



Mobile catering units



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NORWICH
 City Council

Mobile catering units

Thinking of operating a mobile catering unit? This leaflet will provide you with information on how to set one up as well as provide guidance on how to comply with the law for food and health and safety matters.

Before you open a mobile catering unit you must:

- Contact the food and safety team to arrange for the unit to be inspected.
- Register your business by completing a food premises registration form.

Once open, the unit will be regularly inspected by food safety officers from Norwich City Council. If you trade outside the district of Norwich City Council, your unit could be inspected by officers from other environmental health departments.

For more advice about the content of this booklet please contact the food and safety team on 01603 212747.



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Introduction

This booklet has been produced as guidance to help you, the operator of a mobile food vehicle to ensure your vehicle is safe and that any food sold does not cause food poisoning.

This booklet not only sets out the legal requirements that you must comply with, but also offers advice and good practice measures from relevant industry codes of practice and relevant British Standards etc. By following the advice it will help you to make sure your vehicle complies with the law.

To help tell the difference between the two, all legal requirements are shown in **bold** type.

There is a checklist provided at the front of the booklet. By filling it in it will help you find out whether you and your vehicle meet the relevant standards.

Before you start to operate

Before you can begin to operate a mobile catering unit, you must register your vehicle with the local authority where it is based at least 28 days before you intend to open.

This is done by completing a food registration form which can be obtained from Norwich City Council by calling 0344 980 3333.

You must ensure the local authority has up to date information on your business, including notifying when there is any significant change in activities and any closure of an existing business.

Certain streets and land may be either prohibited or restricted for trading purposes, and planning permission may be required in certain circumstances to trade from private land. Both you and the site owner should contact planning services via the council's main number on 0344 980 3333 for further information on this matter.

A street traders licence may be required depending on where you intend to trade. Further information can be obtained from the markets section via the council's main number on 0344 980 3333.

Having decided to operate a mobile food vehicle you must ensure your business meets the requirements set out in the following sections.



Check list

This list will help you ensure your vehicle complies with the relevant legislation. If you answer **no** to any of these questions, you should refer to the relevant page in the guide?

Registration

Have you registered your vehicle with your local environmental services department?

Yes	No	Page no
<input type="checkbox"/>	<input type="checkbox"/>	4

Safe catering

Have you looked at how you operate your food business to ensure the food you sell is safe?

Yes	No	Page no
<input type="checkbox"/>	<input type="checkbox"/>	8

Are you checking the core temperature of cooked/reheated food with an accurate probe thermometer to ensure it reaches 75°C or higher?

<input type="checkbox"/>	<input type="checkbox"/>	8
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Are you checking the temperature of the refrigerators with an accurate probe thermometer to ensure they operate at 8°C or colder?

<input type="checkbox"/>	<input type="checkbox"/>	9
--------------------------	--------------------------	---

Are you taking steps to avoid cross contamination?

<input type="checkbox"/>	<input type="checkbox"/>	9
--------------------------	--------------------------	---

Have you taken steps to avoid physical or chemical contamination of food?

<input type="checkbox"/>	<input type="checkbox"/>	9
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Do you and your staff have washable clean overalls etc?

<input type="checkbox"/>	<input type="checkbox"/>	10
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Do you or your staff have the foundation food hygiene certificate?

<input type="checkbox"/>	<input type="checkbox"/>	11
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Condition of the vehicle

To ensure food safety, does your vehicle meet the following structural standards:

Yes	No	Page no
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Are walls, floors, work surfaces etc easy to clean?

<input type="checkbox"/>	<input type="checkbox"/>	11
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Is there adequate ventilation?

<input type="checkbox"/>	<input type="checkbox"/>	11
--------------------------	--------------------------	----

Is there adequate lighting?

<input type="checkbox"/>	<input type="checkbox"/>	11
--------------------------	--------------------------	----

Are there adequate supplies of clean water?

<input type="checkbox"/>	<input type="checkbox"/>	12
--------------------------	--------------------------	----

Do you have a wash hand basin for personal hygiene?

<input type="checkbox"/>	<input type="checkbox"/>	12
--------------------------	--------------------------	----

Do you have soap and hand-drying facilities at the wash hand basin?

<input type="checkbox"/>	<input type="checkbox"/>	13
--------------------------	--------------------------	----

Do you have a separate sink for food/utensil washing?

<input type="checkbox"/>	<input type="checkbox"/>	13
--------------------------	--------------------------	----

Are there adequate facilities for waste water, food and refuse disposal?

<input type="checkbox"/>	<input type="checkbox"/>	13
--------------------------	--------------------------	----



Health and safety

	Yes	No	Page no
Have you carried out a risk assessment?	<input type="checkbox"/>	<input type="checkbox"/>	14
Have you identified the hazards?	<input type="checkbox"/>	<input type="checkbox"/>	14
Have you taken steps to control the risks?	<input type="checkbox"/>	<input type="checkbox"/>	14

LPG

Does your vehicle meet the following safety standards for LPG

Storage compartment

	Yes	No	Page no
Is it large enough to house all LPG cylinders?	<input type="checkbox"/>	<input type="checkbox"/>	14
Is it built of materials with 30 minute fire resistance?	<input type="checkbox"/>	<input type="checkbox"/>	14
Does it have ventilation at high and low levels?	<input type="checkbox"/>	<input type="checkbox"/>	15
Is it lockable?	<input type="checkbox"/>	<input type="checkbox"/>	15

Vehicle

Does it have permanent ventilation at high and low levels?	<input type="checkbox"/>	<input type="checkbox"/>	15
Is the pipework made of a suitable metal ie copper?	<input type="checkbox"/>	<input type="checkbox"/>	15
Does it have flexible hoses conforming to BS3212?	<input type="checkbox"/>	<input type="checkbox"/>	15
Is there a shut off valve for each appliance?	<input type="checkbox"/>	<input type="checkbox"/>	15
Is there flame failure on all appliances?	<input type="checkbox"/>	<input type="checkbox"/>	16
Do you have a gas test certificate for the vehicle issued by a Gas Safe registered gas fitter?	<input type="checkbox"/>	<input type="checkbox"/>	16
Do you carry out regular checks of the pipework for leaks?	<input type="checkbox"/>	<input type="checkbox"/>	16
Are staff trained in the safe use of LPG ie how to change cylinders?	<input type="checkbox"/>	<input type="checkbox"/>	17
Are staff trained on what to do in the event of a fire?	<input type="checkbox"/>	<input type="checkbox"/>	17



Electrical safety

	Yes	No	Page no
Does your vehicle meet the following safety standards for electrical safety?	<input type="checkbox"/>	<input type="checkbox"/>	17
Is the RCD in place?	<input type="checkbox"/>	<input type="checkbox"/>	18
Do the plugs and sockets on the generator/mains supply comply with BS4343?	<input type="checkbox"/>	<input type="checkbox"/>	18
Does the van have enough socket outlets to avoid the need for adapters?	<input type="checkbox"/>	<input type="checkbox"/>	18
Has the fixed installation been checked by a competent person?	<input type="checkbox"/>	<input type="checkbox"/>	19
Has the portable equipment had a 'PAT test' by a competent person?	<input type="checkbox"/>	<input type="checkbox"/>	19

Chemical safety

	Yes	No	Page no
Have you carried out an assessment of the chemicals you use?	<input type="checkbox"/>	<input type="checkbox"/>	20
Have staff been trained in their use?	<input type="checkbox"/>	<input type="checkbox"/>	20
Do you have the appropriate protective equipment?	<input type="checkbox"/>	<input type="checkbox"/>	20

First aid

Do you have a first aid kit?	<input type="checkbox"/>	<input type="checkbox"/>	20
Do you have an accident book?	<input type="checkbox"/>	<input type="checkbox"/>	20
Are you aware of the need to report certain injuries?	<input type="checkbox"/>	<input type="checkbox"/>	20

Emergency contacts

Do you provide staff with a mobile phone?	<input type="checkbox"/>	<input type="checkbox"/>	20
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Manual handling

Have you carried out an assessment of manual handling?	<input type="checkbox"/>	<input type="checkbox"/>	21
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Toilet provision

Is there a toilet/portaloos available close by for staff to use?	<input type="checkbox"/>	<input type="checkbox"/>	21
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1. Food safety management system

On 1 January 2006 new food hygiene regulations were put in place which require food businesses to have a documented food hygiene management system in place.

Food businesses were already required to produce food that is safe to eat, but the new regulations mean you must be able to show what you do to make food safely and provide written evidence of this.

To help you to do this, a free pack called 'Safer food better business' is available from the Food Standards Agency (FSA). To order a copy of the pack, contact the FSA on:

t: 0845 606 0667

f: 020 8867 3225

email: foodstandards@ecgroup.uk.com

Using the pack in your business will help you to:

- comply with the new regulations
- show what you need to do to make food safely
- train staff
- protect your business's reputation
- improve your business eg by wasting less food.

Food can be contaminated in three main ways:

- bacterial – eg under cooking of food allowing food poisoning bacteria to survive
- physical – eg dirt, glass, insects
- chemical – eg spillage of cleaning materials.

You must therefore, take steps to ensure contamination does not occur.

1.1 Bacterial contamination

The main causes of bacterial contamination resulting in food poisoning are:

- insufficient cooking of food
- poor storage temperatures
- cross contamination.

1.2 Cooking and reheating of food

To kill food poisoning bacteria such as E. coli, Salmonella etc, food must be thoroughly cooked. This means ensuring you achieve a minimum temperature at the centre of the food of 75°C for at least 30 seconds.

To reheat food safely, it must be done quickly and also achieve a minimum temperature of 75°C for 30 seconds in the centre. In addition food must never be reheated more than once.



You must, therefore, regularly check foods after cooking or reheating with an accurate probe thermometer to ensure you achieve this temperature.

Before probing food, you must ensure the probe is cleaned first using bactericidal probe wipes.

1.3 Poor storage temperatures

To prevent the growth of food poisoning bacteria, high risk foods must be kept at the correct temperature.

Food must be kept at 8°C or below. It is recommended that freezers should operate at -18°C or below.

The use of ice packs and insulated containers is only acceptable to keep chilled foods cool for very short periods of time.

Once food has been cooked, it must be kept hot at or above 63°C.

All of these temperatures must be regularly checked using an accurate probe thermometer. Thermometers must be calibrated in accordance with manufacturers instructions.

1.4 Cross contamination

To prevent the spread of food poisoning bacteria, raw and cooked or ready to eat food must always be kept separate. This should include the following:

- ensuring cooked food is stored above raw food in the refrigerator
- using separate tongs, knives, chopping boards and cleaning cloths for raw and cooked foods
- always cleaning down work surfaces after preparing raw foods, using a suitable detergent and non-taint disinfectant
- always washing your hands after handling raw foods
- using either disposable wiping cloths or ensuring dish cloths are changed at least twice per day and are boil washed after use.

1.5 Physical contamination

To prevent physical contamination of food, you must ensure the vehicle is kept clean, tidy and well maintained at all times.

Other steps that should be taken include:

- keeping open food on display covered or wrapped
- ensuring that no animals are allowed on the unit
- ensuring the vehicle is situated away from refuse stores, bonfires etc



- ensuring likely physical contaminants such as staples, paper clips etc are kept out of the unit.

1.6 Chemical contamination

All cleaning chemicals must be stored away from food when not in use and used in accordance with the manufacturers' instructions.

2. Personal hygiene and training

All food handlers must maintain good personal hygiene at all times by regular and thorough washing of hands, particularly after going to the toilet or handling raw food.

In addition, food handlers must observe the following practices:

- no smoking or spitting
- no eating or drinking while handling food
- do not wear jewellery, false nails or nail varnish
- cover wounds on the hands or other exposed parts of the body with waterproof dressings
- wash hands after: visiting the toilet, coughing and sneezing, handling rubbish, smoking, taking a break, handling raw foods and at regular times during the day.

Staff must wear clean washable overclothing including adequate hair covering in the unit. Outdoor clothing must not be kept in areas where food is prepared or stored.

2.1 Reporting of sickness

Any person suffering from diarrhoea or vomiting must cease immediately from handling and preparing food and must not return to work until at least 48 hours after the symptoms have stopped.

Further advice and guidance can be obtained from either your local environmental services department or from the Department of Health Guidance, 'Food handlers, fitness to work'.

Staff must be made aware of the need to report any such symptoms to the manager/proprietor so a decision can be made as to whether it is safe for them to continue to handle food.

The following conditions must be notified:

- **infected cuts or wounds**
- **skin infections**
- **sores**
- **diarrhoea**
- **vomiting**
- **food poisoning**
- **eye, ear and mouth infections.**



To help prevent food poisoning, it is very important that if either you or your staff become ill with food poisoning symptoms they or yourself do not handle or prepare food.

2.2 Training

Food handlers must receive appropriate instruction and/or training in food hygiene. The level of training required will depend upon the food handling activities carried out but for people who handle open food, the minimum level of training required is the CIEH food hygiene level II training course or equivalent. A list of local training providers can be found by visiting www.cieh-coursefinder.com.

You must ensure that all your staff receive training on your food safety management system and keep a record of the training each staff member has received.

3. Design and construction of unit

The unit must be large enough for the type of operation carried out eg sufficient working surfaces for the separate preparation of raw and cooked products, so that cross contamination cannot occur.

The unit must be proofed against pests (eg flies and vermin) as far as reasonably practicable.

All internal surfaces must be constructed of washable materials and be easy to clean eg vinyl floor tiles or continuous floor covering, plastic/laminate cladding for walls and ceiling.

Tables, working surfaces, shelves, food display cabinets, counters, equipment utensils and display containers must be easy to clean and in good repair. Particular attention must be paid to ensuring the edges of shelves and wood surfaces are sealed to allow effective cleaning. **Any surface that food comes into contact with must be capable of being disinfected.** Suitable materials for food contact surfaces include stainless steel, ceramics or food grade plastics.

Natural or mechanical ventilation will be required so that internal temperatures do not get too high. Suitable canopies must be provided over deep fat fryers and griddles.

Adequate artificial lighting must be provided where necessary.



4. Cleanliness, maintenance and repair

The unit must be maintained in a good state of repair, with surfaces that are free from cracks, splits, chips or flaking decoration to enable effective cleaning to be carried out.

The unit must be kept clean. Cleaning must be done on a regular basis to remove visible dirt and debris.

You need to write down what you need to do regularly in order to keep the vehicle clean and therefore fit for handling food. This is called a cleaning schedule.

The cleaning schedule should specify:

- frequency of cleaning eg clean as you go, daily, weekly, deep cleaning etc
- equipment needed (cloths, scourers, brushes, mops etc)
- chemicals to be used and their purpose, detergents to remove food soil and disinfectants which are used to reduce the number of residual bacteria left on surfaces after cleaning.

5. Washing facilities

5.1 Water Supply

All mobile units must use water that comes directly from the mains supply. Alternatively, containers of drinking water may be used. It is recommended that a minimum of 25 litres of drinking water are provided on the unit for washing hands, equipment and food.

All wash hand basins and sinks must be provided with a separate hot and cold water supply, or hot water at a suitably controlled temperature preferably from a constant piped supply or an instantaneous water heater (gas or electric) via taps. The use of an electric kettle or burco type boiler provided it is located over a sink and not situated away from the washing facility is acceptable for the provision of hot water.

5.2 Washbasins

All mobile units must have a washbasin. The hand washing facilities must be separate from any facilities provided for the washing of equipment or food. A supply of soap or detergent and hygienic hand drying facilities must be maintained at the washbasin. It is recommended that liquid anti bacterial soap and disposable paper towels are used.



5.3 Sinks

All mobile units must have a sink for washing food and equipment. The size of the sink must be suitable for the needs of the business.

Where there is a large volume of food preparation, separate sinks for food and equipment washing may be required.

5.4 Waste storage and disposal

Refuse and waste must be kept in a suitable container which must be emptied regularly or at the end of the day. The internal and external surfaces of waste containers must be washable and in good repair. The use of plastic linings makes removing rubbish and cleaning the bin easier.

Waste water

- This should drain from the washing facility into a sealed container.
- The container must be clearly marked as waste water.
- Waste water must be disposed of at an appropriate disposal point (foul water drain).
- Containers used for waste water must be regularly cleaned and disinfected.
- Under no circumstances should the waste water container be used for carrying clean, potable (drinking) water.
- Waste water must not be allowed to drain on to the road or standing area.

Separate designated containers should be used for clean and waste water eg colour coded and labelled. The containers should be cleaned in accordance with Appendix C.

Waste food debris including oil/fat must be disposed of responsibly. It is against the law to dispose of the oil down drains or into ditches. Please respect the environment.

6. Health and safety

Under the Health and Safety at Work Act 1974, you have a duty to ensure you operate your vehicle in a manner which ensures the health and safety of your staff and any one affected by your work activity.

To ensure that any activity you perform is done safely, you must carry out a risk assessment of that activity.

6.1 Making an assessment

To carry out a risk assessment you should first be aware of the hazards involved.

A hazard is something that can cause harm – this can be a machine, substance or even a method of work eg LPG or cleaning chemicals.

Having identified the hazards, you have to decide what the risks are and the likelihood that they could occur eg LPG – explosions and fire, cleaning chemicals – caustic burns to skin.



Finally you have to decide how to control these risks eg LPG – regular maintenance by a competent person, cleaning chemicals – the use of a safer alternative, or when not possible personal protective equipment.

The following information covers the more common hazards associated with mobile vehicles and details the precautions necessary to help control the risks.

Please note, under the Management of Health and Safety at Work Regulations Act 1992 you must record any significant findings of the assessment when you employ five or more persons.

A leaflet entitled Five steps to risk assessment provides further information and is available from the food and safety team on 01603 212747.

7. LPG

In mobile catering units where LPG is used, all gas cylinders should either be stored in a safe place external to the vehicle, or, be housed in a compartment completely separate from the rest of the unit.

A storage compartment for the LPG must be:

- constructed of materials having at least a half hour fire resistance
- sealed to prevent gas gaining access into the unit
- of sufficient size to store all LPG cylinders including spares and constructed so that access can only be obtained from outside the unit
- provided with ventilation openings at both high and low levels
- secured to prevent tampering
- used only for the storage of LPG cylinders, reducing valves etc and not for any other purpose eg storage of batteries
- provided with a suitable means of securing the cylinders in an upright position
- located such that possible accidental damage eg in the event of a road traffic accident, is minimised
- suitably labelled for LPG storage
- kept free of all sources of ignition in the compartment and sources of ignition must be a minimum of one metre from any cylinder.



Where separate storage compartments are not available, LPG cylinders may be kept outside the unit providing:

- the cylinders are secured to prevent tampering and in a position where it cannot easily be damaged
- the cylinders are stored with the valve upright
- they are stored more than 1 metre away from the unit or any source of ignition.
- all flexible tubing is kept to a minimum
- pipework passing through the wall of the vehicle should be protected against abrasion damage by rubber grommets.

All appliances using LPG should be fitted with an accessible shut off valve or tap on the pipework immediately before the appliance.

7.1 Ventilation to the vehicle

Permanent ventilation must be provided at both high and low levels to the vehicle which must not be obstructed by stored items. The minimum area of total fixed ventilation should not be less than 4000mm².

7.2 Pipework and fittings

All pipework should be as short and accessible as possible and supported as required. Where practicable the pipework should be made of a suitable metal. Suitable metals for pipework are solid drawn copper tube, steel tube or

stainless steel tube, used with suitable fitting and jointing compound.

Where flexible hose is used, it is subject to the following restrictions:

- The length must not exceed 0.5 m.
- Its use is restricted to where it passes through walls and partitions.
- Its use is restricted to where temperatures are unlikely to exceed 50°C.
- It must conform to BS3212 or any other appropriate European Standard, be marked accordingly and be renewed every two years.

7.3 Appliances

Appliances such as grills, hot plates, ovens etc should be:

- securely fastened to the vehicle
- not in use while the vehicle is in motion with the gas supply turned off at the cylinder
- manufactured to a recognised standard
- be installed, used and maintained in accordance with the manufacturers advice.

Every LPG pipe should terminate with a readily accessible shut-off valve or tap immediately before the appliance.

All valves and taps should carry a clear indication of the open and closed positions, or of the direction they must be turned to close them.



7.4 Flame failure devices

Wherever possible, flame failure devices should be fitted to gas appliances. This is to prevent a build-up of gas in the vehicle in the event of a flame being extinguished.

The fitting of flame failure devices is particularly important to appliances where the flame is not visible should it need to be extinguished such as ovens or on LPG operated refrigeration.

In the case of some older gas appliances it may not be possible to fit such devices. It is recommended that you provide written confirmation of this from the manufacturer or a Gas Safe registered gas fitter.

7.5 Maintenance of the LPG installation

It is a legal requirement that every employer or self-employed person ensure that any gas appliance, installation, pipework or flue installed in any place of work under their control is maintained in a safe condition.

While it is for you to decide how to maintain the LPG installation in a safe condition, you should note that effective maintenance usually involves an on-going programme of regular/periodic examinations and remedial action as necessary. All such work should be undertaken by a competent person.

A suggested maintenance programme of the LPG installation should include the following.

Daily checks

Before the installation is used, the cylinders, pipework, appliances, flues and vents, should be visually checked by a suitably trained person. Any suspected leaks should be traced by the use of a soapy water solution.

A suitably trained person should understand:

- the dangers associated with LPG
- how to trace leaks
- proper combustion
- danger of ineffective ventilation and flues
- action to take in the event of an emergency.

It is recommended that a record of all daily checks is kept, eg using a tick sheet which is signed by the person doing the checks.

Inspection and test

At least annually (and more frequently according to use and experience) the installation should be tested and inspected by a competent person (Gas Safe registered fitter).



A satisfactory test certificate should be obtained and ideally kept with the vehicle until the next inspection and test.

When purchasing a mobile catering unit or following any alterations or repair works to the LPG installation it is recommended that the installation is inspected and tested.

7.6 Training

Anyone working in the mobile unit must be given adequate knowledge of the possible dangers associated with LPG and trained in the correct procedures for changing cylinders and the safe use of appliances.

7.7 Fire safety

All staff must be trained in the emergency procedures in case of a fire. Specific advice on fire safety should be sought from the Norfolk Fire and Rescue Service. As a minimum you should:

- train all staff and display written instructions of the action to be taken in the event of a fire
- where frying is undertaken provide a fire blanket
- provide a suitable fire extinguisher, eg a 9kg dry powder extinguisher, located in a readily accessible position.

8. Electrical safety

Electricity can kill. Each year about 1000 accidents at work involving electric shock or burns are reported to local councils and the Health and Safety Executive. Around 30 of these are fatal. The main hazards associated with electricity are:

- contact with live parts causing shock and burns (normal mains voltage, 230 volts AC, can kill)
- faults which cause fires.

Electricity at Work Regulations 1989

The Electricity at Work Regulations 1989 requires employers and those self employed to provide and maintain electrical equipment that is safe and appropriate for use.

Risk assessment

As part of your risk assessment you should consider the hazards associated with the electricity, decide who might be harmed, evaluate the risks and decide how to control them.

8.1 Reducing the risk

There are many steps you can take to reduce the risks arising from the use of electrical equipment. This information is listed below under the various different sub-headings that follow.

Ensure the electrical installation is safe

- A competent person should install the electrical installation in a mobile catering unit.



- Plug and sockets on the generator or mains supply should comply with BS4343 to protect the connections from the weather and natural hazards.
- Provide enough socket outlets – overloading socket outlets by using adaptors can cause fires.

Provide safe and suitable equipment

- The use of double insulated (class II) portable appliances is encouraged because they do not include metallic parts which can become live in the event of certain faults. These are often marked with a 'double-square' symbol.
- Choose equipment that is suitable for its working environment.
- Use proper connectors or cable couplers to join lengths of cable – taped joints are not acceptable.
- The supply cables to equipment should be of a flexible type, not rigid core, to avoid damage to the conductors.
- The ends of flexible cables should have the outer insulation sheath of the cable firmly clamped to stop the wires (particularly the earth) being pulled out.

Reduce the voltage

One of the best ways of reducing the risk of electric shock accidents is to limit the supply voltage eg using 110V or lower equipment. Some fridges for example will operate on a 12V supply.

Provide a safety device

Mobile catering units connected to the mains supply should be protected with an RCD (residual current device) having an operating current of 30mA and a disconnecting time of 40mS at an operating current of 150mA. Earth continuity throughout the supply installation is essential.

RCDs include a test button that should be operated each day prior to trading. If the RCD 'trips' it is a sign of a fault and you should consult a competent person immediately and have the electrical installation checked before using it again.

8.2 Carry out preventative maintenance

All electrical systems, including portable appliances (eg a kettle), transportable appliances (eg a cooker) and fixed installations (fuse boxes, cabling, spur outlets, etc.) must be properly maintained by a competent person. Although it is for you to decide how to maintain electrical systems, it is strongly recommended that a planned maintenance programme is formulated and implemented. A suitable programme would include the following elements:

Fixed installation

- The fixed installation should be examined and tested periodically by a competent person. The competent person will advise on the frequency of further examinations and tests.



Electrical equipment

- User visual checks – regular checks should be made by the user once they have received the appropriate training on how to recognise defects.
- Formal visual checks – similar to user checks but this should be carried out at programmed intervals by a person who has received appropriate training.
- Examination and testing (often called 'PAT testing') – proper inspection and test by a competent person will detect faults that visual inspections will not find, eg the break down of insulation. The competent person will advise on the frequency of such appliance testing.

Keeping of records

Though it is not a legal requirement, it is strongly recommended that records of the formal visual checks and the inspection and testing carried out by the competent person be kept. The records will help to demonstrate you are maintaining electrical systems.

Generators

Mobile catering units frequently use single-phase generators, having an output not exceeding 10KVA, to supply power to various electrical appliances. British standard 7430 states it is often better to use these generators in an unearthed system ie an earth rod does not have to be connected to the generator for it to operate safely. The installation of an RCD is recommended.

Advice should be sought from a competent person regarding its installation.

Competent person

A competent person is someone with sufficient knowledge, training and experience as to enable him/her to safely carry out work on an electrical installation or any electrical equipment eg an electrical engineer.

8.3 Additional information and advice

Further information and advice on electrical safety is provided in the following publications:

- 'Electrical Safety and You' (IND (G) 231(L), available from your Environmental Health Department.
- Maintaining Portable and Transportable Electrical Equipment (HS (G) 107); available from HSE Books (Tel. 01787 118865).
- British Standard 7430 'Code of Practice for Earthing' is available from your County Library Service.
- BS 7671 – BS 7671:2001 Requirements for Electrical Installations (IEE Wiring Regulations 16th Edition)
- Code of Practice for In-Service Inspection and Testing of Electrical Equipment, (Second Edition) IEE



9. Chemical safety

Many of the chemicals that are used within the mobile vehicle such as oven cleaners and degreasers are potentially harmful if not used properly.

Most proprietary cleaners provide information on safe use on the label but if in doubt you should obtain hazard data sheets on the various chemicals that you use from your suppliers. These will detail the safety precautions to follow, what protective equipment to wear etc.

You must then ensure that any person who uses these chemicals is instructed in their use and that the appropriate personal protection equipment is provided and used.

10. First aid

A suitably stocked first aid kit must be carried on the vehicle at all times. The contents should be examined frequently and the container should be identified by a white cross on a green background. A list of contents can be found in Appendix A.

In addition it is recommended an accident book is carried and details of any accident recorded. The details recorded should include the person's name, address, nature of the injury and any treatment given.

Please note certain types of accident are notifiable and must be reported to the local environmental services department.

Examples of notifiable accidents include:

- fractures (other than fingers, thumbs and toes)
- amputation
- injury that results in a person being off work for over three days.

More information can be found on reporting injuries in the booklet entitled RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995) which is available from Norwich City Council's food and safety team on 01603 212747.

11. Emergency contacts

Given the nature of how mobile vehicles operate it is very likely that you or a member of your staff may be on their own well away from any means of communication. This means that should an emergency occur such as a fire, they will be unable to summon help.

You should therefore ensure that some means of communication such a mobile telephone is available to raise the alarm if necessary.



12. Manual handling

You must carry out a risk assessment of all manual handling operations associated with your mobile vehicle eg lifting water containers or LPG cylinders or manoeuvring the vehicle into place.

When possible you must introduce measures to either eliminate or reduce the amount of manual handling undertaken eg provide a trolley for moving LPG cylinders.

Where the risk cannot be eliminated or reduced then the staff must be given adequate instruction and training in manual handling.

13. Toilet provisions

Provision must be made for access to a toilet and the toilet must be kept clean and provided with the means to wash hands eg soap, hot water and towel (preferably disposable paper towels).

Where trailers operate from the same site throughout the day arrangements must be made for access to a toilet in nearby premises.

Toilets provided inside a catering vehicle must be suitable ventilated to the outside air. Entry to the toilet compartment must be through a ventilated lobby or from outside the vehicle.

A Portaloo or chemical closet should be provided if no alternative arrangements can be made.



Appendix A

Health and Safety (first aid) Regulations 1981

First aid box contents	Numbers of employees		
	1-5	6-10	11-60
Guidance card or leaflet	1	1	1
Individually wrapped sterile adhesive dressings	10	20	40
Sterile eye pads, with attachment eg standard dressing no. 16 BPC	1	2	4
Triangular bandages (if possible sterile)	1	2	4
Sterile coverings for serious wounds (if triangular bandages not sterile)	1	2	4
Safety pins	6	6	12
Medium sized sterile un-medicated dressings approx 10 cm x 8cm eg standard dressings No. 8 and No. 13 BPC	3	6	8
Large sterile un-medicated dressing approx. 13cm x 9cm eg standard dressing no. 9 and no. 14 and the ambulance dressing no. 3	1	2	4
Extra large sterile un-medicated dressing approx. 28cm x 17.5cm eg ambulance dressing no. 3	1	2	4
If tap water is not available, sterile water or sterile normal saline in disposable containers, each holding at least 300ml need to be kept near the fist aid box	1	1	3



APPENDIX B

Where can I site my mobile vehicle?

There are likely to be trading restrictions in some areas of the Norwich City Council district and in addition to obtaining permission from the landowner you should contact the following prior to operating from your chosen location:

Norwich City Council, planning services
– 0344 980 3333

Police Authority – 0845 4564567

Norfolk County Council, highways section – 0344 800 8009

The following areas in Norwich City Council's district are controlled for street trading under the provisions of the Local Government (Miscellaneous Provisions) Act 1982.

Area designated as licensed street

All streets within the inner ring road. A street traders licence will be required to trade in this area. For more information and an application form please contact Norwich City Council (markets) 0344 980 3333.

As detailed, Norfolk County Council must always be contacted regarding the possible siting of your catering vehicle; however, the following rules must be followed.

The county council as highway authority will not accept catering units directly within the live carriageway as this constitutes an obstruction to the safe and free flow of traffic. The county council has no powers to give consent or to charge for operating from a lay-by.

There should only be one vending unit on site at any one time, trading or non-trading.

The unit should be truly mobile ie self propelled or towable on its chassis. It must be removed from site daily when trading ceases.

The unit shall not conflict with any form of traffic regulation order, cause or give rise to road safety concern or cause damage to the traffic of the highway.

All waste, liquids etc shall be kept off the highway at all times and litter removed from the lay-by at the end of each opening period of business ie the vendor is to be responsible for all waste materials generated by the vending operations.

There must be no nuisance to adjoining landowners or persons.



The unit shall be sited behind the kerb line leaving at least 1.5m between it and the lay-by to provide a pedestrian safety margin. The above safety margin shall apply to any portaloos or waste containers. Should any damage occur to the lay-by eg HGV's overrunning onto the verge etc which could attribute to the vending operations or should the lay-by be required by Norfolk County Council or its representatives for highway maintenance or other purposes, the vendor will be required to vacate the site on a permanent or temporary basis. Likewise, in the event of any occurrence related to the vending operation which could be considered to be prejudicial to highway safety.

If the location is not within the highway limits the permission of the landowner will be required.

You are also advised that in all cases all locations (ie working/storage or static locations) are likely to need planning permission from the relevant local planning authority.

The following roads fall outside the control of Norfolk County Council – A11, A12 and A47. If you wish to operate from one of these sites you will need to contact the Highways Agency, Woodland, Manton Lane, Manton Industrial Estate, Bedford MK 41 7LW.



APPENDIX C

Recommended cleaning procedure for water containers



You will need a measuring jug and a bottle of Milton Sterilising Fluid, a tub of Puriclean powder or similar product to clean out your water containers effectively.



Firstly you must clean the container with hot soapy water to ensure that all of the grease and debris is removed. Make sure you clean the lid and the screw top and neck of the container properly.





If you choose to use **Milton Sterilising Fluid** you need to measure out the amount of Milton Sterilising Fluid required. Pour this correctly measured Milton Sterilising Fluid from the measuring jug into the water container.



If you choose to use the **Puriclean powder** then you need to put the correct amount of powder into the container, depending on how large it is.

If you choose a different product you must follow the instructions carefully.





Now you must fill your container with water to the top and leave it for 30 minutes.



Once the 30 minutes is up, you need to empty the container and wash it out thoroughly with water from the mains supply.





If you would like this information in another language or format such as large print, CD or audio cassette or Braille please call 0344 980 3333 or email info@norwich.gov.uk.