

Temporary Event Kitchens and Catering Facilities



Basic Design Requirements

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Introduction

This document is intended to give you the information you require when designing your temporary event kitchen to ensure you meet the basic legal requirements and reduce both food safety and health and safety risks within the workplace.

The document will give you the **key requirements**; show you *Best Practice*, *Minimum Standards* and what is *Not Acceptable*.

We should always be aiming for Best Practice when planning and designing our temporary event kitchens, however sometimes this may not be possible. If *Best Practice* cannot be achieved then we should be ensuring the *Minimum Standard* is adhered to.

Under no circumstances should we be considering implementing any design featured in the *Not Acceptable* category.

For additional information and assistance on planning your event please make use of the reference page at the end of this document, which contains links to useful information and documents.

Kitchen Design/ Planning Approval

In all situations, you must ensure that plans of your temporary kitchen designs are submitted to David Crowe (Head of HSE, Levy Restaurants UK) or Evan Judge (HSE Manager, Levy Restaurants UK) for approval prior to commencement of installation.

Further Consultation

If you require further information on this document or on any temporary event kitchen design and planning please contact;




David Crowe by email david.crowe@compass-group.co.uk or by phone on 07786 661775

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Kitchen Access and Egress (Ramps and Steps)

Key Requirements

- Access and egress should allow for minimal manual handling eg. Where large volumes of stock movement is required in and out of kitchen then ramps should be provided
- Any steps and ramps provided should be of sound construction and not introduce additional risk
- Access and egress should avoid slip, trip and fall hazards
- Where possible access and egress should be away from LPG cylinders

BEST PRACTICE	MINIMUM STANDARD	NOT ACCEPTABLE
		
<p>Ramp access</p> <p>Pro's – Easy to access and reduces manual handling if moving large cages or heavy trolleys</p> <p>Con's – Ramp can become slippery in the wet so ensure a slip resistant ramp is used or a slip resistant coating</p>	<p>Step access</p> <p>Pro' s – Easy step access to a marquee where otherwise there would be a large step up or down, causing possible leg injuries</p> <p>Con's – Again steps can become slippery in the wet so same rules as ramp apply and ensure the hand rails are secure and will not give way when leant upon.</p>	<p>Step or ramp access with no hand rails</p> <p>Pro's – none</p> <p>Con's – no protection is given to persons using the steps, if they lose balance or footing there is nothing for them to grab to steady themselves.</p> <p>The above applies to ramps also as moving trolleys on ramps with no hand rails could result in trolley going off the edge and injury to person and damage to goods on trolley.</p>

NOTE: Consideration should also be given to external areas where delivery vehicles are required to access, ensure that there is solid ground for vehicles to manoeuvre on. Where external areas are grass/mud then heavy duty trackway must be put in place for vehicle access. Temporary walkways should be provided for pedestrian access where it is foreseeable that the ground will be soft and muddy.

Kitchen Access and Egress (Services, cables and pipes)

Key Requirements




- Access and egress should avoid slip, trip and fall hazards
- Any cabling or pipe work should be passed beneath steps and ramps
- Service cables and pipe work should not trail across walkways, if this is required then an overhead gantry should be provided if it is not possible to go beneath

BEST PRACTICE/ MINIMUM STANDARD	NOT ACCEPTABLE
	
<p>Cabling routed below ramp access to doorway</p> <p>Pro's – Trip hazards have been eliminated, low risk of incident and serious injury</p> <p>Con's - None</p>	<p>Cabling and pipe work across a kitchen doorway</p> <p>Pro's – none</p> <p>Con's – Multiple trip hazard, high risk of incident and serious injury</p>

Kitchen Flooring

Key requirements




- Good slip resistance
- Easily Cleansable
- Level
- Free from defects and trip hazards

BEST PRACTICE	MINIMUM STANDARD	NOT ACCEPTABLE
		
<p>Upturned Vinyl Floor Covering with shiny side down</p> <p>Pro's – Very good slip resistance even when wet. Durable and hard wearing.</p> <p>Con's – Can look dirty on long events.</p>	<p>Wooden Marquee Cartridge Flooring</p> <p>Pro's - Has a basic slip resistance, easily cleansable, level.</p> <p>Con's - Needs a thorough check before event for defects and to ensure all level.</p>	<p>White Sheeted Floor Covering</p> <p>Pro's – None</p> <p>Con's – Very slippery when wet, can tear and cause trip hazards.</p>

Kitchen Ventilation

Key requirements

- Allow for the removal of heat and cooking fumes
- Be of the required size and design required dependant on the function of the kitchen
- Ideally should not vent into public areas

BEST PRACTICE	MINIMUM STANDARD	NOT ACCEPTABLE
		
<p>Mobile Telescopic Extract Hood</p> <p>Pro's – Can be fitted over any cooking equipment and lowered or raised if necessary eg. Over a deep fat fryer or oven.</p> <p>Con's – Best fitted to rigid wall marquees though can be fitted to canvas sided marquees if required.</p>	<p>Wall fan unit</p> <p>Pro's – Can be fitted in any location, best fitted above ovens and dish washers.</p> <p>Con's – Not sufficient in areas where large amounts of Deep Frying takes place, the Extract Hood is best for this situation.</p> <p>Ensure the large size fans 22" diameter minimum are used as the small ones 16" diameter are of no great benefit.</p>	<p>No Fan or Extract Hood</p> <p>Pro's – None</p> <p>Con's – Increased build up of condensation causing a rain effect inside the marquee, water pooling on floors causing slip hazards. Heat in the marquee is increased as is the risk of employees fainting. Employee morale is reduced and productivity suffers.</p>

Hand Wash Basins

Key requirements

- Provision of hot and cold running water
- Provision of anti-bacterial soap
- Provision of hand drying facility (Blue Paper Roll)
- Provision of an accessible bin to deposit used paper towels
- Signed “For Hand Wash Only” and also signed with the 6 Steps to Effective Hand Washing Diagram
- Minimum of 1 hand wash basin easily accessible to chefs and 1 easily accessible to front of house employees. For larger kitchens multiple basins will be required

BEST PRACTICE	MINIMUM STANDARD	NOT ACCEPTABLE
		
<p>Plumbed in Hand Wash Basin</p> <p>Pro’s – constant supply of hot and cold water, come provided with a paper towel dispenser.</p> <p>Con’s – Often not secured to the floor, so must be checked and reported if required.</p>	<p>Plug in Burco Style Mobile Hand Wash Basin</p> <p>Pro’s – Can be located anywhere as long as there is power, water thermostatically controlled, foot operated.</p> <p>Con’s – Often not filled or plugged in, water drain reservoir requires manually emptying. Ensure daily checks are carried out for effective operation.</p>	<p>Use of Hot Water Boiler to provide hot water for hand washing</p> <p>Pro’s – None</p> <p>Con’s – Water too hot, can result in burns, not effective for washing hands. Either best practice or minimum standard method should be applied.</p>




NOTE: If no hot water, soap and drying facilities are available then the kitchen should not operate for open food preparation or service

Ensure an Ecolab Epicare 5C 500ml soap bottle is used on events where the standard Ecolab Soap dispenser is not available.

Food Preparation Surfaces

Key requirements




- Non porous
- Easily cleansable
- Not result in contamination of foods

BEST PRACTICE	MINIMUM STANDARD	NOT ACCEPTABLE
		
<p>Stainless Steel Workbench</p> <p>Pro's – Easily cleansable, not likely to contaminate food, non porous and a height that will not cause any ergonomic issues.</p> <p>Con's - None</p>	<p>Rigid Plastic Table Toppers</p> <p>Pro's – Are easily cleansable, not likely to contaminate food and are non porous.</p> <p>Con's – Are slightly lower than a standard stainless steel work bench and could cause ergonomic issues with prolonged use.</p> <p>NOTE: Leg extensions can be ordered from equipment hire company to bring standard trestle tables up to required workbench height.</p>	<p>Bare Wooden Tables</p> <p>Pro's – None</p> <p>Con's – Porous, not easily cleaned and likely to contaminate foods.</p>

Dish Washing and Cleaning Facilities

Key requirements

- Potable hot water supply
- Wash and rinse capacity
- Separate from food preparation area

BEST PRACTICE	MINIMUM STANDARD	NOT ACCEPTABLE
		
<p>Mechanical Dish Wash Machine with Pre Rinse Sink</p> <p>Pro's - Provides a manual pre rinse along with a mechanical two stage wash and final rinse process at suitable temperatures to achieve a hygienic wash</p> <p>Con's – Possible leaks from draining table end of dish wash. Ensure technical support available on site during event in case of breakdown.</p>	<p>Double Sink</p> <p>Pro's – Provides a two stage wash and rinse process to achieve a hygienic wash</p> <p>Con's – Requires regular changing of water in each sink to ensure cleanliness, also not suitable for large volumes of crockery, cutlery and glassware</p>	<p>Single Sink or No sink</p> <p>Pro's – None</p> <p>Con's – No separation of wash and rinse stages, not sufficient to achieve a hygienic wash</p>

NOTE: In addition to the above requirements you will need an additional separate single sink for the purposes of food washing if this needs to be done as part of the food production plan.

Kitchen Storage

Key requirements

- Should be safe and rigid in construction
- Should be provided in both kitchen areas and fridges
- Should be easily cleanable

BEST PRACTICE	MINIMUM REQUIREMENT	NOT ACCEPTABLE
		
<p>Stainless Steel Racking</p> <p>Pro's – All the pro's of the plastic racking plus more secure for heavy loads.</p> <p>Con's – Can be expensive</p>	<p>Rigid Plastic Racking</p> <p>Pro's – Easy to clean, stable and ensures products kept off the ground and well organised</p> <p>Con's – Can become unstable with heavy items, ensure they are constructed securely</p>	<p>Tables Stacked on top of each other</p> <p>Pro's – None</p> <p>Con's – Unsafe working practice, tables are not secure, risk of items falling off and tables falling also.</p>




NOTE: No items should be stored on the top of upright fridges/ freezers or walk in fridges/ freezers

No items of outdoor clothing should be stored in kitchens

Fire Extinguisher Provisions

Key requirements

- Correct Extinguishers for the types of fire
- Located on a suitable stand
- Located at exit points

BEST PRACTICE	MINIMUM STANDARD	NOT ACCEPTABLE
		
<p>Red Metal Fire Stand with built in push button Howler Alarm</p> <p>Pro's – Designated storage area with built in alarm system, easy to identify if extinguishers are missing.</p> <p>Con's – None</p>	<p>Red Plastic Fire Stand</p> <p>Pro's – Designated storage area, with information on extinguisher use, easy to identify if extinguishers are missing.</p> <p>Con's – No built in alarm system.</p>	<p>Extinguishers sat on floor</p> <p>Pro's – none</p> <p>Con's – No designated storage area, not easy to notice if extinguishers are missing, no information on use.</p>




NOTE: Please ensure a fire blanket is provided in all kitchens in addition to the Fire Extinguishers.

Wet Chemical Extinguishers must be available for use on Deep Fat Fryers.

Segregation of Service Holes

Key requirements

- Restrict access from public and employees
- Visible barrier and Warning Signage
- Prevent hazards and risk of accidents

BEST PRACTICE	MINIMUM STANDARD	NOT ACCEPTABLE
		
<p>Fully fenced and warning signs in place, with a fitted service hole cover to allow required services access but securing hole</p> <p>Pro's – No unauthorised access, no risk of falling down hole and no risk of contaminants entering service hole such as combustible waste, cigarette butts etc.</p> <p>Con's – None</p>	<p>Fenced surround of service hole with warning signage in place</p> <p>Pro' – No unauthorised access and reduced risk of falling into hole</p> <p>Con's – No cover on hole to prevent contaminants entering service hole.</p>	<p>Open service hole</p> <p>Pro's – None</p> <p>Con's – No warning signage, no segregation and risk of trips and falls in to the hole. Risk of contaminants entering hole</p>

Document Reference List

HSE Event Planer

Event HACCP

Chefs Event Packs

Event Managers HSE Packs

Temporary Kitchens Signage Pack

A3 Food Safety Poster

A3 Health and Safety Poster

HSE Briefing Pack

Fire Safety

Risk Assessments

COSHH

E-coli Guidance

Unit Managers Emergency Manual

Crisis & Media Policy