



MANAGING YOUR EVENT

A SAFETY GUIDE FOR ORGANIZERS

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MANAGING YOUR EVENT

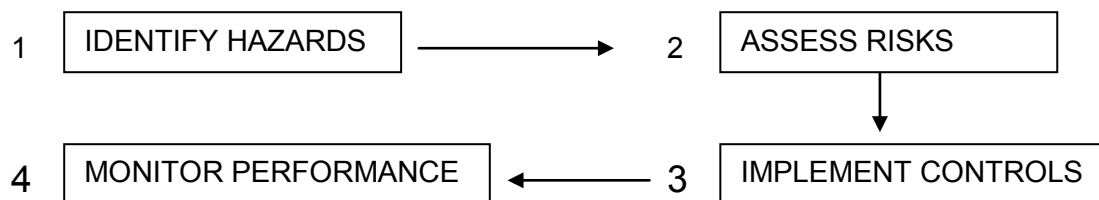
This **Information Pack** is designed to assist you in the planning of your event, activity, stall or function that will take place on Council land. It is important that right from the start of your planning process, your committee is aware of the need to manage and mitigate any risks undertaken in the conduct of your event. Whilst you have public liability insurance this should not in any way be seen as a waiver of your responsibilities regarding the safety and security of your participants and suppliers.

Why do we have to manage our risk?

On-site safety at the event is paramount – your public expects to be able to enjoy your event in safe and secure surrounds - and your committee members need to identify potential hazards during the planning of, and on site at, your event and work to implement solutions.

What is risk management?

The basic principles of and processes in Risk Management are:-



The following examples of common problems at events give you a taste of the type of things you would look for in your planning and prior to the event:

- Holes in grounds or in sidewalks
- Marquee pegs in thoroughfares
- Electrical leads on ground and untagged electrical equipment
- Overcrowding in parking lots or mixing vehicle and pedestrian traffic
- Uneven stage floor or performance space
- No hand washing facilities at food handling stalls

These examples could be rectified with simple solutions. By early identification of hazards, risks can be minimized. It is your responsibility to ensure that you comply with Council's Risk Management procedures and you complete the relevant paperwork.

So how do we go about this process?

To help with the risk assessment process we have prepared general forms, fact sheets and explanations to make the process a bit more manageable. The process will seem cumbersome for the first few times you undertake it, however after a while you will recognize the benefits and become more comfortable with it. This Pack includes:

- An **Event Safety Checklist** – which asks you to consider a range of questions to help identify what is needed for the event /activity you are organizing. This checklist includes the matters you should consider regarding events.

- The **Your Event – Things to Consider Guide** provides a guideline to matters that you should think about and address during your event planning.
- A **Pre-Event Audit Sheet** – this sheet gives you a range of possible hazard areas. If you run through the sheet and make those possible hazard areas that are NA (Not Applicable), then concentrate on the others for the rest of this process. You can use the next sheet (**Hazard Summary**) to summarize your identified hazards. Refer back to the *Pre-Event Audit* sheet just before the event to check off on each item and have your volunteer and other workers sign off that they understand the assessment. Keep this record. Use a similar sheet for the next recurrence of the event/activity/function.
- **Hazard Summary Sheet** – use this sheet to put down all the hazards that you can identify relating to your event. There are some ‘triggers’ included to help you focus on the areas of concern. Once you have exhausted the possible hazards make copies of the *Individual Hazard Assessment Sheet* (see below) one for each hazard.
- An **Events Risk Assessment Sheet** – this sheet provides information that summarizes the event/activity/function and shows that you have completed an assessment. This sheet would be signed after you have prepared a separate sheet for each of the possible hazards not marked NA on the Pre-Event Audit sheet above.
- **Individual Hazard Assessment Sheet** – you will need to copy this sheet and complete this for each separate hazard. If you repeat the event/function/activity at other times of the year the initial hazard assessment should remain relevant.
- **Risk Definitions and Classifications Fact-sheet (Appendix)** – this sheet explains how you measure a hazard by the likelihood of it occurring and the consequences of the occurrence. This will help you determine how you should respond to your possible hazards.
- **Detailed Site/Activity Information Sheet** – this sheet allows you to collect plans, documents etc that are available for your event and show that you have considered elements of hazards and have taken steps to manage these.
- **Catering and Sale of Food for Temporary Food Premises** – this information pack includes an application form if you or a group is to conduct a food stall or provide food at the event. The application is compulsory if food is provided or sold.

Planning and Programming

Careful planning is vital to make the event, that you are organizing, a success. Developing an **Event Management Plan** may seem quite laborious, however the process is valuable to ensure you consider all matters and your time and effort in planning is reflected in a quality event or activity. Of course the bigger the event the greater the management required. The attached **EVENT PLANNING GUIDE** will assist you in this process. This guide covers the points below that you may find worth considering when planning your event:

- Decide on the type of event and the date 9-12 months ahead;
- Establish a working group or committee if necessary and have named organizer(s) identified.
- If you are looking for sponsors, begin to approach local businesses and companies 9-12 months ahead. Longer if you are planning a major event;

- Inform the Council and check if you need any permission on any aspect of your event as soon as you have formulated ideas. If development approval is required this can take some time, so ensure that you seek Council's requirements at least three months before the proposed event;
- Book your venue/site 6-12 months ahead and confirm in writing;
- Arrange for local publicity;
- Check the availability of sound and light equipment, marquees etc;
- Send out first press release as soon as dates are firmed up;
- Book first aid, caterers, judges, dignitaries and any other services 6 – 9 months ahead;
- If holding competitions send out schedules and rules 2 – 4 months ahead;
- Start looking for volunteers and staff 2 – 4 months ahead;
- Talk about finances as early as possible and any other funding opportunities; there will be cut-off dates for various funding applications so be aware of the time scales involved;
- Order posters and publicity 3 months ahead and send out 6 – 8 weeks prior to the event;
- Apply for licences, consents, approvals, permits at least 3 – 4 months ahead, earlier if you can;
- Create other plans to achieve publicity and target sponsors;
- Notice for your event or activity should be given to the Visitors Information Centre at the Council. The minimum notice for small/medium events is 28 days. In the case of a large scale event at least 6 months notice should be given;
- Choose a time and date for your event that will suit the audience it is intended for, also check that no similar public events are taking place at the same time.

What to do when things go wrong

Remember as the organizer of the event, you are responsible for the safety of everyone who is involved. If anyone is hurt or injured because of your negligence, you will almost definitely end up in court.

If an incident does occur at any event on the Council's land, the Council will ask:

- Were plans in place to manage a major incident?
- Were the risk assessments completed, including all of the items included in the checklists?
- Are there enough emergency service resources on site?
- Is there a detailed casualty treatment, management and evacuation plan?
- Are the emergency procedures properly explained and practiced?
- Is there a clear chain of command and control?
- Are communications between key personnel and the crowd adequate?

Remember careful planning and organization will help ensure that your event is successful and above all else safe.

Suggested Action from Here for Risk Assessment

- 1 Review the **EVENT SAFETY CHECKLIST** and the **THINGS TO CONSIDER GUIDE**.
- 2 Then use the **EVENT PLANNING GUIDE** to start the process of your event management plan. This requires considerable information to be sourced. During this event management planning you are required to consider risk assessment. Use the following forms to assist you in this process.
- 3 Look at your event/activity as if you were a parent looking for hazards that may hurt your child. Use the **PRE-EVENT AUDIT** form to trigger your thinking on possible hazards. Identify and make a list of all those hazards using the **HAZARD SUMMARY SHEET**.
- 4 Copy enough **INDIVIDUAL HAZARD ASSESSMENT SHEETS** to cover each of the hazards listed in step 1 above.
- 5 Fill in the **INDIVIDUAL HAZARD ASSESSMENT SHEET** for each hazard, referring to the **RISK DEFINITIONS AND CLASSIFICATIONS FACT-SHEET (APPENDIX)** to determine the level of risk. The higher the level of risk the greater your controls and actions if it occurs will be.
- 6 Fill in the **DETAILED SITE/ACTIVITY INFORMATION SHEET** noting any plans, documents, forms etc that you have to attach to support your risk assessment process - including the Temporary Food Permit.
- 7 Fill in the **EVENTS RISK ASSESSMENT SHEET** with your details and provide to the Council representative for signing.
- 8 Use the **PRE-EVENT AUDIT** form at the commencement of your event as a way of alerting your staff (including volunteers) to the hazards and the fact that you have developed a risk management plan to minimize them. These staff (and volunteers) should sign the form. Keep this form with your other event records.

Further Information

Information or clarification can be obtained by calling **[Your Town]** and asking for the Special Projects Officer or Safety Officer on **[Your Phone]**

Useful Publications

The APPENDIX includes a list of useful publications that give excellent advice about event management and safety.

EVENT SAFETY CHECKLIST

(tick box as required)

General Events

- Have the following key personnel been identified? Event organizer, safety manager, chief steward, stewards?
- Do you have permission from the landowner?
- Is the site suitable for your event? (Is there a more suitable site?)
- Have you carried out a risk assessment to make sure you have all the necessary health and safety measures in place?
- Have you decided who should be responsible for health and safety at your event?
- Have you provided necessary information for example, maps and site plans details of gas/electricity installations and an outline programme of events?
- Do you know how many people you are expecting?
- Do you know where the entrances and exits on your site are?
- Are the entrances and exits controlled and stewarded? Are they suitable for baby strollers and wheelchairs and are they appropriately signed?
- Do you have trained, briefed and clearly identifiable volunteers?
- Have you met the needs of people with disabilities?
- Have you set up a reliable system of communication between key people?
- Have you set up a reliable system of communication with the audience/crowd?
- Has a control point been identified, call signs predetermined and announcements prepared?
- Are crowd control barriers necessary?
- Are emergency procedures in place and have these been agreed with the emergency services?
- Can emergency vehicles get on and off the site easily?
- Do you have effective fire control measures in place?

- Do you have adequate first aid facilities?
- Do you need any other special arrangements for example, for lost children, lost property, drinking water, toilets, noise control or parking?
- Do you have an emergency plan? Does it cover everything? Has it been viewed by the Council Safety Officer? Who will make the decisions during an emergency? Will you stop the event during an emergency? Have you asked for advice from the emergency services about emergency routes?
- Is an approval or permit for public entertainment licence required from the Council?
- Do you have insurance cover?
- Please note that, apart from emergencies, the emergency services may charge if you ask them to be present at your event.
- Have you carried out a hazard analysis of the food safety risks involved in the preparation or handling of the food & drink you will be offering?
- You need to identify critical steps in food preparation or handling and put in suitable control measures. You should also monitor these control measures. If you are using caterers, they should be able to provide this information.
- Have you obtained the?
- It is advisable that you have a system in place to cater for children who have been dislocated from their guardians. Depending on the size of the type / size of the event, a specific lost children service may be required. Contact the group for more details.

Events on Roads

In addition to the general safety checklist items, the following issues should be considered when organizing events on roads. In all cases event participants must comply with **Ontario Highway Traffic Act and Ontario Police Act**.

- Timing. Don't hold your event in the dark – bad visibility and tiredness make accidents more likely.
- Planning your route. Whenever possible your event should be held in a park, sports ground or on footpaths away from the road. Remember that country walks need careful planning. Plan the route away from roads wherever possible. Don't use roads without proper sidewalks or boulevards. Don't use roads where there is construction or repairs as these can be dangerous.

- Events on local and/or highways require Council and Ontario Police or approval from the Local Police Authorities.. Any event where the highway is involved must also have written approval from the appropriate highway authority.

- The applicant must make written application to Council. This application must include the following:
 - evidence of minimum \$5 million public-liability insurance cover in respect of the event, with Council’s interests duly noted.
 - A map showing the proposed roads to be used will be submitted to Council for approval prior to the event being conducted including any signposting.
 - A traffic control plan shall be submitted to Council for approval prior to the event.
 - If a highway is to be used, written approval from the MTO or Road Authority is required.
 - Council will inform the appropriate Police Authority seeking their written approval prior to the event taking place and any additional conditions.
 - Council provides a written response – this maybe a refusal or approval with conditions attached. These conditions may include the requirement to:
 - provide a management plan for the event
 - evidence of risk assessment as presented in this Information Pack
 - public advertising of the event/road closures

- A briefing by the organizer of the event must be conducted prior to the event with all competitors and marshals being informed of their responsibilities and safety aspects for the event.

- Changes in the route. Make sure you obtain approval from Council for any changes to your route. Make sure that everyone taking part knows about the changes through the marshals or signs.

Further information

Contact Council on *[your emergency contact number]*

YOUR EVENT – THINGS TO CONSIDER GUIDE

Risk Assessment

You must carry out and provide a written risk assessment as the first step in planning your event. This will ensure you have adequate health and safety measures in place.

For example, you need to know:

- Do you have enough adequately trained marshals for your event?
- Do they have correct equipment to do their job?
- Are they wearing high visibility clothing?

You will also need to take out insurance to cover your event. Contact your insurance provider for advice and give them **all** the details of your event. In some cases a specialist insurance provider may be required, contact the group for more details.

Stewards

You must have enough stewards for the size and type of your event. The number of stewards you need will depend on several factors.

- If the event is indoors or outdoors.
- How many children are likely to attend?
- If it is dark or light.
- If there are unsound surfaces.
- If the weather is bad.
- If vulnerable people are there.
- If alcohol is being served.

Smaller events may use helpers and volunteers as stewards, while major events will often need professional stewards hired for the occasion. All stewards must be properly trained and briefed.

Communication

You must have a reliable method of communication in place for the event. It is essential for stewards and organizers to be able to communicate during the event. In addition, there should be at least one office on site, jointly staffed by all the organizations taking part.

Equally vital is the method of communication with the public. This is particularly important if the site has to be evacuated.

Evacuation

You must have an evacuation procedure as part of the risk assessment for your event. For indoor events, the building you are using may already have an evacuation procedure in place. However, this is far less likely for outdoor events.

First Aid

You must provide an agreed level of first aid, paramedical and medical facilities at your event depending on the type of event, number of people and risk. Access by ambulance in an emergency should be considered.

Fire Safety Arrangements

You should agree on arrangements for fire prevention, detection and control with the Fire Department before your event.

Security

You must ensure any special security measures are in place for example, if you have VIPs at your event, or large amounts of cash. The Police can advise you on this issue.

Barriers

There are many different types of barriers. Some barriers can only be used if you have trained and experienced stewards who are familiar with how they work.

Any temporary structure, which is load bearing, must comply with health and safety laws and building control regulations.

People with Disabilities

You must ensure that all arrangements you make, including emergency procedures, meet the needs of people with disabilities.

Signs

You must provide clear direction and information signs at your event. Consideration of the need for multilingual signs may be needed depending on the event and clientele.

Any temporary signs on public land (like sidewalks, parks, road) will need to be approved by the Council. Remember to give plenty of time for this matter as approval can not be assumed nor can it be dealt with immediately.

The Environment

You must look after the environment when planning your event. For example, you must make sure that the site is suitable for the type of event that you are planning, and take account of local concerns such as noise and litter. Where possible the site should always be left in the same condition as it was before the event. A reinstatement fee may be imposed by the landowner if the site has been damaged.

Food Safety

If you are preparing food for your event it is essential you consider the section of this Information Pack on ***Catering and Sale of Food for Temporary Food Premises***. There are a number of regulations you will need to comply with, including:

- Siting of the food
- Design & construction of the facilities & equipment
- Cleanliness & repair of the above
- Washing facilities

- Waste disposal
- Temperature control
- Staffing including appropriate training
- Food safety practices & supervision
- Safety of temporary power provisions such as LPG, propane & butane cylinders

If you are a food business or you are bringing in other food businesses, you must refer to the relevant section in the ***Catering and Sale of Food for Temporary Food Premises***.

Facilities

You must decide what facilities will be needed at your event, such as hot and cold drinks, toilets, PA systems, lighting and temporary structures (shelters and stages)

Law

You must comply with all laws and regulations at all times.

The Event Planning Guide

Use the Guide to assist you to cover the various elements for a successful event. You may not need to use all the sections, eg if there is not going to be alcohol served then this section can be left blank. The Guide is intended to be used with the Risk Assessment sheets that follow as well.



PRE-EVENT AUDIT

FILE NO

Description of Event and Location:											
Company/Personnel/Organization Running the Event:											
Date and Time:						Stall holder/Activity: <i>where appropriate)</i>					
Work Method Statement(s) that apply:;;;						Non-standard Work Method Statement attached Yes <input type="checkbox"/> No <input type="checkbox"/>					
HAZARD IDENTIFICATION <i>Check the following and tick the appropriate box: NA=Not applicable; S=Satisfactory; US=Unsatisfactory</i>											
Paperwork			Public Matters								
Contractor Toolbox Meeting Record and Risk Assessment completed (attach copies)			<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>			Crowd control measures in Place			<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		
Licences of Operation			<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>			Appropriate clothing for staff (hot/cold/visibility)			<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		
Chemical Usage & Material Safety Data Sheets completed			<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>			Loud available			Yes <input type="checkbox"/> No <input type="checkbox"/> <input type="checkbox"/>		
Specialist certificates required (eg Traffic Control Management, Confined Spaces)			<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>			Entry controlled			Yes <input type="checkbox"/> No <input type="checkbox"/> <input type="checkbox"/>		
Food handling approvals sighted			<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>			Fire fighting equipment			<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		
Activities						Site					
Electrical equipment tagged			<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>			Traffic Control Plan, provisions for parking (attach copy or Traffic Control Plan No)			<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		
Personal protective equipment (provided and worn)			<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>			Pedestrian access at site for slips, trips, falls			<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		
First Aid Kit available			<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>			Site amenities, toilets, fresh water			<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		
Lighting is adequate for activity			<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>			General site conditions, security			<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		
Environmental Protection (attach plan if applicable), air, water, litter and noise			<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>			Correct signs on site			<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		
Noise control/dust control			<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>			Adequate protection and fencing to site			<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		
Condition of plant and guards on all machinery			<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>			Utilities identification (underground & overhead) including irrigation			<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		
Ladders (Good condition and properly secured)			<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>			Adequate ventilation			<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		
Manual handling and lifting equipment			<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>			Rubbish disposal			<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		
Gas cylinders and equipment in order & comply			<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>			Material storage			<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		
Emergency procedures, eg fire, explosion, civil disturbance, lost child, etc			<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>			Presence of hazardous materials (eg asbestos)			<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		
Insurances sighted						COMMENTS/CONTROL MEASURES:					
Public Liability			<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>								
Professional Indemnity			<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>								
Workers Compensation			<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>								
Other			<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>								
ATTENDANCE LIST						<i>Place additional signatures on back of form</i>					
Name.....			Signature.....			Date.....					
Name.....			Signature.....			Date.....					
PROJECT SUPERVISOR (PLEASE PRINT)											



Name..... Signature..... Date.....

HAZARD SUMMARY SHEET

List under the triggers below the hazards you think could occur

Hazard	Risks	Controls
Think of issues about getting onto the site for the event		
What hazards could occur when setting up		
Think of hazards relating to First Aid, providing food, emergencies, etc		
During the event what could go wrong with people, parking, cash handling, security, communications, etc		
Pulling the event down – what might the hazards be		
Evaluate the event – what hazard lessons were learnt		



EVENT RISK ASSESSMENT

Presenter/Hirer	
Activity/Event	
Venue	
Activity Date(s)	
Presenter/Hirer Safety Contact	
Phone Numbers	
Venue Safety Contact	
Phone Numbers	
General Description of Activity: <ul style="list-style-type: none"> ▪ Type of Activity: ▪ Number of staff/volunteers: ▪ Description of activity: 	

Assessment completed by:

Date:

Sign:

Presenter/Hirer Safety Contact

Received by:

Sign:

Council Representative

Revisions by: (Mark all amendments with an asterisk * and attach to this cover sheet)

Date:

Sign:

Presenter/Hirer Safety Contact

Received by:

Sign:

Council Representative

Attachments (please provide number of each)

HAZARD SUMMARY SHEET YES / NO	SITE/ACTIVITY INFORMATION SHEETS -
HAZARD ASSESSMENT SHEETS -	INCLUDING FOOD HOLDER PERMIT YES / NO
SUPPLEMENTARY DOCUMENTS -	OTHER -

Required Distribution:

Presenter/Hirer	Council Representative
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Presenter/Hirer Safety Contact	
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INDIVIDUAL HAZARD ASSESSMENT SHEET

Complete a new page for each identified risk

What is the hazard? <i>eg manual handling, electrical, security</i>
--

What is the risk? <i>eg injured back lifting elements</i>
--

What are the elements of the risk occurring?			
Likelihood*	Consequences*	Level of Risk*	Stakeholders

Action to Control the Risk		
Action	Who to take Action	Contact

Action taken in event of hazard occurring		
Action	Who to take Action	Contact



DETAILED SITE/ACTIVITY INFORMATION

Please tick those copies attached to this document:

- | | |
|--|---|
| <input type="checkbox"/> plans | <input type="checkbox"/> working drawings, |
| <input type="checkbox"/> schedule | <input type="checkbox"/> material data safety sheets, |
| <input type="checkbox"/> engineering reports. | <input type="checkbox"/> food handling approval |
| <input type="checkbox"/> operation manuals | <input type="checkbox"/> insurance coverage documentation |
| <input type="checkbox"/> Other (please specify) | |

Identify Site Structures eg tables, stalls, play equipment etc

Identify Onsite Structure Set-up eg pegs in ground etc

Manual Handling Issues eg size, weight, crew required etc

Identify food handling equipment eg wash basin, etc – stove-top, gas tanks??

Operation eg documented procedures, maintenance regime etc

Assessment completed by: Date:

Sign:..... Name:.....

Presenter/Hirer Safety Contact

Revisions by: Date:

Mark all amendments with an asterisk *

Sign:..... Name:.....

Presenter/Hirer Safety Contact

Required Distribution:

Presenter/Hirer	Council Representative
Presenter/Hirer Safety Contact	Any person named in body of document

CATERING AND SALE OF FOOD FOR TEMPORARY FOOD PREMISES

A Code for [Your Town]

INDEX

INTRODUCTION – HOW TO USE THIS INFORMATION

SECTION A – GENERAL CONDITIONS

SECTION B – CONSTRUCTION STANDARDS

- Category 1 – On site food preparation
 - ie: Any food requiring more than one step in preparation at the market site. Includes: hamburgers, Hot dogs
- Category 2 – One step low hazard food preparation
 - ie: Foods with minimal risk of bacterial multiplication and requiring no more than a single preparation step on the site. Includes: popcorn, cotton candy, fresh juice
- Category 3 – Pre-wrapped and bottled foods – Fruit & Vegetables
 - ie: Fruit and vegetables, bottled preserves/jams, wrapped cakes etc.

APPLICATION FORM – Catering and Sale of Food for Temporary Holder Permit

**THIS CODE WILL APPLY TO ANY ACTIVITY THAT PROVIDES FOOD FOR WHICH A TRANSACTION
HAS OR WILL TAKE PLACE.**

INTRODUCTION

Guidelines for Temporary Food Premises

The Introduction of the new Food Safety Standards has seen the requirements for Temporary Food Premises to seek approval to operate.

Temporary food premises are structures set up for a specific occasion such as a, show, carnival or markets. The cost of providing such premises to a permanent standard as required for a premise such as a restaurant is seen as unpractical. However, the issues of food safety that includes the construction of premises, food handling, food storage and cleanliness is as important as it would be for a restaurant. The aim of this Code is to provide minimum standards for the establishment and operation of a temporary food premises.

General Provisions

The Code applies to temporary food premises within Council's area and operators must also comply with the relevant Local and Provincial legislation regarding hygiene, safety and land use requirements as applicable.

Local government health and safety experts Council's Environmental Health Officers are authorized to enforce this guideline and to issue any necessary direction or registration with or without conditions, or cancel any registration.

Definitions

- **Temporary Food Premises**
Temporary food premises shall include any structure, food stall or mobile food stall erected, installed or located on any premises, including privately owned property or on any public road, footpath or public reserve or park, which is used for the sale of food for the duration of any, fair, festival, carnival, market or similar event.
- **Food Vending Vehicles**
Includes any vehicle including any van, truck, trailer or moveable module whether mobile or stationary used for the purpose of selling any article of food.

How to use this Code and apply for a Food Permit

- 1 Read Section A that follows. This Section gives the conditions for food handling and provides important information about food, temperatures, transporting, labelling, infections, hygiene, water, plates and cutlery, animals, preparation, and so on.
- 2 Read Section B. This Section helps you determine into which of three categories your food activity is likely to fall. Each category then gives you clear information about the standards you are expected to meet when operating your food activity.
- 3 Decide which category your food activity is in, and then discuss with your group how you will ensure that these matters are met.
- 4 Now you are ready to complete the Application Form (at the end of this information packet). The Permit received will last until the next 30 June and costs \$10. You need this Permit to operate a food activity. There are a few different ways this can work:
 - a If you operate the same activity a few times a year at the same venue then the one application form will suffice.

- b If you operate a similar food activity at different venues then you should complete a new application for each different venue (but you only pay the once per year).
 - c If you operate different food activities (eg sell prepared food at one stall, run a BBQ at another, etc) at different venues or the same venue at different times then you need to submit an application for each activity.
- 5 Send the Application Form to the Council (with your payment if this is the first time in the year ending 30 June) giving plenty of time before the event (at least 7 working days).
- 6 Prepare for your event taking all steps necessary to meet the Food Handling requirements.

Further Information

Information or clarification can be obtained by calling ***[Your Town]*** and asking for the Environmental Health Officer or public health officer ***[Your Town] at [Your emergency telephone number]***.

SECTION A – GENERAL CONDITIONS

Basic requirements – all food sellers including sellers of prepacked foods, fruit and vegetables and the like are to observe these requirements:

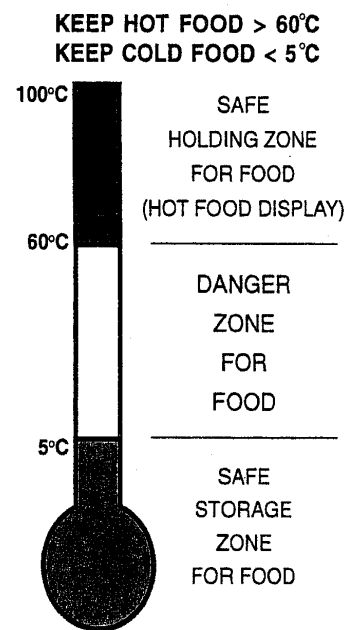
PERISHABLE (HAZARDOUS) FOODSTUFFS – HOLDING TEMPERATURES

Because the most common cause of food poisoning is “temperature abuse” of products which will rapidly spoil, the following requirements taken directly from a recommended Standard should be enforced by officers attending the markets.

Products containing milk or milk products, eggs, meat, fish, cooked rice, or opened shellfish shall be stored and sold at a temperature under 5 degrees Celsius or above 60 degrees Celsius. ie: cream cakes, hot dogs, chicken, rice etc.

Note: There are exemptions for eggs sold in the shell provided they are shaded, and for bottled or canned products that have been processed by heat to prevent spoilage and remain hermetically sealed. Frozen food must remain in a frozen state to gain exemption.

Note: It is an offence to sell food that after being frozen and subsequently running down or melting, has been frozen again, subsequently refrozen.



TRANSPORT OF FOOD TO THE MARKETS

All foodstuffs being transported to the markets must be adequately protected from contamination and looked after. It is especially important that the temperature requirements in the section above be strictly observed during the transportation. With the exemption of whole fruit and vegetables or grains, which are to be further processed, all foodstuffs must be conveyed in the vehicle in such a way that dust, vermin and other likely sources of contamination are excluded.

with tight fitting lids may be used for some foods. Where food comes into contact with the container, it must be impervious and easily cleaned. Lids may not be removed from containers in which foods remains when the vehicle is in motion or unattended.

Vehicles used for purposes incompatible with the carriage of foodstuffs may not be used for bringing food to the markets.

LABELLING

Any product that is sold in a package, jar or the like is to be clearly labelled. The New Food Standard require among other things that:-

- | | |
|---|--|
| a the common name of the contents | e use by date appropriate to the class of food |
| b the name of the maker, vendor or agent | f nutrition labelling (exemptions may apply to this requirement) |
| c where more than one ingredient is used in the preparation of the product, a list of all the ingredients and additions | g Percentage labelling |
| d product of Australia (or country and origin) | |

Must appear on the label. The lid or container must not contain information about any product other than that contained nor any information, which could be misleading.

Foodstuffs not labelled or missing any of the above details will not be permitted to be sold.

SICKNESS OR INFECTION OF THE SKIN

No person suffering from a communicable disease or infection including a skin eruption shall handle food or any utensil used for handling food.

Note: minor abrasions of the skin may be covered with a bandage which in turn must be covered with a waterproof covering.

PERSONAL CLEANLINESS AND HYGIENE

Both body and clothing must be clean and of neat appearance. Wearing of a clean apron is recommended.

For personal hygiene, every stallholder must have available a clean towel and soap/bactericide. (see what is required as per categories, which follow.)

Note: The regulations demand cleansing of hands:-

- before commencing or recommencing work.
- immediately after using the toilet. (take soap and towel with you.)
- immediately after using a handkerchief or nasal tissue.

WATER AND ICE

Only potable water may be used when preparing food for sale.

If you do not know the meaning of potable water, please ask your Local Health and Safety officer.

Ice used for keeping food cool or adding to food or drink, must have been made from potable water.

SECOND HAND GOODS

Where second hand goods, such as clothing, footwear or printed material are to be received or sold, food may not be sold if handled by the same person unless the food is contained in sealed packages.

FOREIGN OBJECTS

No foreign objects shall be placed or be present in any item of food for sale.

SMOKING

No person is permitted to smoke or chew tobacco or any similar product when serving or when present in or about any food stall (does not apply to customers outside the stall.)

MINIMUM DISPLAY HEIGHT

No foodstuffs shall be stored or displayed at a height of less than 750 mm above the ground, unless protected to the satisfaction of the Environmental Health and Building Surveyor.

Note: This clause applies to fruit and vegetables as well as other foods.

CROCKERY

Plates which are chipped, cracked or broken or are in a state of disrepair may not be used in connection with food.

HUMAN CONTACT

Human contact with food when packing and serving must be minimized. (except fruit and vegetables.) Tongs or disposable gloves should be used. This clause does not apply to confectionery (sweets, chocolates etc.)

Note: When holding implements, utensils or appliances they must only be held by a part of the utensil that does not come in contact with the food. Such utensils may not be placed in the pockets of clothing.

WRAPPINGS

Only clean unprinted paper or food wraps may be used for wrapping foodstuffs.

DOGS AND ANIMALS

No stallholder is permitted to bring a dog or other animal onto the ground. Under no circumstances is a dog or other animal to be permitted to enter any food stall.

LOCATION OF FOOD STALLS

It is preferred that food stalls be set up on well-grassed sites sealed areas.

GARBAGE

All stalls are to be provided with an adequately sized rubbish receptacle with a fitted lid. Contents are to be disposed of in a proper manner (usually into the bulk bins provided) at the end of the day.

HOME PREPARATION

Preparation of food for sale in the home is not permitted except where the kitchen or place complies fully with the National Code for the Construction and Fit out of Food Premises and the Food Standard Code in respect of the construction standards, sanitation and equipment.

These details may be obtained on request from your Council's Environmental Health and Building Surveyors.

CHILDREN IN FOOD STALLS

It is not desirable that young children be permitted to enter a food stall for health and safety reasons.

PERMISSION TO TRADE

Approval by the Market Promoter or a Health Surveyor by telephone shall not be given as permission to trade. All stalls are subject to approval on site.

Applicants for market/one day events shall obtain a stallholder permit from Council.

DIRECTIONS

Stallholders are required to meet any directive given at the Market by any officer authorized under the Health and Safety Code. Officers carry appropriate authorization documents, which may be requested before admitting an officer to a van or stall.

SECTION B - CONSTRUCTION STANDARDS

This section is divided into three (3) categories and persons selling food at markets must operate within one (1) of the three (3) categories as outlined below.

CATEGORY 1: "ON SITE FOOD PREPARATION" FOOD VEHICLES/FOOD STANDS

This category related to on site food preparation for the sale of food to the public.

Includes: Hamburgers, Kebabs, Spring Rolls, International Foods, Hot Dogs, French Fies, Pies, Sandwich preparation, or any other food prepared, made or cooked on site.

The purpose of this category is to ensure that on site food preparation outlets are fitted out in such a manner as to comply with the appropriate food legislation to ensure safety and promote a good standard of hygiene by providing for easy cleansing and maintenance.

Includes: Food Vehicles, Food Vans, Trailers, Caravans, Collapsible rigid structures, or any other food outlet such as to comply with the following.

CONSTRUCTION

- i The floor, walls and ceiling shall be constructed internally of rigid, smooth faced, impervious material with unbroken surface, capable of being easily cleaned and kept in good repair. If joint strips are necessary they shall be used in the vertical plane only and be free of screw heads, rivets or the like.

The wall/floor junction shall be impervious and covered to a radius of 25mm or greater.

Walls - at minimum the walls shall be fully enclosed below 750mm on all sides including the counter area. Above 750mm to roof height, the walls on all sides, except counter, are to be capable of being enclosed.

FIXTURES

- ii Food preparation benches, shelving, cupboards and the like shall be constructed of approved rigid smooth faced and impervious material free of open cracks and joints. (Standard chipboard should not be used.)
- iii Cavities to be eliminated wherever possible.
- iv Benches, shelving, cupboards and the like shall be constructed so that the lowest shelf or base shall be 200mm above the floor. The unit should be supported from the wall or on metal legs.
- v The ends of hollow metal section shall be sealed.
- vi Shelves (where practical) should be stood approximately 25mm clear of the wall to facilitate cleaning of the walls and stop accumulation of foodstuffs.

SERVICES

- i Water pipes, electrical cables etc. should be run under the floor or within the wall cavities and all joints sealed. Where not recessed water pipes or electrical conduits must be set with stand offs 25mm clear of the wall surface and where possible only run verticals.

The gas installation, if any, shall be installed by a licensed gas fitter. The installation shall comply with the appropriate provisions of the gas installation regulations made under the [Propane Installation Code CAN/CGA B149.2](#). A current compliance plate shall be affixed to the vehicle. NB Ontario Highway Traffic Act registration requires the compliance plate to be fixed to the vehicle.

EQUIPMENT

- i A sink for the purpose of cleaning all utensils, appliances, equipment and the like shall be provided. Detergent and cleaning implements shall be on hand.
- ii A wash hand basin for personal hygiene purposes must be provided in addition to the sink. Soap and towels must be provided in close proximity.

- iii A reservoir of potable water shall be provided sufficient to exceed the days needs.

Hot water is to be supplied from a hot water system with both the sink and the basin individually supplied from mixing set fixtures. Urns will not suffice. (NB: Water must be supplied continuously at a temperature not less than 45 degrees Celsius.) Fabricated stalls may have to consider the use of a trailer based "module". The unit must be on at all times when trading.

NB. If customers return utensils for cleansing, a double bowl sink is required in lieu of single and scalding water (min 77 deg Celsius) must be available to the second bowl of the sink for final rinsing.

- iv A wastewater collection tank shall be installed external to the vehicle to collect the wastewater from the hand basin and the sink. The tank is to be provided with a vent. All fixtures are to be trapped. The waste water tank is to have an outlet which enables ready disposal of the contents to a sewer gully or other suitable disposal point upon return home of the vehicle/or dismantling of the stall.
- v Cooking appliances such as deep fryers, hot plates, and stoves shall be installed so as to provide a clear space of not more than 200mm between the underside of the appliance and the floor.
- vi Equipment which is not easily removed from the vehicle shall be positioned clear of walls at such distances as to permit easy cleaning.
- vii Where cooking or extensive heating processes are carried out an approved mechanical ventilation system, including grease removal filters, may be required.
- viii Walls and benches likely to be soiled or damaged by cooking fumes, grease and heat shall be protected by stainless steel sheeting or other approved material.
- ix A fire extinguisher and fire blanket are to be provided in any vehicle/stall where extensive cooking or heating processes are undertaken. The extinguisher shall be of a type suitable for dealing with the type of combustibles present.

- x Perishable foodstuffs are to be stored in a suitable refrigerator or other appliance fitted with the required thermometer (see general section) and which is capable of maintaining the required temperature (normally less than 5 degrees Celsius) throughout the period of trade.
- xi A suitable garbage container with tight fitting lid must be provided.

DESIGN OF MOTOR DRIVEN VEHICLE

- xii Where a vehicle has a driving compartment, this section must be effectively sealed off from the section used for storing or preparing food.

GENERAL

- xiii General provisions applying to all stallholders are provided at the front of this guide. These form part of the requirements for this category of stall.

CATEGORY 2: "ONE STEP PREPARATION"

Requirements for stalls where one step only preparation takes place and where the ingredients or produce are not of a hazardous type (see general section) and where cooking except for heating of water or soup is not part of the process.

Includes: Popcorn, Cotton Candy, Tea, Coffee, Soups and other items which may be considered appropriate by Council's Health Surveyor.

CONSTRUCTION

- i Walls - at a minimum the walls shall be fully enclosed below 750mm on all sides including the counter area. Above 750mm to roof height, the walls on all sides, except under the counter, are to be capable of being enclosed.

Construction shall be of tarpaulin or similar easily cleaned material (not canvas) stretched over a demountable frame with the tarpaulin preferably on the inside of the frame.

The wall panels shall be provided with sufficient framework to support the fabric taught and rigid. No part of the walls may flap in the breeze or be otherwise insecure.
- ii Roof - the roof shall be of similar construction to the walls.
- iii Floor - the floor shall be in the form of a groundsheet cut larger than the floor area to enable it to be turned up the wall and clipped or otherwise fixed into position.

NOTE:

The whole structure shall be securely fixed together when assembled and must be secured against wind loadings. These stalls will not be permitted on sealed areas if securing requires peg penetration through bitumen asphalt.

FIXTURES

- iv Food preparation benches, counters, shelving, stands etc., shall be made from rigid smooth faced material, free of cracks or joints and be durable. Painting, laminating or clear finish must be used on any timber product. Shelves shall be minimum 200mm off the floor. Foodstuffs shall not be stored on the floor. Metal end sections shall be sealed.
- v The preparation and or display of foodstuffs must take place behind and under a sneeze barrier designed to protect the food from contamination. Such a device could be constructed of Perspex, which is capable of being folded and welded into custom shapes.

CONTAINERS

- vi All food or drink shall be served in single use containers from category 2 stalls.

HAND WASHING

- vii A sealed container (minimum capacity 10 litres) of potable (usually town) water and having a tap fitted shall be provided as a water supply.
- viii Hot (45 degrees) water and cold water may be provided for personal hygiene if a water heating device can be firmly secured in the stall against collapse or fire. Hot and cold water are to mix in a dispensing spout and dispense into a basin separate from any facility for washing implements. Soap and a towel are to be provided conveniently. Alternatively where a hot water supply is not practicable, Bactericide - ie. "Hibicleanse" (Chlorhexidine Gluconate) or similar may be dispensed from a pump pack into the hands before washing instead of having hot water and soap at the basin. Clean towels are still required.

UTENSILS WASHING FACILITY

- ix A sealed container (minimum capacity 10 litres) of potable (usually town) water and having a tap is to be provided along with a suitable bowl or container for washing the utensils in. Clean towels and detergent are to be provided. NB. This must be kept separate from the hand washing facility.

WASTE WATER DISPOSAL

- x Sullage water must be disposed of to the sewer if available on site. (usually via a surcharge gully near the amenities block.) If sewer is not available, the waste is to be disposed of as directed by the Health Surveyor.

OTHER EQUIPMENT

- xi Where facilities are provided for heating, extreme care is to be taken with positioning of the appliance to ensure there is no fire, electrical or scalding hazard. Heating appliances may not be placed on the front counter nor within 300mm of external walls.
- xii A garbage bin with a tight fitting lid shall be provided in the stall for receipt of solid waste. This shall be emptied to the bulk bin or other facility as provided at the market venue before leaving.

GENERAL

- xiii General provisions and application form applying to all stallholders are provided at the front of this guide. These form part of the requirements this category of stall.

CATEGORY 3: "PRE-WRAPPED AND OTHER FOODS"

This category relates to pre-wrapped and other foodstuffs sold at "traditional style" food stalls where food is protected from contamination by wrapping or where stored in sealed containers.

Includes: Pre-bottled/sealed: Jams, Honey, Pickles, Drinks etc.
Pre-wrapped and sealed: Cakes, Toffees, Biscuits, etc.
Natural Protection: Fruit, Vegetables, etc.

- i) Wrapping/protection of food is to remain intact when delivered to the customer.
- ii) All food is to be stored a minimum of 750mm above the ground level.
- iii) Soap and clean towels are to be provided at each food stall.
- iv) Compliance with holding temperature requirements where applicable.
- v) General provisions applying to all stallholders are provided at the front of this guide. These form part of the requirements for this category of stall.

Temporary Food Permit Application follows



**APPLICATION FOR CATERING AND SALE OF FOOD
TEMPORARY HOLDER PERMIT**

**APPROVAL TO BE SUBJECT TO THE RELEVANT SECTIONS OF [YOUR TOWN] CODE FOR
CATERING AND SALE OF FOOD FOR TEMPORARY FOOD PREMISES.**

APPLICATIONS MUST BE RECEIVED SEVEN (7) WORKING DAYS BEFORE DATE OF EVENT.

To: **[Local Government Contact]
[Your Town]
Town, Province
A1A 1A1**

Our Group/I have previously submitted our annual application fee

**An annual fee of \$10.00 applies for the application and will remain current until [time
restriction].**

1. Applicant/Charity Name: _____
Address: _____
Contact Name and Phone Number: _____
2. Name of Food Outlet: _____
3. Intended Location for Market/One Day Event: _____
4. Intended Date of Market/One Day Event: _____
5. Food intended to be sold (describe range and type of food and whether it is to be sold wrapped or unwrapped, hot or cold etc):

6. How is the food protected/transported to the Market?

7. Address of premises where food will be prepared (Prior to sale at Market/One Day Event):

8. For unwrapped foods, how do you protect food against potential sources of contamination? _____

9. Food requiring temperature control. How will you keep cold food below 5 degrees Celsius and hot food above 60 degrees Celsius? _____

10. How do you provide facilities that are required for:
Hand washing: _____
Washing food and utensils: _____

**I HEREBY UNDERTAKE TO COMPLY WITH THE [YOUR TOWN CODE] FOR CATERING AND SALE OF
FOOD FOR TEMPORARY FOOD PREMISES AND CERTIFY THAT I WILL ACCEPT ALL RESPONSIBILITY
UNDER THE CANADA OCCUPATIONAL HEALTH AND SAFETY REGULATIONS PART 9 - SANITATION
as the proprietor of this stall.**



Signature

Date

APPENDIX

Sample Standard and Practices

Qualitative measures of **likelihood**

Level	Descriptor	Description
A	Very Likely	Is expected to occur in most circumstances
B	Likely	Will probably occur in most circumstances
C	Unlikely	Could occur at some time
D	Highly Unlikely	May occur only in exceptional circumstances

Qualitative measures of **consequence or impact**

Level	Descriptor	Example and detail description
1	Negligible Injuries (Insignificant)	No injuries, low financial loss
2	Minor Injuries (Minor)	First aid treatment, on-site release immediately contained, medium financial loss
3	Major Injuries (Major)	Extensive injuries, loss of production capability, off-site release with no detrimental effects, major financial loss
4	Fatality (Catastrophic)	Death, toxic release off-site with detrimental effect, huge financial loss

Qualitative risk analysis matrix – level of risk

Likelihood	Consequences			
	1 Insignificant	2 Minor	3 Major	4 Catastrophic
A (very likely)	H	H	E	E
B (likely)	M	H	E	E
C (unlikely)	L	L	H	E
D (highly unlikely)	L	L	H	H

Legend:
 E: extreme risk; immediate action required
 H: high risk; senior management attention needed
 M: moderate risk; management responsibility must be specified
 L: low risk; manage by routine procedures