food, such as cheese or apple juice, you must also raise the main ingredients — the milk and the apples. Minor ingredients such as spices may be purchased.
- Baked goods and preserves must be mixed, baked or cooked by the PRODUCER. Ingredients in baked goods may be purchased. We would like you to use butter/natural fats and free range or organic eggs. Products / Stalls must have a clear label showing the farm where the main ingredients have come from.
- Ingredients in chutneys, preserves, pickles etc must be purchased from local producers (within the 100 mile radius). Raspberry jam is therefore okay; marmalade needs to be made with 50% honey or English sugar.
- All sea fish comes from named fishing boats for which we keep DEFRA licences
- All products are free from artificial colours and flavourings including MSG, palm oil and hydrogenated fats.
- Meat producers must provide a copy of a page from your most recent movement book
- Some producers will need to provide evidence of registration with your local Environmental Health Department as a food business together with an EHO address & contact.
- You must show proof of public liability insurance for trading with the public.
- Violation of the rules may result in expulsion from the market. Please sign and date the rules and return with your application. We suggest you keep a copy for your records.

We support farms which have traditional breeds and heritage varieties and have high standards of animal welfare.

How we operate our markets

Trading Hours

Shops have hours and so do we. Selling outside of the trading hours for the market will break the conditions of our planning permission and put the market at risk so it is important that stalls observe the start and end times for the market and the loading times.

We also need to keep customers out of the market during set up so that stalls have time to prepare to sell without being hassled by early customers and customers are not put at risk of getting run over by a vehicle or tripping over equipment. You must consider your customer's safety at all times.

For customers, fixed open times mean that they don't have to rush to market earlier and earlier to beat the next shopper to the best vegetables or the warm bread. They can arrive at the same time every week, confident they can buy what they want. Right up until closing time, there's no need to wonder if their favourite stall is still there. If the market's open, all stalls should be present so we expect all stalls to observe and be present during the selling hours.

The manager will ring a bell at opening time.

Planned absences / No show fees

We expect you to show up on weeks you agree to attend. You must endeavour to notify us of absences 10 days in advance in order to give us time to find another stall to temporarily cover the gap. If you fail to show up without notifying the office your fee will be taken by direct debit as usual and we will consider refunding it in the week after the market if you had unavoidable problems on market day (sickness, vehicle breakdown etc.). We may make an exception but only if you email the office to tell us what is happening before the market opens.

For regular breakdowns, sickness etc. fees will still be payable. Stalls frequently missing markets without any notice may have their places withdrawn as this makes it impossible to manage markets properly.

Gaps in products can really damage a market and let down customers so we feel 10 day's notice when many event and market organisers charge in advance non-refundable fees is a fair arrangement.

The Market Manager

The market manager is there to help you on the day. Managers will help you take a comfort break by minding your stall for a couple of minutes, help serve if you are really busy and will relay your thoughts to the office. Things normally run smoothly, but if things are going wrong by all means ask the manager to put it right. If you are not happy with the way a manager has dealt with something, let us know. There is no point getting angry as it won't help anyone and our managers expect to be spoken to politely.

Managers' main duties are to put up signs and help with publicity, enforce the market rules, to ensure the market takes place safely, to help customers and stallholders. They produce a weekly report. If you think a manager is failing on any of the above let us know. Equally if they are good, please tell us why.

How we operate our markets

Your Pitch / Parking

We do try and keep your stall in a similar position each week. If you need shade or have specific requirements, please discuss them with the manager. Sometimes you may have to move at short notice. If we need to do this please cooperate; you can always speak to someone in the office during the week. Most stalls have a 3m x 3m space and if we have more room we may offer it to you but there is always the chance we may have to cut it back if we require more space on the market. Parking is available at some markets and we will send you exact details for each market when we make you a firm offer.

Permitted Products / New products

You are only permitted to sell the products you list on your application form. The office must be notified about any new products you wish to sell in writing and you must have our approval before you bring them to market.

Tidying up

Before you leave the market check around your stall area and remove all your rubbish plus any general market litter, give your stall area a sweep if it's required. If you generate mess from fish preparation you really need to cover the floor surfaces around your stall and enclose the sides of your stall.

Stall Fees / Direct Debit collection

All market fees are collected via direct debit based on a percentage (approx.10- 12 %) of your average annual sales. Direct debits are initiated one or two days before the market and you will receive notification that we will be collecting the fee from your chosen bank account. The fees are then paid in the week following the market and you receive a VAT invoice when they reach our account.

All businesses must complete a direct debit mandate before they start to sell at any market. *Initially a minimum fee will be negotiated for attendance based on your product typically between £40-£60 this fee will be adjusted based on your sales after your first month attending.* If your direct debit payments fail for any reason then we may ask you to stop attending until you clear any outstanding balance.

If you provide 10 days' notice of absence from the market the Direct Debit will not be charged. If you provide last minute notice it is unlikely we will charge you for illness, break down etc. However, if you just fail to show up or routinely cancel last minute we will still charge you for the market. You can phone to cancel a scheduled market but for your own records and to avoid any disagreements we request that you email stalls@lfm.org.uk.

If you feel that your average sales have changed, or you suspect a member of staff is doing something wrong you can request an audit and we will add you to the list.

If there is not enough money in your account to pay the fee the system will try and take the payment again it will send us a report on failed payments and we will get in touch with you to re-schedule the payment. Repeated failure to pay the stall fee could result in us suspending your stall.

If we make a scheduling error, for instance you have given us notice that you will be away from a market and we have still charged you for it, we will of course refund your fee

How we operate our markets

Stall Audits

As our fees are based on a percentage of your sales we rely on everyone's honesty when it comes to paying the correct fee. To check on this from time to time managers may request your stalls weekly turnover, the office may also request you to supply 6 week summary of total sales and some transaction information from your car readers. A full stall audit may take place where a member of our staff will be with you during the market and record your stall's sales. A report will be produced and sent to you, outlining average customer spend number of transactions etc. Where audits are out of step with your reported average sales we may repeat the audit and then adjust your stall fee accordingly.

Health and Safety Checks

YOU ARE RESPONSIBLE FOR YOUR OWN ACTIONS. Please print the two-page Food Safety and Hygiene Checklist For Market Staff at the end of this handbook and keep a copy on your stall.

MANAGERS WILL STOP YOU SELLING IF THEY BELIEVE YOUR STALL TO BE UNSAFE. THEY ARE ASKED TO CARRY OUT THE FOLLOWING CHECKS:

Electricity cables must be kept off the ground and out of water. All electrical equipment used on site must be PAT tested.

CHECK: any leads being used for bare wires and that they are for external use.
ACTION: unplug any unsafe or damaged cables & ask them to be replaced

Stall canopies must be weighted down before the market opens – (See Weights on Canopies Minimum Standards below)

CHECK: all canopies have weights (each week not just when it's windy) try and move any flimsy looking canopies - if you can lift it or move it, the canopy requires more weights.
ACTION: canopies to be taken down that are not secured by sufficient weights (every week, not just when its windy) even if it is raining – if the stall has to pack up then that is the best solution. Gazebos must have at least 4 weights, one on each corner.

Trip hazards in public areas - boxes etc. Uneven ground must be marked with cones.

CHECK: just before market opening that all boxes and crates are moved away and any obstructions are marked
ACTION: get trip hazards moved or marked before the market opens

Safe Food Handling Practices - meat (raw and cooked) and dairy products must be chilled correctly- (in shade with ice)

CHECK: during the market check stock on display and behind counter by putting hands in cool boxes and by looking for ice on products on display. All should be cool to the touch, the stallholder should be using thermometers to check temperatures. Stallholders should have a food safety and hygiene checklist on the stall.
ACTION: If an item looks unfit for consumption because it is too warm or in the sun remove it from sale

Stalls that are cooking must have the correct fire extinguisher - cooking with gas or electricity should have the correct fire extinguisher.

CHECK: before the market opens check that the stall has a fire extinguisher and any LPG equipment should has a safety certificate
ACTION: stop the stall from cooking immediately if there is no fire extinguisher.

How we operate our markets

Weights on Canopies

Our minimum standards on canopies are as follows all year every week, rain or shine:

- **GAZEBOS**
All gazebos must be secured by a minimum 26kg of weight firmly attached to on each leg. Weights must be solid metal or concrete and be attached securely.
- **UMBRELLAS**
On umbrella canopies like Zapp you must have a minimum of two weights on the central pole as per the manufactures guidelines. Extra corner supports are recommended by some manufacturers.
- **TRADITIONAL MARKET STALLS**
No weights are required but we strongly recommend securing the roof with bungee cords to the base or drilling holes and using pins to secure the roof. The tarp or roof cover should be attached to the base tightly.

Weights must be the attached as soon as the gazebo is put up; don't even attempt to put up your gazebo if you don't have the required weights are ready to go on. You will be told to take it down if weights are not on. (You can of course trade without a gazebo if stock is covered and the weather conditions do not damage your stock)

Tying your canopy to a tree or to street furniture is not an acceptable alternative as you do not know the strength of the object you are tying to and you are not guaranteed that space on the market, so you must still bring and use weights.

Using gas bottles as weights is dangerous and unacceptable

Ensure when you attach your weights and that none can fall off. Lock or tie them on

Ensure that no damaged or broken equipment is used as this can be unstable and more prone to falling over in winds

Any stall found that does not fully comply with these standards may be suspended from markets- Please notify and train all your staff

In exceptionally windy conditions a manager may expect you to take down your canopies even if they are weighted.

Getting Started

All markets run all year except for between Christmas and New Year. You always bring your own stalls, chilling cabinets, and canopies. We open in all weathers although in extreme winds and heavy snow you should call the office or look at our website Customers are loyal they come out in the rain and cold. Take a look at the list of markets on our website, we suggest you visit some first before submitting your application to see that they are right for you.

Before you start to sell with LFM

The companies below supply a whole variety of products for market traders including marquees, canopies & long lasting ice packs. We prefer not see vac packing so look for solutions to sell products loose. We also recommend traditional slot together market stalls as the big gazebos and umbrella types are unstable in high winds and are very expensive especially when you include the price of the required weights. (See minimum weights standards above).

Cover and stall suppliers:

- <http://www.tradersupplies.co.uk/> (Traditional Stalls these have the biggest range. Money Belts too)
- <http://www.apexmarketstalls.co.uk/> (Will give LFM sellers 10 % discount)
- <http://www.market-stalls.co.uk/> Market stall manufacturer and supplier
- <http://www.raylingeltd.co.uk/> Event stalls & gazebo
- <http://www.zappumbrellas.com/> Market Umbrellas- for canopies and displays- 01249 465 455

Other useful equipment

- <http://www.coolboxesuk.com/> Cool boxes
- <http://www.blakes-leisure.com/> Igloo cool boxes and cheapish ice packs
- <http://www.essentialsupplies.co.uk> Electrical equipment for outside use
- <https://www.displaysense.co.uk/display-cabinets-c1/counter-top-display-cabinets-c11>
Cake display stands and other display solutions

Public liability insurance

The following companies provide farmers and market traders with insurance you might also be able to add it on to a household policy:

- <http://www.nmtf.co.uk/> National Market Traders Federation: 01226 749 021
- <http://www.nfumutual.co.uk/> NFU: 01844 278 755
- <http://www.gmisl.co.uk> George Imber
- <http://www.ncassinsurance.co.uk/> Specialists for caterers

For businesses that are just starting up and haven't sorted out public liability insurance yet, we will allow you to send in your application form without public liability insurance attached. However, all stalls MUST provide us with a copy of their public liability insurance documents before we allow them to attend any market and you must update us when they expire

Getting Started

Register with your local Council as a food business

It's a legal obligation for all food businesses (selling food to the general public) to register with their local council, we will check your paperwork so give them a call before you start. Speaking to your local environmental health officer will also ensure you have everything done properly and have a safe food business. You should complete a food hygiene course, try: www.thesaferfoodgroup.com

Prices & ingredient lists

It's a legal requirement that you have price signs up on all your goods – or a clear, readable price list. Potential customers do not like having to ask how much something is – always make sure that you have time to put out your prices in the morning. Processed products such as, jams, pies, sausages or burgers must have the ingredients listed, either on the packaging or on a sign displayed on the stall. It is a legal requirement to sell fish by weight, not by the item. This excludes oysters.

Secondary producers MUST post a sign stating where the major ingredients in each product have been sourced and labels giving a full list of ingredients.

Bags and packaging

Customers are extremely sensitive to the issues around non-recyclable plastic, from bags to containers and cutlery. You need to minimise your packaging and to only use recycled, biodegradable or paper products as far as possible. Make sure your staff do not automatically give out bags. Ask if the customer wants one first. Suppliers to try below:

- www.londonbiopackaging.com – 020 7471 3700
- www.greenearthpackaging.co.uk - 0117 230 1558
- www.easipac.co.uk/ - 020 8337 3700
- www.cater4you.co.uk – 01494 511950
- www.vegware.com – 0845 643 0406

Cooking at Market

On the whole we encourage primary producers (i.e. farmers & fishermen) to sell hot food to eat at markets and we like to have interesting secondary producers of hot food at market. If you use it, we ask you to buy decent bread from an artisan bakery, rather than lower quality bread which won't do your products the justice they deserve. We expect you and your staff to be aware of and to follow food hygiene regulations. You should have been on a basic food hygiene course if you want to sell cooked food. You will also be expected to follow EHO guidelines and produce the necessary paperwork including food safety assessments.

Not all our markets have electricity available and where they do it is limited so it is best to look at using gas appliances. Where power is available we prioritise refrigeration ahead of cooking. If your appliance puts too much strain on our electrical supply we may ask you not to use it. *We do not charge for power use and therefore do not guarantee its reliability, we cannot be held liable for losses if it is not working or unavailable at short notice.*

Getting Started

Farm Visits / Business Visits

You must be able to demonstrate that you grow or produce everything that you want to sell by producing relevant paperwork and giving a tour of your production. We are aiming to make these visits a routine annual process. We also encourage you to open up

your farm / business once a year and invite your customers to visit- to reconnect urban shoppers with where their food comes from.

It's a great opportunity to increase sales as customers get excited and tell all their friends about you. Why not have a picnic for customers in your orchard or a hog roast in a barn or even make some sandwiches in your bakery to show off your new bread ovens!

Your Staff

Are you going to be selling, or will you be sending someone who works on your farm, or who helps you make your products? Are you happy with their communication skills? Can they count, and do you think they can cope with a long queue of people? When they have to set up their canopy in the rain, will they be able to charm customers into waiting until all their produce and prices have been set out? Do they speak good English? Grumpy staff standing around with hands folded are not going to sell anything! Motivate your staff with sales related pay and/or good and regular training.

Signs and banners

It is important that your customers know who you are. Get a banner or signs made up. Bring laminated photos of your farm/bakery etc. and descriptions of what you do, leaflets are good but customers don't always look at them. Come and have a look at some of our markets so you can see how others do, or don't market themselves!

<http://www.make-a-sign.co.uk> – 01225 832050

<http://www.just-print.co.uk/> - 01267 222877 good for leaflets and corex boards

Image

How your stall looks is one of the most important things to get right. Take your time to visit markets or look at websites for farmers' markets in other countries – often they have ideas you can copy. Stalls which give an idea of abundance, which have samples, signs & prices and are constantly being restocked are welcoming to customers. Is your table too far back making people walk into your territory? Bring something out the front to bridge the gap. Cover the front of your table with a skirt. Personally offer samples (not a communal plate). Don't forget to walk round the front and look at the stall from the customers' point of view. Ask your staff to take a photo of the stall each week and to email / text you with it so you can check it's up to standard.

Marketing and advertising yourself

Think about a leaflet telling customers more about your farm or business. Can people come to buy direct from you, or by mail order? Whilst you're at our markets, you may be approached by shops or restaurants – could you supply them? How you present your products will determine good or bad sales. Even if you have the best product dumping it on a table will not give you great sales.

Getting Started



1. Name of business clearly displayed - customers want to know who they are buying from. Your business name tells a story
2. Story of business and production, photos of your production - It's what makes you different from Mr Tesco. A pile of meat or veg with no info or pictures tells no story and customers are no better informed about how the products were grown.
3. Eye catching display – pile it high or raise the display so that its not flat (customers will miss it otherwise) Great butter mountain above.
4. Staff uniform- branded t shirt or apron shows you clearly work for the business, it looks professional and shows the customers you are ready to sell. They can also hide scruffy or dirty clothes.
5. Samples - it's a great way to attract in new customers and get them talking and buying - chop up some veg, or peel an apple.
6. Name of person on the stall – it may seem a bit over the top but it inspires confidence and has been shown to increase sales by 10%.
7. Prices clearly displayed - it's a legal obligation and many customers won't be brave enough to ask; they will just walk by.
8. Specials – new season products and special offers always give existing customers the option to spend more on something new and will attract new interest from bargain hunters if they see a sign saying 'market special' or 'special offer'.
9. Is the stall tidy? Take a look at the customers view; can you see clutter under the stall? Are your staff tidy? do your staff tie their hair back? Are the canopies broken or damaged?
10. Does the stall look clean? Clean table cloths, clean canopies, clean hands, clean clothes. Most customers are buying food they won't buy from a stall that looks dirty.

Getting Started

Exciting Activity

Have something happening on your stall, do some butchery or food preparation on the stall, it engages the customer and shows them that you are a food producer. Use props like wicker baskets or fishing nets to get the message across.

Big Display

Put out as much stock as you can, bigger displays attract the eye and sell more – Stack it high and use all available space. Condense your display as you sell to keep the display looking full, customers don't like buying the last few bits on a stall so always have plenty of stock

Reduce packaging

Customers like to be able to pick up and touch fresh produce so don't wrap everything in plastic. If you are selling meat try and sell meat loose or offer a butchery service

Accept card payments.

We highly recommend you look into this if you don't currently do so. Check out iZettle and www.squareup.com. Both systems will work using your smart phone and will be a lot cheaper than what your bank can currently offer. Many banks in London are closing and most customers expect to use cards. IF YOU DON'T TAKE CARDS YOU WILL LOSE SALES.

Security

Keep your money out of sight and on you the whole time at market. Crimes are rare but the opportunist is out there if you leave money lying around. Think about ways to secure your money, if you are concerned ask us for ideas. Use money belts and do not use money boxes. DO NOT ACCEPT £50 notes as there are too many forgeries around, and check £20 notes well. Do not leave stock or equipment unattended before or after market.

Congestion Charge / Traffic Info

Not all markets are in the congestion charge zone so check before you travel, it is temporarily operating at weekends at the moment. It's worth tuning into BBC London for traffic reports (94.9FM). It's also worth keeping an eye on the BBC travel <https://www.bbc.co.uk/search?q=travel+news+england>. Transport for London also have their own traffic information service <https://tfl.gov.uk/search/?q=live+travel+news>

Website Profile

We offer all businesses that trade with us a free website profile on the London Farmers Markets website. Please send us a short biography of your business and photo that you would like to use for the public face of your business.

See <http://www.lfm.org.uk/what-can-i-buy/> plus up to 4 images. These should be around 1400 pixels and landscape shape not portrait. Please can you also send your social media links and indicate whether or not you are happy for us to publish them.

Getting Started

Facebook / twitter / Customer Emails

We offer all businesses that trade with us free access to market Facebook pages. We can also email our database of 20,000 customer contacts. If you have special offers or business news, it's good to share them with us. Encourage your customers to sign up to the market email newsletter. Start your own email list to let your customers know your news.

Free Publicity

Email us regularly with seasonal news or just things you are doing on your farm or in your bakery e.g. buying a new oven, have a funny looking chicken, send us a picture. Tell us about all your new products as far in advance as possible. We do a lot of work with magazines and their lead in time can be 3 months so if you want us to promote your Christmas products tell us in July!



**We grow it. We sell it.
You buy it, you peel it,
you mash it, you chop
it, you boil it, you fry
it, you roast it, you
bake it, you steam it,
you grill it, you slice
it. You eat it.**



tel: 020 7833 0338 e-mail: info@lfm.org.uk web: www.lfm.org.uk tweet: [londonfarmers](https://twitter.com/londonfarmers)

PRINT THIS PAGE AND THE NEXT AND LAMINATE KEEP A COPY ON EACH STALL

FOOD SAFETY AND HYGIENE CHECKLIST FOR MARKET STAFF

All staff selling on market stalls should be aware of basic food hygiene and do more than the legal minimum to ensure food is sold to customers in excellent condition.

SHOW THIS FORM TO AN EHO IF INSPECTED TO SHOW THAT YOU CARRY OUT THESE DAILY CHECKS

| DAILY CHECKS FOR ALL STALLS | |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <i>Personal Hygiene</i> | <i>Cleaning & Equipment</i> |
| <ul style="list-style-type: none"> <input type="checkbox"/> Clean hands- wash after set up, or eating / smoking / using the toilet <input type="checkbox"/> Clean clothes | <ul style="list-style-type: none"> <input type="checkbox"/> Hand wipes <input type="checkbox"/> Sanitizer/disinfectant for surface cleaning <input type="checkbox"/> Clean surfaces |
| <i>Temperature control equipment & food safety management</i> | <i>General Requirements</i> |
| <ul style="list-style-type: none"> <input type="checkbox"/> Adequate chilled / frozen food storage arrangements- Cool boxes / vans used for all cooked meat / fish, soft cheese and milk products- and raw meat and fish <input type="checkbox"/> Adequate chilled display arrangements- Ice Packs used for all cooked meat / fish, soft cheese and milk products and raw meat and fish <ul style="list-style-type: none"> <input type="checkbox"/> Thermometers used if selling temperature sensitive products cooked meat / fish, soft cheese and milk products and raw meat and fish <input type="checkbox"/> Rotation of stock to maintain safe temperatures | <ul style="list-style-type: none"> <input type="checkbox"/> Surfaces in contact with food easily cleanable <input type="checkbox"/> All ready to eat food stored off the ground and away from public areas where dogs may be present. <ul style="list-style-type: none"> <input type="checkbox"/> No smoking on stalls <input type="checkbox"/> No eating on stalls |

| TEMPERATURES TO OBSERVE | | |
|--------------------------------|-------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------|
| Activity | Target Temperatures | Time Allowance & Guidance |
| Chilled food storage | 0°C - 5°C (legal max. 8°C) (keep below 5°C to enable customers to get food home) | After 4 hours out of temp. Control, food must be destroyed or used immediately. |
| Frozen food storage | -18°C or below | Do not re-freeze once thawed. |
| Hot food holding | 63°C or above | After 2 hours out of temp. Control, food must be destroyed or used immediately. |
| Core cooking temperatures | 75°C or above for at least 30 seconds | Probing food is recommended to ensure correct cooking temperatures are achieved. |

| CHECKS FOR STALLS COOKING / OFFERING READY TO EAT FOODS | |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <i>Personal Hygiene</i> | <i>Cleaning & Equipment</i> |
| <ul style="list-style-type: none"> <input type="checkbox"/> Designated wash hand basin with hot and cold (or mixed) water supply <input type="checkbox"/> Soap <input type="checkbox"/> Hygienic hand drying materials <input type="checkbox"/> Protective clothing | <ul style="list-style-type: none"> <input type="checkbox"/> Hot and cold (drinking) water supply <input type="checkbox"/> Sanitizer/disinfectant for surface cleaning <input type="checkbox"/> Satisfactory washing up arrangement- designated basin <input type="checkbox"/> Satisfactory refuse arrangements <input type="checkbox"/> Suitable and sufficient food preparation/cooking equipment |
| <i>Temperature control equipment & food safety management</i> | <i>General Requirements</i> |
| <ul style="list-style-type: none"> <input type="checkbox"/> Adequate chilled / frozen food storage arrangements <input type="checkbox"/> Adequate hot holding arrangements <input type="checkbox"/> Thermometer / food probe to check temperatures (see guidance overleaf) <input type="checkbox"/> Sanitised probe wipes (or alternative) <input type="checkbox"/> Documented food safety management system available for EHO on request | <ul style="list-style-type: none"> <input type="checkbox"/> Food stored off the ground <input type="checkbox"/> Surfaces in contact with food easily cleanable <input type="checkbox"/> Satisfactory fire safety arrangements (Fire extinguisher / fire blanket available) <input type="checkbox"/> First aid kit available <input type="checkbox"/> LPG safety requirements observed- crimp clips only. No more than one cylinder per appliance on site <input type="checkbox"/> Satisfactory electrical arrangements <input type="checkbox"/> Absence of slips, trips and falls <input type="checkbox"/> Knives stored securely |