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# eGUIDE

## August 2019

Guidance for events in UK venues

Catering: Food & Alcohol  
Sub-section

## Resource Background

Click [here](#) to return to main navigation page

### What is the eGuide?

The eGuide brings together guidance for achieving common standards of health, safety and operational planning, management and on-site conduct for events at all participating AEV member venues. The scope and development of the eGuide follows extensive consultation with operations professionals within the exhibition and event industry in order to ensure an overall approach that remains broadly acceptable to the community. The status of the eGuide is similar to that of an Approved Code of Practice. It is an industry-specific guide developed by authorised professionals from the UK event venues. It incorporates health, safety and operational practices that represent compliance with Building Regulations and health and safety legislation.

Now recognised as the industry's best practice document, the eGuide is continually reviewed by working industry professionals who represent the best advice currently available, and who themselves have to work within the guidelines in their own professional capacities. Senior representatives from ACC Liverpool, Alexandra Palace, Business Design Centre, EventCity, ExCeL London, Farnborough International Exhibition and Conference Centre, Harrogate Convention Centre, Manchester Central, NAEC Stoneleigh, NEC, Olympia London, QEII Centre, Ricoh Arena, SEC, Stadium MK, Silverstone, The International Centre - Telford, The Brighton Centre, The O2 and Yorkshire Event Centre currently sit on the **eGuide working group**, meeting twice a year to steer the guidance thematically and address any complex or contentious topics. A number of additional venues also participate in this process and are gradually moving towards formal adoption of the document themselves. Additionally, **the eGuide sub-committee** works all year round to maintain the detail of the document, ensure consistency and simplify rules and regulations to the greatest possible extent.

The current eGuide sub-committee comprises:

**Tim Byrne** – ExCeL London

**Matt Constance** - ExCeL London

**Ian Tynan** - ExCeL London

**Michelle Baldwin** - NEC

**Siân Richards** - Olympia London (Chair of the eGuide strategic committee)

**Paul Brough** - Olympia London

**Kimberley Cassidy** – SEC

**Tracy Mitchell-Slater** - SEC

Instructions from this group are subsequently collated and actioned in the document by Alden Arnold, Association of Event Venues.

By coming together, and proactively seeking to identify where working conditions and regulations are common (or, due to unique site circumstance, different), contributing venues are, in essence, providing the answers to questions that organisers and supplier companies may have resulting in more efficient on-site activity, a smoother operation for the event organiser, and, therefore, a more polished product for the client, exhibitor and visitor.

In competent hands these guidelines should be an invaluable tool, simplifying health & safety planning and management and other operational issues on the floor.

### Application

For the purposes of this document the word 'event' will generally apply to any event held in the participating eGuide venues. It must be noted that in multipurpose venues where exhibitions, conferences and other like events can be run alongside sporting fixtures or musical entertainment in arenas, other guidance or legislation may be more applicable for specific activities.

## How to Use and Engage with the eGuide

The eGuide will save hours of painstaking and detailed work for any AEV venue seeking to maintain regulations that are compliant with UK law. Notwithstanding a few points of detail, which can be separately annotated, any AEV member venue that hosts any degree of exhibition business activity should be able to adopt these guidelines wholesale. The guide equally provides the basis for organisers to plan the operational management of their event and for suppliers and clients/exhibitors to understand what is required of them.

It must be stressed, however, that this is a **guidance** document. If meticulously followed, it should ensure that users are compliant with current health and safety law. Nevertheless, the particulars of each exhibition (or similar event) should still be considered on an individual basis and venues, organisers, suppliers and clients/exhibitors must all remember that it is ultimately their responsibility to ensure that they address health & safety, and other operational issues properly, in compliance with the law.

It must also be stressed that all employers have a legal duty to employ staff that are competent to manage health & safety, and other operations that are relevant to their level and range of responsibilities. This guidance alone is not a substitute for proper training and experience.

The committee welcomes any constructive comment on these guidelines. If you feel you can contribute, please email [eguide@aev.org.uk](mailto:eguide@aev.org.uk), and your point will be considered at the next committee meeting.

If you require additional health & safety support there are a number of specialist companies providing consultancy, training and floor management capabilities within ESSA and AEO Associate membership.

## EIA note on legal compliance

The AEV, AEO and ESSA trade associations are managed by the EIA secretariat. EIA advocates that members of all three associations work within or beyond the requirements of UK law. Where a British standard, HSE guidance, approved code of practice, other central or local government guidance or examples of case law suggest that specific working methods or standards are needed to meet the requirements of UK law, the EIA advocates that members adopt these. In instances where groups of members wish to collaborate on finding alternative, but equally as safe, methods of work that they feel are more suited to the operational constraints of the event industry than those described elsewhere, the EIA will facilitate that collaboration and any benchmarking or HAZOP activity that is required, advise members of their specific duties and liabilities and where requested publish their findings, typically within the eGuide. The EIA cannot and does not however officially advocate any standard or working practice other than those produced by HSE, BSI or other government agencies and offices, whether published within the eGuide or not, and reminds all organisations, members and non-members alike, that it is their individual responsibility to assess the risks of their work and to establish practices that comply with the law and that prevent work related injury and ill-health.

## Catering – Food & Alcohol

### Subsections:

#### Food

- Food Legislation
- Food Safety Management System (HACCP)
- Food Safety
- Food Safety Compliance
- Personal Hygiene
- Training
- Washing Facilities
- Flow Chart
- Alleged Food Poisoning Procedure
- Venue Approval
- Prohibition
- Food Information Regulations (Including Food Allergies and Intolerances)
- Sampling (Drink & Food)
- Stand Catering & Hospitality
- Sale of Food and Drink from Exhibition Stands
- Hospitality Catering

#### Alcohol

- Alcohol Legislation
- Build-Up and Breakdown
- Event Open Period
- Non-compliance

#### Health & Safety

- Kitchens & Stands Processing & Serving Food
- Equipment
- Cookers and Ovens
- Deep Fat Fryers
- First Aid Equipment
- Fire Safety
- Waste & Ventilation
- Venue Specific Rules
  - Scottish Exhibition and Conference Centre – Cookers and Ovens
  - The O2 & ExCeL London – Deep Fat Frying
  - Ricoh Arena – General

### Food

#### Food Legislation

**1** All food businesses must comply with current (UK & EU) food safety legislation, details of which can be found using the following links:

[www.food.gov.uk/business-industry/caterers/food-hygiene](http://www.food.gov.uk/business-industry/caterers/food-hygiene) and [www.foodstandards.gov.scot](http://www.foodstandards.gov.scot)

All exhibitors carrying out food operations should be registered as food businesses with their local authority (UK). This should be completed 28 days before 'food operations' can take place. Speak to the organiser or venue if in doubt.

Food operations include at least one of the following activities:

- Selling food
- Cooking food
- Storing or handling food

- Preparing food
- Distributing food
- Supplying food for sampling

### Food Safety Management System (HACCP)

2 A Food Safety Management System should be in place for all food business operations and should be commensurate with the work activities taking place. Food Safety Management Systems should be built around HACCP principles. HACCP is a tool to identify and control food hazards.

3 The HACCP principles are as follows:

- Identify any hazards that must be prevented, eliminated or reduced to acceptable levels
- Identify the critical control points at the step or steps at which control is essential to prevent or eliminate a hazard or to reduce it to acceptable levels
- Establish critical limits at critical control points to prevent, eliminate or reduce identified hazards e.g. hot holding temperatures must be above 63°C
- Establish and implement effective monitoring procedures at critical control points e.g. regularly probe hot holding to confirm it is within critical limits
- Establish corrective actions when monitoring indicates that a critical control point is not under control e.g. dispose of hot holding if it is below 63°C
- Establish procedures to check regularly that the above measures are being acted upon e.g. management checks on temperature records
- Establish documents and records appropriate to the nature and size of the food business to demonstrate that the above measures are being followed
- For more information on HACCP visit [www.food.gov.uk/business-industry/caterers/haccp](http://www.food.gov.uk/business-industry/caterers/haccp)

### Food Safety

4 Stands will not be permitted to process or serve food if they are in poor hygienic condition or pose an imminent risk of contamination to food or an imminent risk to health e.g. pest infestation or cross-contamination.

5 Stands/kitchens/food preparation and dispensing areas must be in good order to ensure they can easily be cleaned and maintained in a hygienic state of repair. All surfaces likely to be used during the event should be non-porous and easily cleansable.

The list below, although not exhaustive, defines the key controls expected by venues where external contractors, event organisers or exhibitors are serving food within the confines of the venue. This is intended as a guideline and is based within the working parameters of food safety legislation as referenced earlier:

#### Delivery

- Records showing delivery to site, including an assessment of the vehicle suitability and state, and temperature records where appropriate (refrigerated 1-5°C, Frozen -18°C or colder (In Scotland frozen temperatures must be between -18°C and -23°C).
- Once delivered, products should be moved to a suitable storage area ensuring a suitable temperature is maintained.

#### Storage

- A suitable area for storage of goods with equipment to hold at the appropriate temperatures e.g. fridges/freezers/cooler boxes.
- A cleanable storage area, free from rubbish, well lit, adequately ventilated and protected against infestations.
- Raw foods should be stored in a separate area where possible, or alternatively below ready-to-eat foods to prevent risk from cross-contamination.
- Refrigeration temperatures must be measured with a suitable, calibrated probe thermometer and recorded daily.

- All foods must be stored off the ground.

#### Preparation and display

- An area constructed in such a manner that it is cleanable, well lit, free from rubbish, ventilated and in good repair.
- All equipment must be kept clean and in good repair.
- All preparation and work surfaces must be smooth, impervious and easily cleanable.
- Adequate bins with closely-fitting lids to ensure proper storage of rubbish.
- Suitable, clean protective clothing for all staff engaged in food handling.
- Appropriate means of food handling e.g. tongs or similar where food is not wrapped.
- Good personal hygiene practices should be observed at all times.
- Any food preparation area should have a supply of hot water, liquid soap for hand washing and disposable paper towels.
- Raw and cooked foods should be handled in separate areas or at separate times to avoid cross-contamination.
- Food should be defrosted thoroughly in a monitored environment before preparation and cooking.

#### Hot or cold food holding

- Prepared food served hot should have reached a core temperature of 75°C (82°C in Scotland) and hot held at 63°C or above until served.
- Food served cold should be stored at between 1-5°C.
- Temperature should be recorded to show due diligence.
- Core temperatures should be taken with a disinfected probe thermometer every 2-3 hours.
- Hot food should be discarded after 2 hours, or before if it deteriorates.
- If cold food is to be stored out of temperature control or in the event of a refrigerator breakdown, this can only be done for one period of up to 4 hours, after which time food should be discarded. This must be recorded and closely monitored.

**6** All food on stands must be protected from risk of contamination likely to render the food unfit for human consumption, injurious to health or contaminated in such a way that it would be unreasonable to expect it to be eaten in that state. Any food which is unfit for human consumption must be kept apart from any other food, and labelled 'unfit food'.

### Food Safety Compliance

**7** Organisers are wholly responsible for compliance with food safety legislation by exhibitors and external caterers at their event.

Organisers are required to contract the services of a food safety consultant, either directly or through the venue, where there is a significant number of stands producing foods for sampling and/or where there is retailing of foods for on-site consumption. Such consultants must be approved, in advance, by the venue. Some venues may either nominate a consultant, or carry out the consulting role, at a cost to the organisers.

Environmental health officers of local authorities work with the venues and the food safety consultants in monitoring and ensuring compliance with food safety and allergen legislation: e.g. Food Information Regulations 2014 (FIR) (SI 2014/1855); regularly visiting the venues and spot checking exhibitors' and caterers' operations. Exhibitors and caterers are required to afford them access to their working areas at any reasonable time.

### Personal Hygiene

**8** All food handlers working with open food must:

- Keep their hands clean and cover any cuts with a blue, waterproof dressing
- Wear clean and washable over-clothing
- Keep personal clothing and bags out of areas where open food is handled, unless it is stored in appropriate accommodation, e.g. lockers/cupboards

- Change gloves (where used) regularly and wash hands in between
- Not wear jewellery (including necklaces and piercings), other than a plain wedding band
- Not handle open food when suffering and within 48 hours of suffering from gastro-enteritis, dysentery, any infection, boils or septic cuts etc. likely to cause food poisoning. They should contact their doctor immediately

### Training

**9** All staff engaged in food handling must be properly trained, appropriate to their duties, and supervised to ensure they work hygienically. Evidence of this training may be required for inspection, so all relevant documentation should be made available on-site.

### Washing Facilities

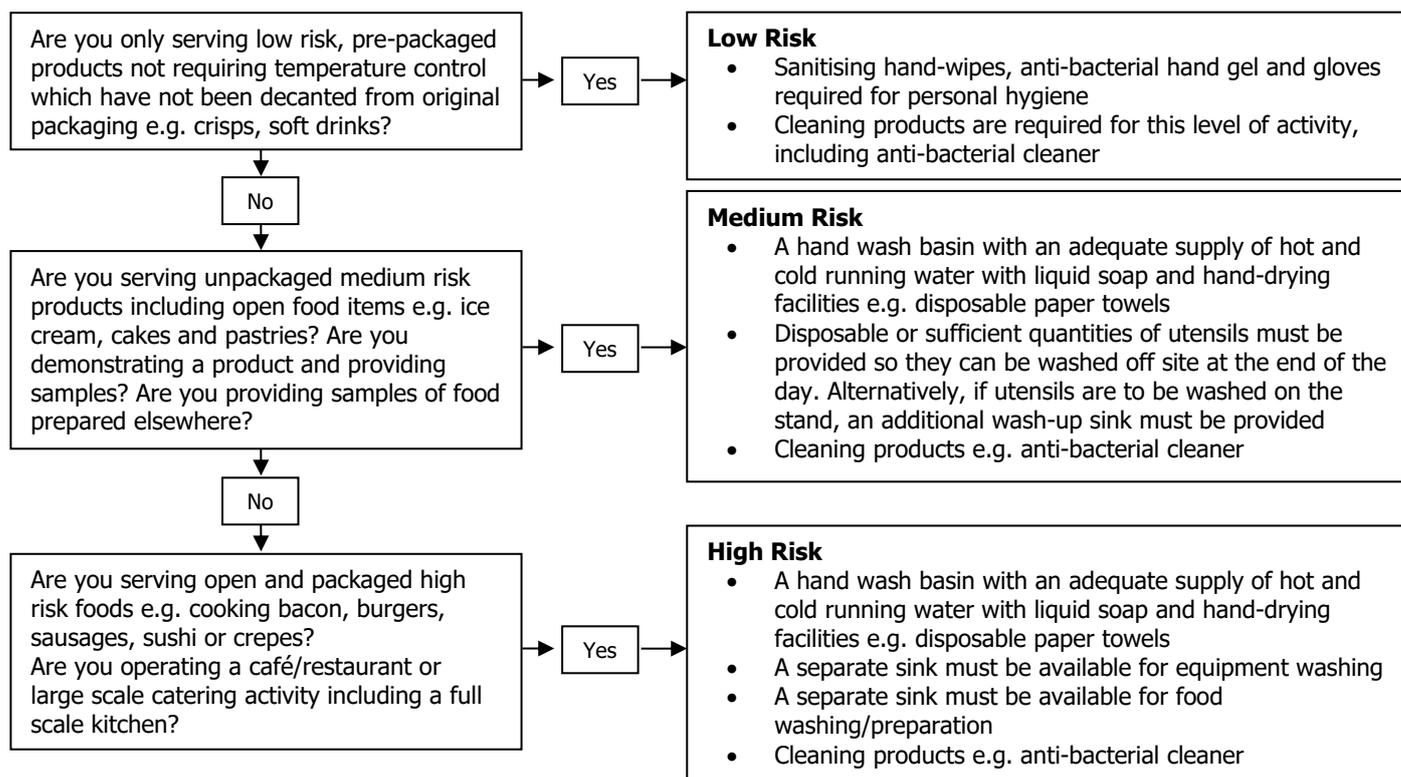
**10** It is the responsibility of each exhibitor or concessionaire to assess the extent of their operation and ensure that adequate, suitable and sufficient washing facilities are provided in conjunction with their operation.

**11** The washing facilities required are determined by factors such as the public health and food safety risks posed by the operation, the scale of the operation, types of food, equipment used, types of serving container (disposable/reusable) etc.

**12** Where the sharing of facilities is proposed, exhibitors/concessionaires must liaise with each other and the organisers prior to the event, in order to ensure that the overall provision of facilities adequately services all exhibitors/concessionaires when operating at maximum capacity.

**13** Where a hand wash sink is required, it should be dedicated solely for hand washing, easily accessible at all times and unobstructed. Hand-washing facilities should not be further than 3 metres from any preparation area (in Scotland, hand washing facilities must be within the preparation area). It is recommended that facilities for hand washing, food washing and equipment washing (where appropriate) are labelled as such with a suitable notice affixed adjacent to each facility, to ensure that each one is used exclusively for its intended purpose.

**14** The following guidance indicates the washing facility standards required for each category of food operation.



### **Alleged Food Poisoning Procedure**

**15** Any alleged, suspected food poisoning resulting from consumption of any food on the premises must be reported to the venue.

### **Venue Approval**

**16** Details of proposed preparation, cooking and dispensing of food from stands or temporary catering areas, including sampling, must be discussed and agreed with the venue during the early planning stages of the event. The venue's approval is required in writing for such activities. If approval is not obtained within a reasonable time prior to tenancy, there is a risk that contractual obligations may be contravened and visitors' health put at risk. Stands may therefore be prevented from trading.

### **Prohibition**

**17 Short-Term** (e.g. temporarily prohibiting food operations until evidence of sufficient controls are in place/removing the potential for imminent risk) Circumstances where such action may be appropriate with regard to a food business/operator include but are not limited to: failure to comply with section 5 of this guidance.

**18 Long-Term** (e.g. prohibiting an exhibitor permanently from the venue)

Circumstances where such action may be appropriate with regard to a food business/operator include but are not limited to: 'repeat offenders' e.g. blatant disregard for health risks or putting health at risk by knowingly using/selling unsafe food.

Prohibiting the return of an exhibitor would include prohibition in the case of changes to the trading name etc.

### **Food Information Regulations (FIR)**

**19** Food information legislation now applies to all food sold or sampled at events. Please refer to [www.food.gov.uk/business-industry/guidancenotes/labelregsguidance](http://www.food.gov.uk/business-industry/guidancenotes/labelregsguidance). Note: FIR came into force from December 2014 relating to allergen information on food packaged for direct sale, for unpackaged food and food sold loose. If you need clarification of your responsibilities under FIR, please contact your Local Authority Environmental Health Department, the venue or organiser.

**20** All food served open, unpackaged or loose must have been checked for allergens, and written evidence of the allergens contained within the food must be available. Signage should be in place to direct customers on how to obtain this allergen information.

**21** Enquiries from customers regarding the content of food may be related to allergies and intolerances. As some food allergies e.g. nuts, can be **life threatening**, it is therefore very important and a legal requirement that accurate information is given.

### **Sampling**

**22** Any proposed sampling activity must be notified in writing to the venue. All samples must be offered free of charge (FOC) to visitors. Where any samples are sold it will be deemed a retail activity and may be subject to a concession fee.

Should a sponsor or exhibitor wish to distribute/issue items as samples greater than the regulation size, they should arrange this with the venue, through their organiser. An over-sized sampling fee may be applied in such instances.

### **Drink Sampling**

**23** The acceptable sampling sizes for drinks are as follows:

- |   |                     |
|---|---------------------|
| ■ Soft and Hot Drinks                                 | - 50ml (1.75 fl oz) |
| ■ Beers/Ciders or similar                             | - 50ml (1.75 fl oz) |
| ■ Wine/Fortified wines/Champagne/Alcopops and similar | - 25ml (0.9 fl oz)  |
| ■ Spirits and similar                                 | - 5ml (0.18 fl oz)  |

**24** Any proposed drink-sampling activity must be notified to the venue for approval no later than 28 days prior to the start of the event licence period.

**25** Where drinks are offered as samples within the exhibitor's stand, and this could be construed as or deemed to be hospitality, a contract buy-out fee may be applied by the venue.

**26** In compliance with current legislation both the sale and supply of alcohol must be licensed under The Licensing Act (2003) (Scottish Licensing Act, 2005), therefore, sampling is also a licensable activity.

**27** The measures of some alcoholic drinks are prescribed under the legislation The Weights & Measures (Specified Quantities) (Unwrapped Bread & Intoxicating Liquor) Order 2011 and compliance with these is therefore mandatory. For the purposes of clarity, Champagne/sparkling wines are considered as still wines for the purposes of interpreting this legislation, unless specified differently under Venue Specific Rules.

**28** Any stands who wish to sell or supply alcohol (except that provided by the official caterers), whether for on-site or off-site consumption, must follow the above requirements and supply the name of a Personal Licence holder, together with a copy of their licence to the organiser.

**29** Personal Licences (PL) are applicable in the jurisdictions they are granted in; therefore PL's granted in England & Wales are only applicable in England & Wales, PL's granted in Scotland are only applicable in Scotland, and PL's granted in Northern Ireland are only applicable in Northern Ireland. Personal Licences can only be granted to residents of the separate jurisdictions. Visiting exhibitors from outside of the UK wishing to sell or supply alcohol within the venue are required to be authorised under a UK personal licence and to adhere to UK legislation.

### **Food Sampling**

**30** The acceptable sampling sizes for food samples are as follows:

- Bite-sized portions
- Individually wrapped items (for off-site consumption only)

**31** Sampling must be carried out in such a way that customers do not touch food that other people will eat, in order to minimise the risk of cross-contamination. The guidance below should be followed:

- Food should be placed to be sampled where the exhibitor can see it and therefore supervise customers
- Samples should be clearly segregated from other stock
- It is recommended that samples be offered to customers from plates or small bowls
- If food items are being used to take samples of food from dishes/bowls e.g. using a breadstick to sample a sauce, only items that will not break off into the sample must be used (to prevent customers putting fingers into the food to retrieve broken pieces)
- Large bowls or mounds of food for sampling should be avoided, as this increases the risk of people putting fingers into the food
- Customers should not be allowed to 'double dip' sampling sticks/spoons/food items
- Bowls, dishes or plates should not be topped up unless they have been properly cleaned before being replenished
- Customers should be directed as to where to place any discarded items, such as stones, from food or sampling sticks/utensils
- Samples must not be offered from the blades of knives
- Where hot drinks are to be sampled, their cups must be fitted with close-fitting secure lids, otherwise the samples must be consumed within the exhibitors stand. A risk assessment should be carried out for such practice

### **Stand Catering & Hospitality**

**32** Organisers are requested to bring any such requirements to the attention of the venue during event licence negotiations. In such a situation, they will be happy to discuss these requirements and endeavour to satisfy them either directly, or through one of their catering partners, or via an

alternative, approved caterer. However, none of the venue's caterers are required to provide facilities that are considered to be commercially non-viable.

**33** General catering requirements must be discussed and agreed with the venue well in advance of the event to ensure successful delivery. These discussions will result in the creation of a mutually agreed catering plan for each event.

#### **Sale of Food and Drink from Exhibition Stands**

**34** Permission for the sale of food or drink from exhibition stands must be sought from the venue and this will only be granted if it is clearly for off-site consumption. Whilst rare exceptions may be made, they are only on a case by case basis and only with the venue's agreement.

#### **Hospitality Catering**

**35** The venue's hospitality catering partner offers a full hospitality service in private rooms and must be used to supply any alcohol and/or hospitality that is required on exhibition stands, unless specifically agreed **otherwise** by the venue. Exhibitors must additionally satisfy all food safety and health & safety requirements and supply the name of a nominated, authorised person.

**36** If exhibitors wish to provide visitors to their stand with hospitality catering of any kind, they are required to obtain the food and drink from the venue's hospitality catering partner. Exhibitors are not permitted to bring their own food and drink on to their stands.

**37** If, in the opinion of the catering partner, an exhibitor contravenes the above and provides a significant level of hospitality catering from its stand, the catering partner reserves the right to charge a corkage or concession fee.

**38** Under normal circumstances, the venue will not permit any other caterers to provide corporate hospitality. However, if a bona fide catering company is exhibiting at an event, permission may be granted for them to provide their own hospitality, subject to the payment of a concession fee and the details of the Personal Licence holder's licence. If this situation arises, it should be discussed with the venue during event licence negotiations.

### **Alcohol**

#### **Alcohol Legislation**

**39** A venue's entire exhibition floor space is covered under the venue's Premises Licence. The venue will be able to further clarify the organiser's obligations and the requirements for each event under the legislation.

The venue's Designated Premises Supervisor is the prime authority for licensable activities within the venue.

#### **Build-Up and Breakdown**

**40** The consumption of alcohol within the halls during build-up and breakdown is not permitted.

**41** Alcoholic drinks will not be available from the catering outlets within the halls during these times.

**42** The venue may operate a drugs and alcohol monitoring service. Please discuss this with the venue.

#### **Event Open Period**

**43** Where alcohol is sold or served by the venue's official caterer, this will automatically be covered by one of their Personal Licence holders. The event profile may also preclude the provision of alcohol during event open days, e.g. where large numbers of children are present, or during cultural or religious events.

**44** In Scotland, the following is compulsory: Training records must be kept by the Premises Manager and a "Challenge 25" policy implemented with posters displayed. Any person involved in the dispensing of alcohol must have completed the minimum 2 hours training on the Scottish Licensing Act 2005.

**45** In exceptional circumstances, and at the venue's sole discretion, where alcohol is to be served from a temporary outlet which is not managed by one of the venue's catering partners, the following applies:

- The organiser must contact the venue, supplying all of the information requested, together with a highlighted floor plan of the event no later than 28 days before the event
- The venue will confirm agreement in writing to allow the sale or supply of alcohol from the areas requested
- The catering/bar operating company must have a Personal Licence holder present on-site (in some instances, a named, authorised representative may suffice) and comply with the venue's Premises Licence conditions and also the following conditions:
- The terms of The Licensing Act (2003), Scottish Licensing Act (2005) and subsequent legislation
- The Weights and Measures (Specified Quantities) (Unwrapped Bread & Intoxicating Liquor) Order 2011
- Alcohol can only be served during the hours stipulated in the venue's Premises Licence (please contact the venue for clarification)
- Service staff must be over the age of 18
- Products for retailing/sampling must be held in a secure area
- Alcohol may not be served to anyone under the age of 18, or anyone who appears to be under 18 (unless proof of age is shown)
- Alcohol must not be served to anyone who appears to be under the influence of alcohol

### Non-compliance

**46** If any bar operator or exhibitor fails to comply with the conditions under which the sale or supply of alcohol is agreed, their activities will be curtailed and, depending on the severity of the breach, they may also be banned from site.

## Health & Safety

### Kitchens & Stands Processing & Serving Food

**47** Kitchens must comply with the **stand fitting regulations** and be enclosed with ½ hour fire-resisting construction. Where they exceed 6m in either length or breadth they must be provided with two separate exits, sited remotely from each other. One of these may be by way of the associated restaurant or adjacent floor area. A suitable, non-slip floor covering must be provided on the service side of the counter and in the kitchen. Carpeting is not suitable.

**48** The kitchen/food preparation area must be of adequate size to meet the potential demand put upon it and should include adequate storage (refrigeration & ambient) and water and waste facilities.

### Equipment

**49** Any equipment, including utensils and food containers, which are likely to come into contact with food must be kept clean, in a hygienic state of repair and be constructed of materials that are not absorbent and easily cleanable.

### Cookers and Ovens

**50** Cookers, ranges and hobs must operate on mains gas or electricity. The use of Liquefied Petroleum Gas (LPG) is not permitted. See Venue Specific Rules.

**51** Gas-fired cooking and heating appliances must be installed by Gas Safe registered fitters, in rooms or enclosures specially approved for the purpose and ventilated directly (where possible) to the

open air. They must be situated well away from any combustible materials and mounted on suitable, non-combustible, heat-resistant bases.

### Deep Fat Fryers

**52** Deep fat fryers shall be located on stands so as not to endanger anyone in a gangway in case of flashover. They must be provided with thermostatic controls which will cut out at 200°C in accordance with BS EN 60335-2-37:1996, IEC 60335-2-37:1994 (Electric) and BS EN 203-1:1993 (Gas), to prevent overheating of the oil and subsequent flashover. All fat fryers, including table top fryers, shall be guarded with suitable, protective shields when positioned in close proximity to visitors and shall be installed and operated in accordance with the relevant standards. See Venue Specific Rules.

### First Aid Equipment

**53** Each stand or kitchen where open food is handled, prepared or dispensed, must hold a suitable and sufficient first aid kit including blue plasters (complying with the Health and Safety (First Aid) Regulations).

### Fire Safety

**54** Each kitchen or stand where cooking or heating of food is taking place, must be provided with fire-fighting equipment and staff trained to use it. A separate fire risk assessment which is specific to the venue and event must also be carried out.

### Waste & Ventilation

**55** Designated disposal facilities must be made available for food and other waste substances. Waste materials, however innocuous, must not be abandoned on-site and must be stored and disposed of in the appropriate way, in suitable, closed containers and in compliance with environmental regulations.

**56** Waste water must be disposed of in a safe and hygienic manner. It must not be deposited down any hand-washing facility, or in any of the sanitary accommodation throughout the venue or down the floor ducts. Refer to the venue or organiser for venue specific controls and procedures.

**57** Waste oils and fats are categorised as hazardous waste and as such have to be disposed of under strict conditions. Each exhibitor/caterer is responsible for removing its own waste oils and fats from the venue. Cleaning/disposal charges will be incurred if any such products are left on-site.

**58** Where cooking is likely to create a high concentration of smoke or airborne fats e.g. barbeques, grilling or frying, such activities will be subject to prior agreement by the venue and it may be necessary to ventilate the stand to the outside air.

### Venue Specific Rules

#### Scottish Event Campus (SEC) – Cookers and Ovens

**59** SEC allows the use of LPG for cookers, ranges and hobs.

#### The O2, ExCeL London & Olympia London – Deep Fat Frying

**60** No deep fat frying/fryers are permitted in any of the special event spaces at The O2 or ExCeL London and any areas of the venue at Olympia London.

#### Ricoh Arena – General

**61** External catering companies, which are not part of the on-site catering contract with the venue's catering partner, will need to go through an audit process – any costs associated to this process will need to be covered by the external catering company or client. Please speak to your Event Manager for further details.