



# GUIDELINES FOR FOOD BUSINESSES AT EVENTS

This document details the requirements for construction and food handling for temporary food premises at these events. This guide has been prepared as a means to ensure that food provided at events is safe and suitable for human consumption.

It must be read in conjunction with the *Food Standards Code*, click the link for further information: <https://www.foodstandards.gov.au/foodsafety/standards/Documents/Temporary%20food%20premises.pdf>, the attached diagram and checklist.

If you need further details, please contact Cook Shire Council Planning and Environment on 4082 0500 or [mail@cook.qld.gov.au](mailto:mail@cook.qld.gov.au)

## 1. APPROVALS AND EXEMPTIONS

All operators must have a food business licence or notification letter from their local government if exempt under the *Food Act 2006*.

## 2. CONSTRUCTION/STALL STRUCTURE

- Must provide protection against the contamination of food by flies, dust, dirt, direct sun, human breath or smoke (e.g. by means of sneeze guards, containers with plastic lids and wrapping materials).
- Your stall should have a roof and 3 sides/walls. These should be made from plastic sheeting, vinyl or other material that is non-absorbent, easily cleaned and suitably fire retardant (where relevant). This will help protect the food from contamination. The stall must be secure, stable and designed to maintain adequate ventilation and protection of food.
- All stalls to be situated on a readily cleanable surface, e.g. concrete, brick paving, duckboards, tarpaulins, vinyl or heavy duty plastic. Floor covering to extend beneath all servery tables.

## 3. MOBILE FOOD VEHICLES

- Food vehicles must have a valid food business licence in accordance with the *Food Act 2006* within the Local Authority the vehicle is housed.
- The vehicle must be constructed in accordance with the relevant legislative requirements.  
NOTE: Registration must be undertaken by a proprietor in every Local Authority in which the food vehicle/premises is to operate in, and approval must be obtained, prior to trading.

#### **4. HYGIENE AND MAINTENANCE**

- The stall/food vehicle must be maintained to a standard of cleanliness where there is no accumulation of garbage, food waste, dirt, grease or other visible matter
- Stall/food vehicle and its fixtures, fittings and equipment as well as parts of vehicles used to transport food must be in good repair and working order.
- A food grade sanitiser must be available for sanitising food handling equipment and food contact surfaces. Food contact surfaces must be cleaned and sanitised before food preparation and as required thereafter.

#### **5. PERSONAL HYGIENE**

- Only healthy staff should prepare and serve food (e.g. persons with viruses, bacterial or protozoan diseases/illnesses shall not prepare food for sale).
- Food handlers with cuts and abrasions to their hands must cover such areas with coloured waterproof band aids, and wear disposable gloves throughout the event.
- Staff should wear clean outer garments; i.e. uniforms and/or aprons.
- Long hair should be tied back and all staff shall wear hats/hairnets.
- No jewellery should be worn by staff if it is likely to cause food contamination.
- Staff should not smoke or eat in or around the food preparation area.
- Staff should not sneeze, blow or cough over uncovered food or surfaces likely to come into contact with food.
- Hands must be washed with soap and warm water and/or gloves should be changed before handling food, after using the toilet, smoking or eating; and after any other form of contamination (fly spray residue, oil, money, grease etc.).
- Any food which is given away as “samples” must be distributed in a supervised manner.

#### **6. FOOD STORAGE AND PROTECTION**

- Adequate precautions must be taken to prevent food from spoilage and contamination by bacteria (temperature control), flies, dust, chemicals, customers and other likely sources (physical barriers)
- All food must be stored inside the stall/vehicle and raised approximately 750mm above ground
- If the event is outdoors and limited facilities are available for cooking, pre-prepare raw food (slice, marinate and skewer) in an approved food premises and transport prepared foods to the event in an air tight plastic container.
- Raw and cooked food must always be handled and stored separately to avoid cross-contamination.
- Food displayed on counters must be protected by a sneeze guard or be adequately covered to prevent contamination by customers, dust, fumes or pests.
- Condiments such as sauces and spreads are to be served in squeeze type dispensers/individually sealed packs.
- Beverages should be dispensed from a sealed container via a tap or spout only (not scooped out of the container by hand).
- Single use eating and drinking utensils shall be pre-wrapped or adequately protected from contamination.

## 7. TEMPERATURE CONTROL

- All potentially hazardous foods such as meat, fish, egg products, dairy, fresh cream, rice and cut vegetables must be stored either below 5°C or above 60°C.
- All frozen food must be hard frozen or kept below (minus) -18°C.
- Keep a working and accurate probe thermometer on-site to monitor food temperatures regularly to ensure that food safety is maintained. It is recommended that a log of the temperatures is recorded. The probe must be cleaned and sanitised before use.

## 8. WASHING FACILITIES

- A sufficient supply of potable water (drinking water) (enough to last the duration of the event), stored in clean containers (with a tap valve) is required to be provided for separate; hand and equipment washing facilities. Multi day events will require reticulated potable water supply usually provided by the event organiser.
- Only materials of food grade rating should be used to store water or fill up the water tank/container.
- Food equipment must be cleaned and sanitised before use.

## 9. HAND WASHING FACILITIES

The stall must have a designated hand washing facility within the stall with the following minimum requirements:

- located in the stall or within 5 meters of where food preparation occurs;
- provided with clean, warm potable running water; and
- provided with liquid soap and paper towels (Hand sanitisers are NOT a substitute for handwashing facilities).

A food stall must provide a sealed container of a minimum of 20-litre water container with a tap, a bucket to collect wastewater, liquid soap and paper towels. The container must be labelled 'Hand Washing Only'.

## 10. SKILLS AND KNOWLEDGE

- All food handlers must have undertaken at least a basic food safety training.
- Food handlers must apply the knowledge of food safety and food hygiene matters.

## 11. FOOD SAFETY SUPERVISOR

The food business must have a nominated food safety supervisor.

## 12. WATER SUPPLY

All water used at the temporary food stall must be:

- From an approved potable water source (e.g. town water)
- Not drawn from sanitary or toilet facilities;
- Not stored in an open container

## 13. WASTEWATER

You must have provision to collect and dispose of wastewater. All waste water from dish washing, hand washing or otherwise is to be collected into a suitable container, labelled 'Wastewater Only' and disposed to sewer or Council approved disposal waste disposal system.

*Note: Disposal of regulated wastes (including detergents, grease and oil) into a stormwater drain or waterway is an environmental offence and can attract on the spot fines. WASTE DISPOSAL*

Waste water and cooking oil must be disposed of lawfully. It must either disposed of at a dump point or ask Council where it should be disposed.

#### 14. WASTE DISPOSAL

Adequate arrangement must be made for the storage and removal of waste generated inside and outside the food stall. You must ensure that waste storage and disposal does not cause an environmental nuisance.

Suitable waste bins are to be provided near the stall within easy access by the public. Suitable waste bins are to be provided near the stall within easy access by the public. Waste bins should be fitted with a lid and bin liner, ensuring protection from flies, animals and other pests. They must be allocated so as not to allow contamination of food or food contact surfaces.

Waste oils and fats (including vegetable oil) are considered regulated wastes under Queensland legislation and must not be disposed of to sewer. It must be disposed of at an approved waste transfer station or contact Council for advice.

*Please contact the event organiser with regards to recycling.*

#### 15. LABELLING

- All packaged food must be provided with adequate labelling requirements such as food name, business details, batch identification, allergen and warning information, date marking, and nutritional requirements.
- Food operators must declare allergens if requested by customers for food sold at stall/vehicle. All nutrition or allergens claims must be accurate. **Further information on labelling requirements is available from the FSANZ website.**

## 16. ANIMALS AND PESTS

- Animals are not permitted to enter a food stall/vehicle at any time. Assistance animals are permitted in public dining and drinking areas. Assistance animals are guide dogs that are trained to help people with disabilities.
- Take all practicable measures to prevent pests (including birds, spiders, wildlife and flying insects) from entering the food stall/vehicle or coming into contact with fixtures, equipment or parts of vehicle used to transport food.

## 17. TRANSPORT OF FOOD TO EVENTS

All food and packaging for the event must be transported by vehicle so that dust, pests, and other likely sources of contamination are excluded.

Foods that are required to be stored under temperature control or kept frozen must be placed under strict temperature control or frozen during transportation.

## 18. FOOD PREPARED OFF-SITE

Food prepared off site must be prepared in a food premises that complies with the Food Standards Code and is registered with a Local Government. This includes food that is prepared at home.

## 19. FIRE, GAS, ELECTRICAL, HEALTH AND SAFETY

- There should be sufficient supply of electricity for food handling activities, particularly for hot/cold food holding and heating water. Cables must not be accessible to the public and must be secured to prevent trip hazard.
- Electrical equipment and cables should have been tested and tagged in the last 12 months.
- Gas should be installed by a licensed gasfitter and comply with the appropriate provisions of Australian Standards AS 1596 -1997 and AS 5601- 2000. A current compliance plate should be attached to the vehicle for new installations or for any changes made to existing gas appliances.
- Gas cylinders must not be ten years older than the test date stamp.
- 4.5kg appropriate fire extinguisher and/or fire blanket. Operators should be able to extinguish small fires if needed.
- Fire safety equipment should be easily accessible and it should be suitable for dealing with the type of combustible materials present.
- Fire safety equipment should be tested annually and have current tagging in accordance with Australian Standard 1851. It should have been tested and tagged in the last 6 months.
- All measures must be taken to satisfy the requirements of Worksafe to protect the health, safety and welfare of employees and visitors at the event. Contact Worksafe QLD for more information.

## COVID Requirements

COVID Safe Checklist to be completed by each food business and a Statement of Compliance to be displayed at the event. [https://www.covid19.qld.gov.au/data/assets/pdf\\_file/0019/132292/covid-safe-checklist-dining-and-drinking.pdf](https://www.covid19.qld.gov.au/data/assets/pdf_file/0019/132292/covid-safe-checklist-dining-and-drinking.pdf)

## Temporary and mobile food premises

Food Standards Australia New Zealand Safe Food Australia:

<https://www.foodstandards.gov.au/publications/Documents/Safe%20Food%20Australia/Appendix%209%20-%20Temporary%20and%20mobile%20food%20premises.pdf>

## Cook Shire Council's Free Online Food Safety Training -

<https://www.imalert.com.au/v6/?sub=cook>

## BEFORE THE EVENT CHECKLIST

Prior to commencing trade at the event it is recommended that you assess your preparedness to operate safely by using the following checklist: -

| Requirement                         | Additional Information  | Yes | No |
|-------------------------------------|---|-----|----|
| <b>Approvals</b>                    | Do you have the appropriate food business licence from a local government?  |     |    |
|                                     | If you don't require a food business licence, have you notified your local government that you are trading?   |     |    |
| <b>Food Safety Training</b>         | Do all food handlers have good skills and knowledge of food safety?   |     |    |
|                                     | Do you have food safety certificates available for inspection?  |     |    |
| <b>Food Safety Supervisor</b>       | Have you nominated a food safety supervisor?  |     |    |
|                                     | Do you have a copy of their food safety supervisor certificate available? If yes, please provide a copy   |     |    |
| <b>Personal hygiene</b>             | Are all persons engaged within the food premises: <ul style="list-style-type: none"> <li>• Clean and free from infectious disease</li> <li>• Wearing clean, washable protective clothing</li> <li>• Have hair adequately covered</li> <li>• Have access to a wash hand basin, soap and disposable hand towels</li> <li>• Understand their health and hygiene responsibilities?</li> </ul> |     |    |
| <b>Stall Structure</b>              | Does the stall have the correct walls and ceiling – a roof and three sides?   |     |    |
|                                     | Flooring – Is there a durable dust and moisture overlaid over the entire floor area?  |     |    |
|                                     | Will adequate lighting be provided within each stall?   |     |    |
| <b>Handwashing Facilities</b>       | Will hand –washing facilities be provided within the stall?   |     |    |
|                                     | Are hand wash basins provided with warm water, soap and hand towels?  |     |    |
| <b>Equipment Washing Facilities</b> | Is there adequate facilities for washing of equipment and utensils?   |     |    |
|                                     | Do these facilities have a supply of warm running water?  |     |    |
|                                     | Have all equipment and utensils been cleaned and sanitised?   |     |    |
| <b>Cleaning and Sanitising</b>      | Do you have a food grade sanitiser available at the stall?  |     |    |
|                                     | Is the premises clean?  |     |    |

| Requirement                                | Additional Information   | Yes | No |
|--|--|-----|----|
|  | Are food contact surfaces, appliances and equipment sanitised?   |     |    |
| <b>Cooking Equipment</b>                   | Located within the stall?  |     |    |
|  | Is the public protected from hot appliances?   |     |    |
|  | Is open flame cooking equipment, external to the stall, barricaded to prevent public access?   |     |    |
| <b>Protection of food</b>                  | Is food stored inside the stall wrapped, packaged or within a container and kept 750mm above the ground?   |     |    |
|  | Are cooked meats and salads kept separate from rawfood?  |     |    |
|  | Are single use eating and drinking utensils pre-wrapped or adequately protected from contamination?  |     |    |
|  | Is food protected by a physical barrier i.e. sneeze guard?   |     |    |
|  | Are food samples distributed in a supervised manner, not open to the public?   |     |    |
| <b>Waste</b>                               | Is stall provided with adequate refuse bins for the storage of waste?  |     |    |
|  | Are provisions made for the storage of waste water and cooking oils? (this must not be disposed of into the stormwater or on the ground)                       |     |    |
| <b>Temperature Control</b>                 | Do you have a digital temperature probe thermometer at the stall?  |     |    |
|  | Do you have sanitiser wipes to clean your digital temperature probe?   |     |    |
|  | Do you have adequate facilities to keep food under temperature control? i.e. hot food at or above 60°C and cold food at or below 5°C, frozen food below -18°C. |     |    |
| <b>Preparation areas and equipment</b>     | Do you have clean and hygienic benches to prepare your food?   |     |    |
|  | Do you have sufficient utensils, equipment and tools to ensure food is safe and suitable?  |     |    |
| <b>Potable water (safe drinking water)</b> | Is your water supply the town water supply?  |     |    |
|  | If no, has it been tested to ensure it is safe for food handling activities?   |     |    |
|  | Do you have a food grade hose to fill your tank?   |     |    |

| Requirement   | Additional Information   | Yes | No |
|---|--|-----|----|
| <b>Fire, gas, electrical safety and health and safety</b> | If you have any open flame cooking appliances, do you have 4.5kg appropriate firefighting equipment?   |     |    |
|   | Do you have a fire blanket or firefighting equipment suitable for your operations? Is it easily accessible with signage? Has it been tested and tagged in the last 6 months? |     |    |
|   | Do you know how to use firefighting equipment if there was a fire in your stall?   |     |    |
|   | Do you have a well-stocked first aid kit?  |     |    |
|   | Have you tested and tagged your electrical equipment and cables in the last 6 months?  |     |    |
|   | Is your gas bottle less than 10 years from the test datestamp?   |     |    |
|   | Do you have a current compliance plate attached to the vehicle for new installations or for any changes made to existing gas appliances?                                     |     |    |



This record must be completed each day of the event

| Checklist   | Yes | No | Corrective action |
|---|-----|----|-------------------|
| Are there any potentially hazardous foods not stored under temperature control?   |     |    |                   |
| Record the temperature of food not stored under Temperature control   |     |    |                   |
| Check and record temperatures of cold foods in storage/ on display  |     |    |                   |
| Check and record temperatures of frozen foods in storage/ on display  |     |    |                   |
| Check and record temperatures of hot foods in storage/ on display   |     |    |                   |
| Is there any risk of cross contamination from raw food to ready to eat foods?   |     |    |                   |
| Are separate utensils being used for different foods?   |     |    |                   |
| Are staff checking cooked foods to make sure they are fully cooked?   |     |    |                   |
| Are all foods on display protected from contamination?  |     |    |                   |
| Are cooked hot foods displayed in adequate hot holding equipment?   |     |    |                   |
| Are staff following good hygiene practices?   |     |    |                   |
| Is food waste disposed of appropriately?  |     |    |                   |
| Have all equipment and utensils been cleaned?   |     |    |                   |
| Has potentially hazardous food been kept between 5°C and 60°C for less than two hours? If yes the food must be refrigerated or used immediately           |     |    |                   |
| Has potentially hazardous food been kept between 5°C and 60°C for more than two hours but less than four hours? If yes the food must be used immediately. |     |    |                   |
| Has potentially hazardous food been kept between 5°C and 60°C for more than four hours? If yes the food must be disposed of immediately                   |     |    |                   |
| Has all waste been removed from the site?   |     |    |                   |

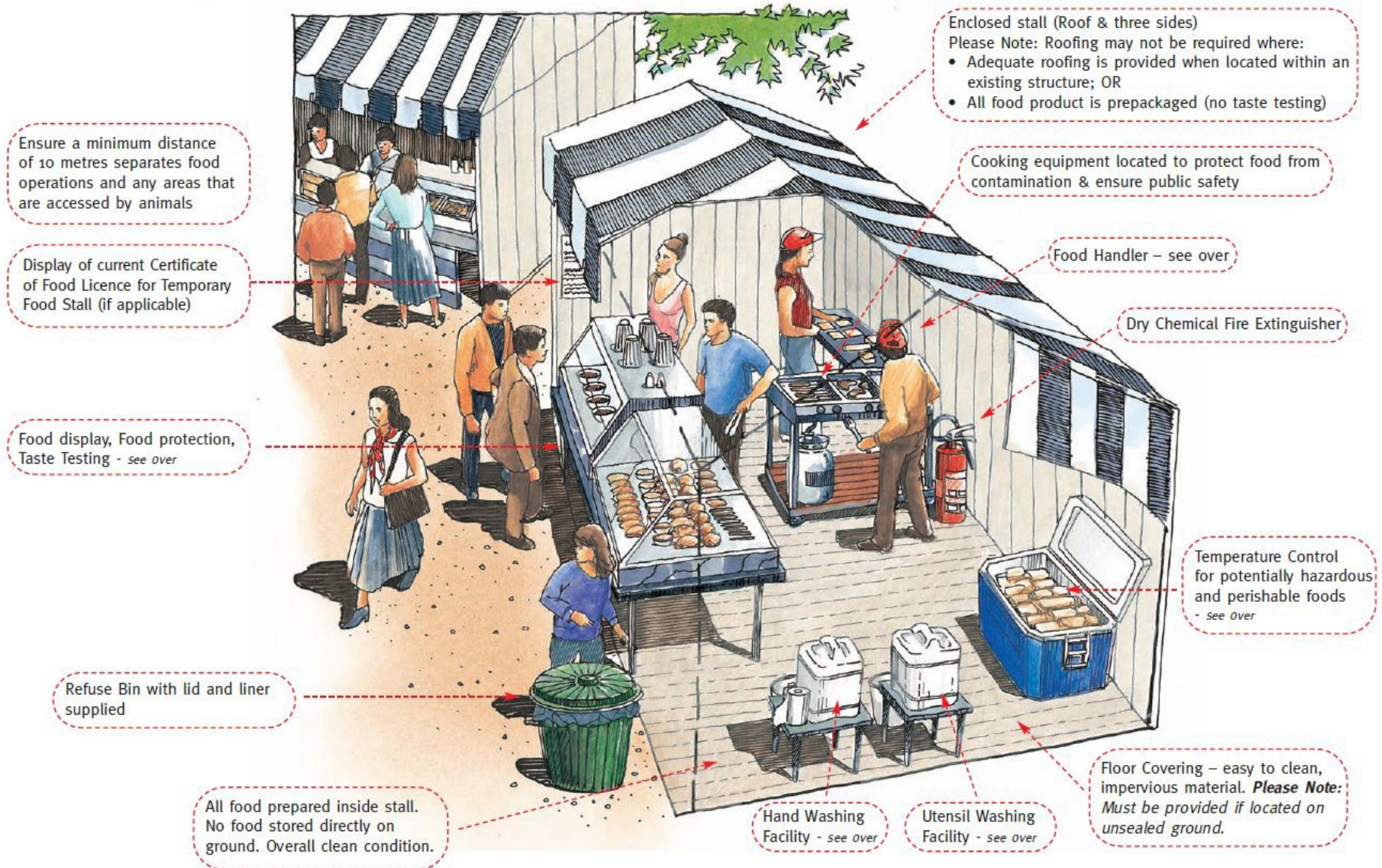
## TEMPORARY FOOD STALL CHECKLIST

Prior to commencing trade at the event it is recommended that you assess your preparedness to operate safely by using the following checklist: -

Have you...

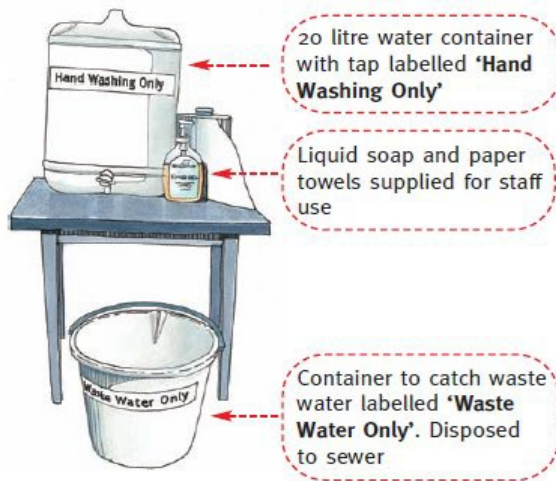
- ✓ Obtained the appropriate permit/s?
- ✓ Informed all food handlers of their health and hygiene obligations?
- ✓ Checked that the premises is clean and that food contact surfaces, appliances and equipment have been sanitised?
- ✓ Organised designated staff to handle money only, while other staff serve ready to eat food using tongs or gloves?
- ✓ Ensured that all disposable eating and drinking utensils are protected from potential contamination by wrapping or in a suitable container?
- ✓ Provided hand washing facilities including soap and paper towels?
- ✓ Checked that a safe water supply has been provided?
- ✓ Checked that food will be protected from contamination by effectively covering with lids or solid covers as far as practicable?
- ✓ Provided sufficient shelving to ensure that food will be stored off the ground?
- ✓ Checked that temperature control can be maintained by the use of refrigerators or portable coolers with sufficient ice, and recorded using a working and accurate thermometer?
- ✓ Organised the stall layout to keep hot appliances out of reach of the public, particularly children?
- ✓ Provided sufficient garbage facilities both inside and outside the premises?
- ✓ Checked that all packaged foods are correctly labelled?

## ARTISTS IMPRESSION – MINIMUM STANDARDS FOR THE OPERATION OF A TEMPORARY FOOD STALL



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### Minimum hand washing facilities



20 litre water container with tap labelled 'Hand Washing Only'

Liquid soap and paper towels supplied for staff use

Container to catch waste water labelled 'Waste Water Only'. Disposed to sewer

### Minimum utensil washing facilities



20 litre water container with tap labelled 'Utensil Washing Only'

Hot water and/or sanitiser available for emergency cleaning

Container to catch waste water labelled 'Waste Water Only'. Disposed to sewer

Two containers of sufficient capacity are also be provided for adequate cleaning of utensils

### Food Handlers



Money and food handled separately

Utensils and gloves used to handle food

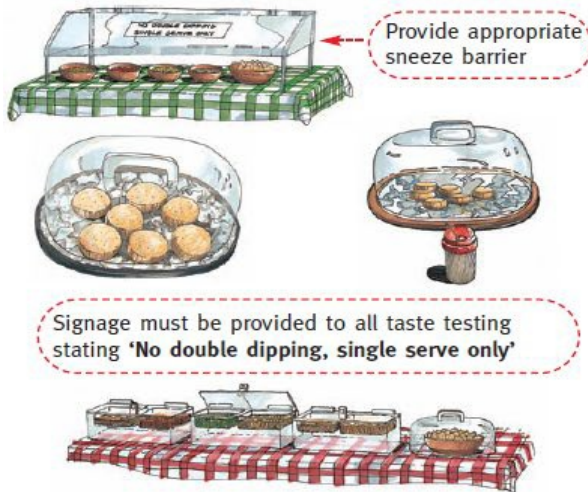
Clean person, attire and habits

Hands must be washed whenever hands are likely to contaminate food

No smoking within temporary food stall

No cuts, illness, sores on food handlers

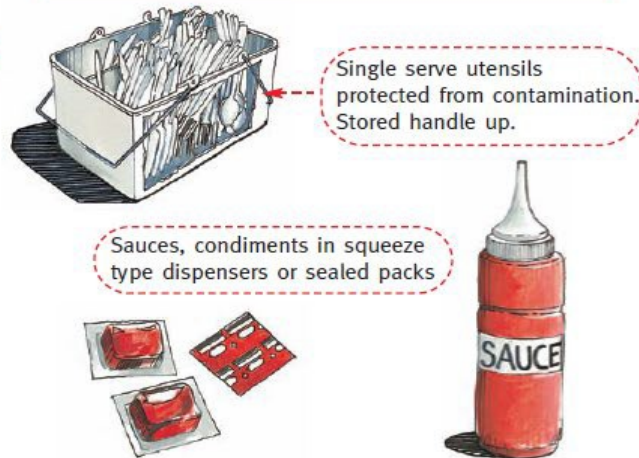
### Food display, food protection, taste testing



Provide appropriate sneeze barrier

Signage must be provided to all taste testing stating 'No double dipping, single serve only'

### Sauces, condiments and single serve utensils

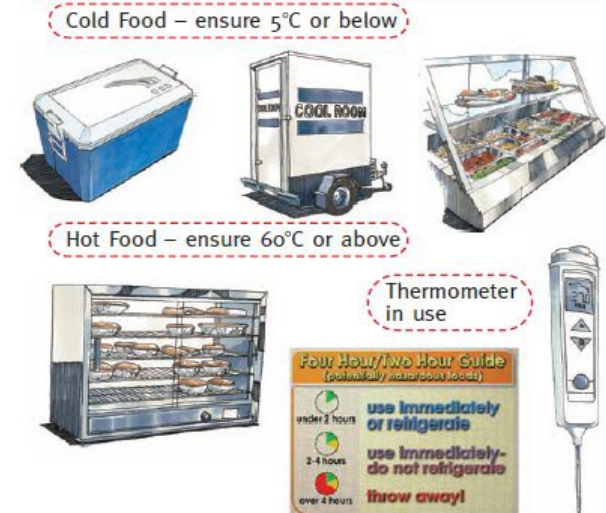


Single serve utensils protected from contamination. Stored handle up.

Sauces, condiments in squeeze type dispensers or sealed packs

For further information on this topic, please contact Council

### Temperature control of potentially hazardous food



Cold Food – ensure 5°C or below

Hot Food – ensure 60°C or above

Thermometer in use

**Four Hour/Two Hour Guide**  
(potentially hazardous food)

- under 2 hours use immediately or refrigerate
- 2-4 hours use immediately - do not refrigerate
- over 4 hours throw away!