

**FOOD SAFETY GUIDANCE**

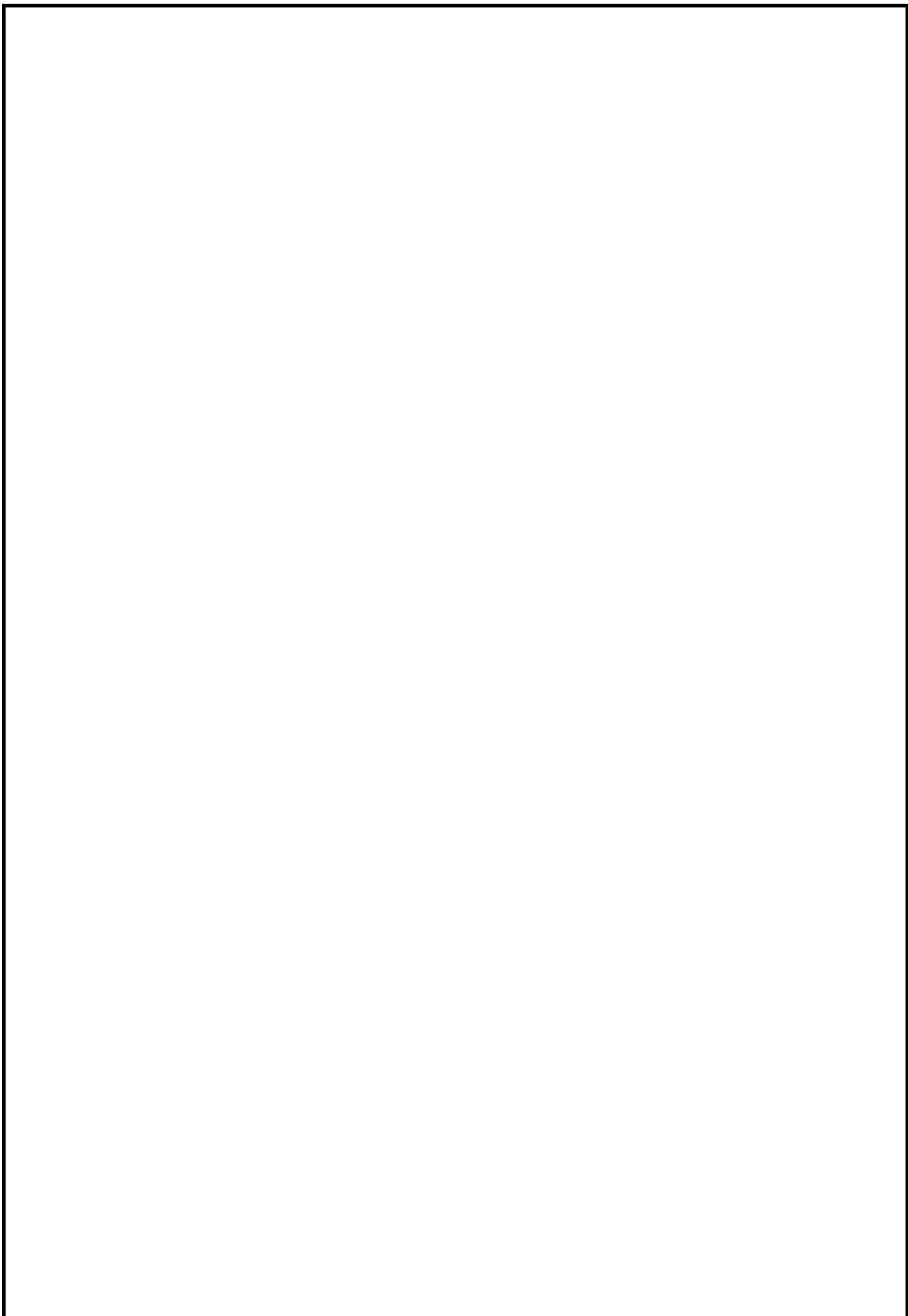
**FOR MARKET TRADERS**

**IN SURREY**



**Surrey Food Liaison and General Health Promotion Study Group**

**REVISED 2010**



# FOOD SAFETY GUIDANCE FOR MARKET TRADERS IN SURREY

## HOW THIS BOOKLET CAN HELP YOU

This booklet explains how to meet the food safety laws that apply to you while trading at a market. It covers the basic areas that apply to typical market stalls selling food. Where the law is complicated we have attempted to explain it in a straightforward way and give practical advice. The guide also contains information on where to obtain further information.

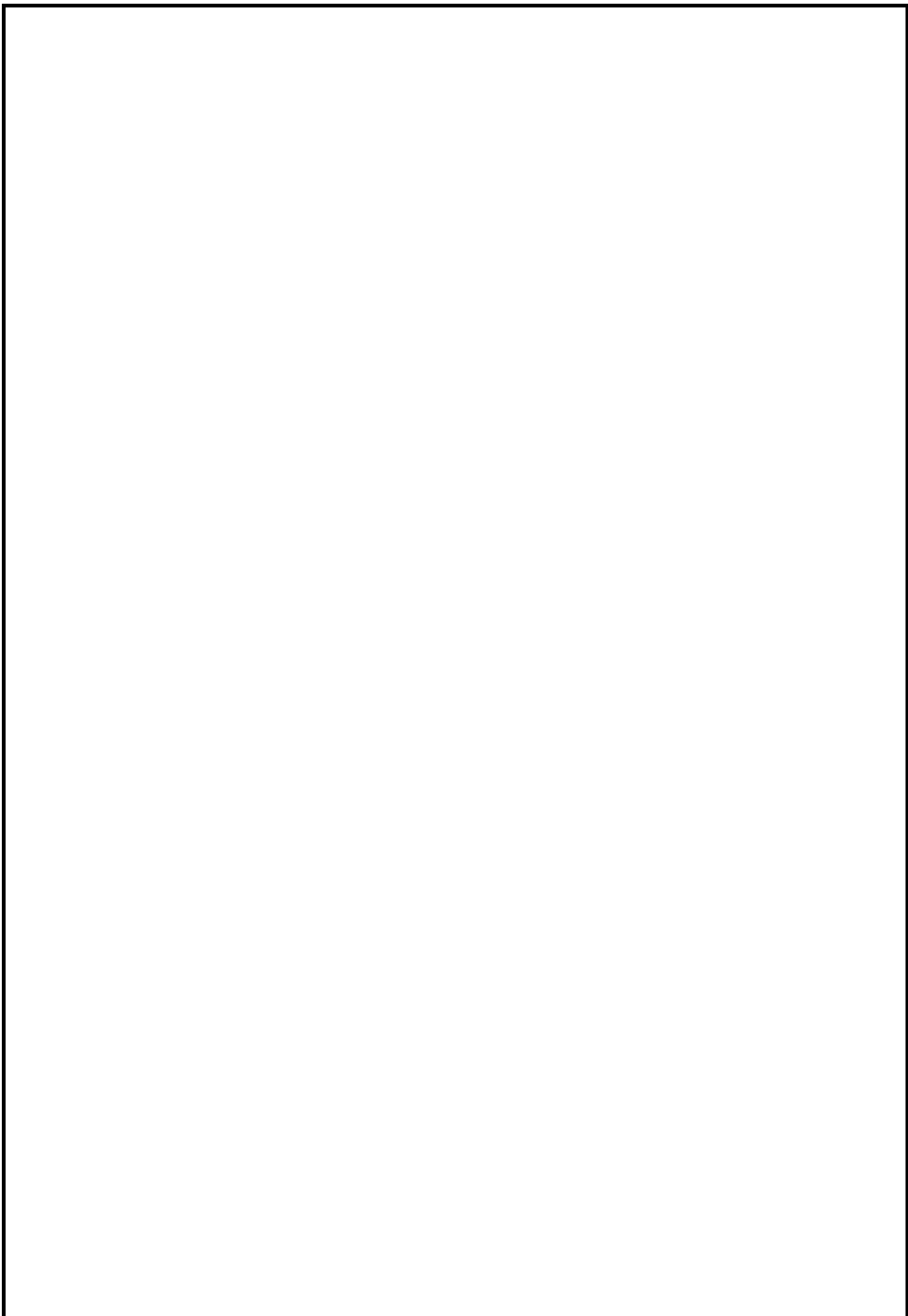
Markets are subject to routine checks by food safety officers from your local Environmental Health and Trading Standards departments, who may visit you on the day a market is held. In addition, the farm or other premises from which you operate may also be inspected.

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## **The Rules of Hygiene - Controlling Hazards**

### **1. Food Safety Management System**

All food businesses must prepare documentation which explains what food safety hazards are relevant to their operation and how these will be controlled and monitored. This documentation is called a food safety management system. If you are handling low risk food such as cakes, preserves or vegetables this documentation will be very simple.

Surrey Food Liaison Group have prepared a low risk food safety management template which is suitable for these types of businesses. A copy of this document is available at Annex 1 of this guide.

If you are handling high risk foods then the recommended system is the Food Standards Agency's Safer Food Better Business catering pack. You can obtain a free copy by calling 0845 606 0667.

#### **(i) Transportation**

Food transported to a market must be wrapped, covered or placed in suitable containers to prevent contamination. Vehicles and containers should be kept clean and in good repair and the food should be kept separate from other items. For example, if you are accustomed to transporting farm dogs, game birds or containers of agricultural chemicals in the back of your vehicle, you should think about how you can avoid tainting or contaminating food on market day.

Simple cardboard boxes and paper-lined crates are fine for most agricultural produce but you will need higher grade materials, such as metal or plastic crates, for high-risk foods like bakery products, cooked meats and dairy produce.

Some foods must be kept cold (below 8°C) to prevent growth of dangerous bacteria. These include cheeses, most other dairy products, cooked meat and vegetable products, most smoked or cured meat and fish and shellfish. Insulated containers with icepacks and a thermometer are usually sufficient and the temperature must be checked from time to time (and preferably written down in a logbook). Larger volume traders should consider using refrigerated vehicles.

#### **(ii) Preparation**

The surface that you lay out or prepare food on must be smooth and impervious so that it can be thoroughly cleaned. If you are using wooden tables, you must provide plastic sheeting or other suitable covering material.





You will need to wash and dry your hands from time to time and if facilities are not provided on site, you must bring your own. For stallholders selling open foods, such as meats, or high-risk unwrapped foods such as cooked meats, dairy products and seafood, there must be hand-washing facilities at the stall. These should include a supply of hot water, towels, bowl, soap and preferably a nailbrush. For hot water, insulated flasks should be sufficient in most cases. For handling low risk foods, pre-packed or containerised foods, bactericidal hand wipes may suffice.

If you are using knives or other serving implements you will need washing facilities for these, which must not be the same as those used for hand-washing - separate bowls or sinks must be used.

Clean protective overclothing must be worn while handling unwrapped food.

### (iii) **Display Service and Temperature Control**

Ensure your stall is well designed: work surfaces should be impervious, smooth and easily cleanable. Food must be protected from environmental contamination (dust/wind, rain, insects etc) with the use of screens or covers over the food.

To avoid possible contamination, food must not be placed directly onto the floor. It is best to keep all unwrapped food off the ground by at least 45cm.

- Make sure that high-risk and low-risk foods are well separated - for example, keep raw foods away from cooked foods. The high-risk foods described in (ii) above should be protected from the public touching, coughing or sneezing in the display area.
- The law permits high-risk food to be displayed at ambient temperature for a **single period of up to 4 hours**. After this time the food must be chilled to below 8°C or disposed of. Check the temperature of chilled foods from time to time and, preferably, keep a record of this in a logbook. For some products you may need a chilled display cabinet.
- Do not display fresh eggs in direct sunlight.
- Regularly wipe down surfaces with a clean (preferably disposable) cloth using a food grade cleaner/disinfectant.
- If the market does not have refuse services, make sure you have sacks or containers for waste food and water.

(iv) **Cooking/Hot Food**

Should you wish to cook or serve hot food on your stall you will need to consult your Local Authority as there may be local trading restrictions.

Providing there are no restrictions on hot food service you will need to consider the following:

**Cooking**

Raw ingredients and cooked food must be adequately separated to avoid cross-contamination. Good hand-washing facilities must be available. Food must be thoroughly cooked/reheated to 75°C or above. A food probe thermometer with food-safe disinfectant wipes should be used to confirm this.

If you pre-cook food at home for reheating at the market you will have to consider the hazards associated with this. You are advised to contact your Local Authority Environmental Health Dept as they may wish to visit you at home to ensure adequate food safety procedures are in place.

(v) **Training and Personal Hygiene**

It is not obligatory in law for all market traders to have attended training in food hygiene but you must at least be aware of the basic principles that apply to the safe handling and preparation of food. However, if you have no experience of running a retail food stall or business, or if you are manufacturing food at home or from other premises, you will need some specific training. In any case, food hygiene training courses are always strongly recommended for anyone involved in the running of a food business. If you are in any doubt as to what is required, your local Environmental Health Department will be happy to advise you.

For basic retailing operations, such as for selling fruit and vegetables, or for bakery products that do not contain meat or cream you should be aware of the Essentials of Food Hygiene:

- Keep yourself clean and wear suitable, clean protective clothing.
- Always wash your hands thoroughly before handling food, after using the toilet, handling raw food or waste and after every break.
- If you have a skin, nose or throat problem or an infected wound, do not handle unwrapped food.
- If you have a stomach upset, do not handle food for at least 48 hours after you are free of symptoms.





- Ensure that cuts, spots or sores are covered with a brightly coloured waterproof plaster.
- Do not smoke, eat or drink where open food is handled.
- Clean as you go. Equipment and surfaces must be cleaned and disinfected regularly throughout the day.
- Do not prepare food too far in advance. Avoid unnecessary handling of food.
- A small first aid box should be kept available on the stall.

## 2. **DO I NEED TO BE REGISTERED?**

Yes, all food businesses must be registered. Registration is a straightforward procedure for letting your local authority know that you are running a food business.

Contact your local Environmental Health Department for a form, which you fill in and return. There is no fee. For market stalls, you do not need to register each market site, only the premises where you normally keep the stall and its materials overnight. In most cases, this will be your home, farm or smallholding.

## 3. **CLEANING**

All surfaces and equipment (including food containers, trays, tongs etc) must be kept clean. Surfaces in direct contact with food should also be disinfected using a FOOD SAFE disinfectant. The use of disposable cloths or paper towels is recommended. All chemicals and cleaning equipment must be kept separate from food.

Remember, Clean As You Go!

## 4. **TRACEABILITY**

You must have a system to provide traceability of the foods you sell. You must be able to identify the person or business who supplied you with the food and/or the ingredients. The aim of this requirement is to allow an accurate withdrawal, throughout the supply chain, of any unsafe food.

## 5. **LABELLING, WEIGHTS AND INGREDIENTS**

This is an area largely enforced by Trading Standards Officers, except for 'Use By' dates where Environmental Health staff have powers as well. It can be a very complex subject and **if in any doubt about anything described below**, contact Trading Standards at Surrey County Council for advice.



(i) Weights and Measures

As a general rule, most loose foods such as fruit and vegetables must be sold by net weight, using approved metric weighing equipment. If food is pre-packed, the metric weight must be marked on the pack, but you can also give an additional imperial weight declaration provided it is less prominent than the metric one. There are also strict controls on the type of equipment you can use to weigh your products, whether this is sale to the consumer, or pre-packing the products before sale. Some goods can be packed to a minimum weight. Others will fall within the average weight system.

(ii) Labelling

Food labelling can be very specific but as a general rule, the following advice applies:

*Labelling requirements for products sold loose*

*If you sell products which are loose or which you have pre-packed yourself and are trading from a stall under your own name, you are caught within the 'pre-packed for direct sale' provisions. These exempt you from the full food labelling requirements.*

**Name of the food**

The name of the food used must be sufficiently precise to inform the purchaser of the true nature of the food and to enable it to be distinguished from products with which it could be confused and if necessary include a description of its use.

What this means in practice, is that the product may have a short name, or marketing name but this must be qualified with a clear and accurate description of the product. The description will be considered the true legal name for the product.

Some fruit and vegetables such as melons and potatoes must be labelled with their variety.

**Quantitative Ingredients Declaration**

If you sell any meat products, you will be required to indicate the percentage of meat ingredients in the product. This should be calculated based on the weight of the finished product. For uncooked products such as sausages this will be as per the recipe. For cooked products such as hams, any cooking losses will be taken into account. It is no longer correct to declare a 'minimum meat content'. This may be an opportunity to exploit any superior meat content of your product over those that are available in the high street.

**Indication of additives**

If your ingredients contain any of the following additives, these need to be declared. You can do this by stating for example, 'contains Colours and Preservatives'.

- Antioxidants
- Colours
- Flavour Enhancers
- Flavourings
- Sweeteners
- Preservatives
- Flour Treatment Agents





### **Claims**

There are other strict requirements in relation to claims you can make about the products or any of the ingredients. Should you wish to use any of the following terms, such as organic, fresh, natural, authentic, traditional, pure and other similar claims, you should contact Trading Standards for advice on using these claims.

### **Allergenic Ingredients**

You are *not* required to list allergenic ingredients on your labels, but you should be aware if any of your products contain allergens. This will be important if any of your customers ask for this information. You might want to consider having a file at your stall with a list of the ingredients for each of your products which you or any staff on your stall can reference. You can contact Trading Standards for a list of allergenic ingredients.

### **Declaration of net weight**

This is required to be given on the packaging in 'grams' or 'kilograms' or with the permitted abbreviations 'g' or 'kg'. Please note, no other abbreviations are permitted.

You should be aware, that you are not permitted to use household scales to determine the net weight. You must use scales which have been 'stamped' as fit for use for trade and which are suitable for your purposes. If you are not sure if the scales you are using are suitable, Trading Standards will be able to advise you.

### **Full Labelling requirements**

If you sell pre-packed products which you have not manufactured and packed yourself, you will need to comply with the full labelling requirements. These are briefly outlined below.

- Name of the food  
The name of the food used must be sufficiently precise to inform the purchaser of the true nature of the food and to enable it to be distinguished from products with which it could be confused and if necessary include a description of its use. The name of the food must also be accompanied by an indication of its physical treatment, such as 'pasteurised' or 'previously frozen'.
- Ingredients List  
The ingredients in a product are required to be listed in descending order of weight, as determined as at the time of use in preparation of the food.
- Compound Ingredients  
These are ingredients, which are not single ingredient foods, i.e. they are made up of other foods. Compound ingredients need to be named together with the ingredients they contain. There are however a number of exemptions to this general rule.

- Quantitative Ingredients Declarations (QUID)

There is a requirement to give an indication of the percentage of an ingredient in the product (as determined at the 'mixing bowl' stage) if it is:

- (a) Featured in the name of the food (and governs consumer choice when considering whether to purchase the product);
- (b) Emphasised on the labelling in pictures, words or graphics

You are exempt from giving a QUID for any products, which are used in quantities in less than 2% *and* are used as a flavouring.

You will always need to QUID the meat in a meat product.

- Country of Origin

A statement about the country of origin should be indicated on the label if a consumer could be misled as to the true origin of the food. This will apply to Italian Sauces manufactured in the UK.

- Specified Allergenic Ingredients

Your products will need to be labelled with any allergens they contain. It is important also to consider the allergens in compound foods used in your products, and also where the name of the ingredient doesn't identify that it contains an allergen (e.g. cheese contains milk or celery in seasoning mixes).

- Appropriate durability Indication

Depending on the nature of your products this may be a best before date or a use by date. The format of the date will depend upon the shelf life of the product. Best Before dates are mainly for foods whose quality decreases over a medium to long shelf life, such as cakes and biscuits. Use By dates are for foods which deteriorate rapidly and may end up posing a risk to health, such as chilled meat products.

- Any storage conditions

For example, once opened keep refrigerated.

- Instructions for use

It is best practice to give cooking instructions to enable customers to make proper use of the product. These need not be complex, nor need they cover all cooking alternatives.

- Name and address of registered office

Products should be labelled with a name and address of either (or both) the manufacturer/ packer or the seller of the product.

- Declaration of net weight

- There are also specific requirements for indicating genetically modified and irradiated ingredients.





(iii) Prices

Prices must be clearly displayed, either per item or per kilogram, litre, square metre or metre as appropriate. Certain products must be sold by net weight and for these products you must display the price per kilogram. Examples include meat, fish and soft fruits sold in punnets. The price can be displayed as a list at the stall or shown directly on the product.

(iv) Business Names

You must clearly display to customers the business name and address of the owners of the business on your stall.

(v) Other Considerations

Some foods, such as jams and fruit juices, have specific labelling and compositional requirements. This leaflet cannot cover all aspects of the law and just to re-emphasize the advice of the opening paragraph in this section, Trading Standards Officers at Surrey County Council will be happy to discuss the requirements in more detail with you and help you comply with the legislation.

## 6. **MANUFACTURING FOOD AT HOME FOR SALE FROM YOUR MARKET STALL**

This covers everything from jams and cakes to frozen and chilled meals and meat products. Special rules and regulations can apply to some of these foods, particularly when making meat, fish and dairy products, which will include pre-packed meals and dishes. **If you do not comply with these rules, the consequences can be very serious. It cannot be stressed enough that when thinking about starting such a business you must get advice from your local Environmental Health Department.**

(i) Making low-risk items such as cakes and jams

Generally these present few problems and many people safely produce a range of jams and non-dairy cakes from home. You must make sure you know about the basics of food hygiene and law and also the labelling and shelf life requirements that apply. Before starting out, contact your local Environmental and Trading Standards departments for advice.

(ii) Making high-risk items such as meat, dairy and fish products

These foods are much higher risk because they support the growth of harmful bacteria and are often sold ready to eat without further cooking. A mistake in their preparation and handling can have serious consequences for public health. High risk

foods include: hams, pâtés, ice-cream, cheeses, yoghurts, fish products and prepared foods such as meat pies, lasagne, shepherds or other pies.

Contact your local Environmental Health and Trading Standards departments for advice.

## 7. **GIVING AWAY FREE SAMPLES**

You will want to introduce your customers to as wide a range of your foods as possible and having samples available to taste is a good way to get their attention. Please note that, even though you may give samples away free of charge, the law sees this as a sale and their production and handling is still subject to legal control. Samples need to be protected from contamination such as undue handling, usually either from inquisitive pets or equally inquisitive children. Ensure samples are stored high up. If your customers have to handle your food, try and make sure they don't touch other samples on the plate - cocktail sticks or tongs help to stop this. Equally important, don't leave high-risk food out of chill control for any longer than a maximum of 4 hours. Keep quantities to a minimum and dispose of uneaten food if it has been out of refrigeration for over 4 hours. It is best if high-risk food is disposed of after one hour out of chill control.

You may find your local market has its own conditions about food samples and they may not be permitted. This is at the discretion of the market organiser rather than any national legal requirement.

## 8. **ANIMAL ATTRACTIONS AT MARKETS**

Some Farmers' Markets use animals as an additional attraction to the produce stalls. They can be petted, fed or just admired and in most cases these will be part of the host farm or premises and not your direct responsibility as a stallholder.

However, it is possible you may be bringing your own livestock to show to the public. Although most farmers grow up with a degree of immunity to the various bugs that can be transmitted from their animals, the same will not be true for many market visitors and they can be subject to infection. Whatever your feelings about modern lifestyles are, it is inevitable that you will be faced with children and adults whose health could be at risk. In addition, germs such as E.Coli 0157, which 20 years ago was virtually unheard of in this country, can cause serious illness that can be fatal in young children or cause life-long disability through kidney failure. As a result, you need to be very careful about managing any animals that you have on show.

Most local authority Environmental Health Departments should be able to give you detailed advice on animal handling at farmers' markets but some of the key elements are listed here.



- If you are bringing animals in, first make sure you have the necessary movement permits; contact Surrey County Council Trading Standards for information.
- Make sure your animals are transported separately from your foodstuffs. The holding pen at the market must be well separated from your food stall and the animals should not have to be led to the pen past or close to other food stalls.
- If the animals are to be petted or fed, they must be supervised and you must have hand-washing facilities present, including hot water, soap and towels.
- If visitors bring picnics or eat any of the food that they have bought on site, this must not be allowed to take place close to animals.
- Ensure adults supervise children and children do not put fingers in their mouths or kiss the animals.

This is not an exhaustive list by any means but will give you an idea of what is required.



## FOOD SAFETY MANAGEMENT SYSTEM

Business name and address:	
Person in Charge:	
Date completed:	

We wear coats/aprons <input type="checkbox"/>	We wear hats/tie back long hair <input type="checkbox"/>	We remove all jewellery <input type="checkbox"/>
We wash hands prior to preparing food <input type="checkbox"/>	We are allergy aware <input type="checkbox"/>	We ensure that staff suffering from diarrhoea/vomiting do not prepare food <input type="checkbox"/>

We consider the following to be the main food safety hazards in our business:	
Staff/Volunteers have received the following training:	
Food is purchased from:	
We prepare the following types of food:	
Food is also prepared at the following domestic premises (name, address, tel no:)	
Food is stored in the following areas/equipment:	
To ensure adequate stock rotation, we label food and carry out checks in the following ways:	
The following temperature checks of equipment are carried out:	
Prior to food preparation we clean with the following types of: Cloths/paper towels:	

Sanitizers/Spray Cleaners:	
To prevent cross-contamination we keep raw and cooked/ready-to-eat food separate by:	
To ensure frozen food is thoroughly defrosted we:	
To ensure food is thoroughly cooked we:	
To ensure food is adequately held hot we:	
To ensure food is adequately cooled we:	
To ensure food is adequately reheated we:	
To ensure food is safely transported we:	
Rubbish and left-over food is placed in:	
To effectively clean the premises following food preparation, we:	
To ensure the premises are kept free from pests we:	

To ensure adequate records are kept, we record the types of food cooked on each occasion <input type="checkbox"/>	The numbers of persons catered for <input type="checkbox"/>	The temperatures of fridges <input type="checkbox"/>
The temperatures of freezers <input type="checkbox"/>	The temperatures of cooked food <input type="checkbox"/>	This is done on the attached sheet <input type="checkbox"/> in a daily diary <input type="checkbox"/>

Signed: ..... Date: .....

Review Date: .....



## **Surrey Local Authority Contact Details**

We hope this leaflet is of help to you. If you require any further information, please contact your local Surrey authority from the list given below:

Elmbridge Borough Council - Planning & Environmental Services Tel: 01372 474750  
e-mail: [webmaster@elmbridge.gov.uk](mailto:webmaster@elmbridge.gov.uk)

Epsom & Ewell - Environmental Health Services Tel: 01372 732000  
e-mail: [contactus@epsom-ewell.gov.uk](mailto:contactus@epsom-ewell.gov.uk)

Guildford Borough Council – Environmental Health & Licensing Services  
Tel: 01483 444371  
e-mail: [environmentalhealth@guildford.gov.uk](mailto:environmentalhealth@guildford.gov.uk)

Mole Valley District Council - Food & Occupational Safety Tel: 01306 879301  
e-mail: [environmental.health@molevalley.gov.uk](mailto:environmental.health@molevalley.gov.uk)

Runnymede Borough Council - Environmental Services Tel: 01932 838383  
e-mail: [environment@runnymede.gov.uk](mailto:environment@runnymede.gov.uk)

Reigate & Banstead District Council - Environmental Services Tel: 01737 276000  
e-mail: [foodsafety@reigate-banstead.gov.uk](mailto:foodsafety@reigate-banstead.gov.uk)

Surrey Heath Borough Council - Environmental Health Department  
Tel: 01276 707100  
e-mail: [enquiries@surreyheath.gov.uk](mailto:enquiries@surreyheath.gov.uk)

Surrey County Council Trading Standards - Tel: 01372 371799  
e-mail: [trading.standards@surreycc.gov.uk](mailto:trading.standards@surreycc.gov.uk)

Spelthorne Borough Council - Environmental Health Tel: 01784 446291  
e-mail: [environmental.health.commercial@spelthorne.gov.uk](mailto:environmental.health.commercial@spelthorne.gov.uk)

Tandridge District Council - Environmental Health Tel: 01883 732841  
e-mail: [eh@tandridge.gov.uk](mailto:eh@tandridge.gov.uk)

Waverley Borough Council - Environmental Health Department Tel: 01483 523424  
e-mail: [enquiries@waverley.gov.uk](mailto:enquiries@waverley.gov.uk)

Woking Borough Council - Environmental Health Service Tel: 01483 755855  
e-mail: [environmentalhealth@woking.gov.uk](mailto:environmentalhealth@woking.gov.uk)

**Useful contacts:**

General information	web: <a href="http://www.surreyfarmersmarket.com">www.surreyfarmersmarket.com</a>
Business Link Telephone: 0845 600 9006	web: <a href="http://www.businesslink.gov.uk">www.businesslink.gov.uk</a>
Farm Retail Association Telephone: 0845 4588420	web: <a href="http://www.farma.org.uk">www.farma.org.uk</a>
National Farmers Union Telephone: 0870 845 8458	web: <a href="http://www.nfuonline.com">www.nfuonline.com</a>
National Association of Farmers' Markets Telephone: 0845 4588420	web: <a href="http://www.farmersmarkets.net">www.farmersmarkets.net</a>
The Food Standards Agency Telephone: (help line) 020 7276 8000	web: <a href="http://www.food.gov.uk">www.food.gov.uk</a>

*The Surrey Food Liaison Group would like to thank the Suffolk Food Liaison Group for producing the original guide upon which this Surrey guide is based. The Surrey Food Liaison Group wishes to make it clear that the advice given is based on the information available at the time the guide was produced. It is not necessarily comprehensive and is subject to revision in the light of further or changes in legislation. This advice is not intended to be a definitive guide to, nor substitute for, the relevant legislation.*

