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Temporary Event Kitchens and Catering Facilities



Basic Design Requirements



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Introduction

This document is intended to provide you with the information require when designing temporary event kitchens, to ensure you meet legal requirements and reduce both food safety and health and safety risks within the workplace.

The document lists **key requirements**; and clearly outlines *Best Practice*, *Minimum Standards* and what is *Not Acceptable*.




You should always aim for Best Practice when planning and designing temporary event kitchens, however, sometimes this may not be possible. If *Best Practice* cannot be achieved, you must ensure that *Minimum Standards* are met.

It might be useful to share this document with the client or with contractors, so that the requirements are taken into consideration and understood by all parties.

Contact your Health and Safety Manger or Sector HSE Lead for further guidance or information during the design phase. **Plans of all temporary kitchen must be submitted for approval prior to commencement of installation.**

1. Access roads and walkways

- Where delivery vehicles require access to structures access routes must be hardwearing and solid so that vehicles can be easily maneuvered.
- Where ground conditions are not suitable or weather conditions are likely to render them unsuitable over the course of the event, heavy duty trackway must be put in place.
- Access routes for pedestrians should be smooth, so that manual handling aids can be easily used, and be free of trip or slip hazards.
- Grass or dirt paths may need tracking or matting to be installed if weather conditions are likely to cause these to become slippery.

BEST PRACTICE	MINIMUM STANDARD	NOT ACCEPTABLE
<p>Heavy duty trackway</p>	<p>Rubber matting, wooden boards etc.</p>	<p>Grass or dirt routes in wet conditions</p>
		
<p>Ensures that access is suitable for vehicles and pedestrians.</p> <p>Trackway should be laid so that it forms a continuous surface; joins must not create trip hazards.</p> <p>When selecting trackway, make sure it has anti-slip properties.</p>	<p>Rubber mats, wooden boards and similar alternatives must not create additional hazards, such as trip hazards.</p> <p>Pallets should not be used as walkways as they are unstable, have gaps and pose trip hazards.</p>	<p>Grass surfaces quickly become slippery in wet conditions.</p> <p>Mud, grass and other debris is carried into kitchens.</p>

2. Kitchen access and egress - ramps and steps

- Access and egress should facilitate the use of manual handling aids and minimise the need for manual handling. Where significant movement of stock, waste or equipment in/out of kitchens is required, ramps must be provided.
- Any steps and ramps provided should be of sound construction and not introduce additional hazards.
- Access and egress should not present slip, trip and fall hazards.
- Where possible access and egress should be located away from LPG cylinders.
- Ramps may also be required into walk in chillers depending on location and intended use.

BEST PRACTICE	MINIMUM STANDARD	NOT ACCEPTABLE
Ramp access	Step access	No or only poorly constructed steps/ramps
		
<p>Ramps provide easy access and reduce the need for manual handling where roll cages, trolleys can be used.</p> <p>Ramps can become slippery in wet conditions so need to be constructed of slip resistant material or have a slip resistant coating applied.</p> <p>They must be sturdy and suitable for the load weights, be smooth, allow easy movement of trolley or roll cage wheels and not be too steep*. The longer the ramp the shallower it should be.</p> <p>Edge protection and or handrails may be needed, depending on the height and width of the ramp.</p>	<p>Steps provide easy access for pedestrian movement.</p> <p>They can become slippery in wet conditions so may need slip resistant coating.</p> <p>Where there are three or more steps, handrails must be installed. These must be sturdy and well-constructed.</p> <p>Edge protection may be required, depending on the height of steps.</p> <p>Steps may need hazard tape applied to edges where they are not easy to see.</p>	<p>Lack of ramps or steps potentially creates slip, trip and fall hazards.</p> <p>Pallets should not be used as makeshift steps.</p> <p>Without a ramp there is no easy access for manual handling aids, which creates additional hazards and unnecessary manual handling is required.</p>

* For guidance on ramp gradients, see the below table from Approved Document M, Volume 2, for the Building Regulations 2010

Going (length) of ramp	Maximum gradient	Maximum rise
10m	1:20	500mm
5m	1:15	333mm
2m	1:12	166mm

3. Services, cables and pythons




- All services pipes, cabling, pipe work or pythons should be passed beneath structures, ramps or steps.
- Any cables and pipe work running across walkways must be covered with cable covers or be boxed in.
- Service cables should not trail across walkways. Overhead gantries are the preferred alternative.
- Cables and piping to equipment, such as hot cupboards and combi ovens, must be laid so that it does not trail across walkways and work areas.

BEST PRACTICE	MINIMUM STANDARD	NOT ACCEPTABLE
<p>Cabling routed below ramp access to doorway</p>	<p>Cable</p>	<p>Cabling and pipe work across a kitchen doorway</p>
		
<p>This eliminates trip hazards and the risk of cables and pipes being damaged</p>	<p>Boxing in pythons, cables and service pips protects them from damage and reduces trip hazards.</p> <p>These types of structures must be sturdy and easy to see, so that they do not pose a hazard.</p> <p>Edges should be highlighted with hazards tape or similar.</p>	<p>Cables and piping create multiple trip hazards.</p> <p>Manual handling aids can't be safely used.</p> <p>Cables and piping are exposed to damage.</p>

4. Kitchen flooring




All flooring in kitchens must:

- have good slip resistance,
- be level and stable,
- be easily cleansable and
- free from defects and trip hazards

BEST PRACTICE	MINIMUM STANDARD	NOT ACCEPTABLE
<p>Vinyl preferably with shiny side down or slip resistant</p>	<p>Wooden Marquee Cartridge Flooring</p>	<p>White Sheet Flooring</p>
		
<p>Upturned vinyl has good slip-resistance but can look dirty if used on multiple days.</p> <p>Any vinyl used conventionally must have some slip-resistance.</p> <p>Vinyl must be taught so that it doesn't bunch and create trip hazards. Poor joins can also create trip hazards.</p> <p>Rips or tears must be repaired.</p>	<p>This type of flooring has good slip resistance, but it is important that there are no defects, such as holes, gaps, raised patches etc. which pose trip hazards.</p>	<p>White sheeted floor covering is generally not acceptable, as it tears easily and can't be cleaned properly.</p> <p>Any rips or tears must be repaired.</p>

5. Kitchen ventilation

- Mechanical extraction is required for the removal of heat, cooking fumes and steam.
- It is essential where gas is in use, to ensure that there is no build-up of Carbon monoxide.
- Extraction should be located over cook lines and over dishwashers.
- Wall fan units must not be placed in the vicinity of fryers as rainwater can be blown into hot oil and cause burns.
- The required size and design depend on the equipment used, the type and volume of use.
- Ideally extraction systems should not vent into public areas.

BEST PRACTICE	MINIMUM STANDARD	NOT ACCEPTABLE
Mobile telescopic extract hood	Wall fan units	No Fan or Extract Hood
		
<p>These can be fitted over any cooking equipment and lowered or raised as necessary.</p> <p>They are best fitted to rigid wall marquees but can also be fitted to canvas sided marquees if required.</p>	<p>These should be large – at least 22” diameter to ensure that they are effective.</p> <p>They can be fitted in any location but must be installed away from deep fat fryers; rain can be blown in through the fan and cause oil to splash/spit.</p> <p>In canvas sided marquees fixed panels will need to be installed.</p>	<p>Lack of ventilation can result in buildup of condensation causing a rain effect inside the marquee, so that water pools on floors causing slip hazards.</p> <p>Poor ventilation can result in hot and humid working conditions, and where gas equipment is used there is a risk of Carbon monoxide building up.</p>




6. Hand wash basins

- All food handling areas, including assisted buffet stations, front of house food serveries, and bars with draft beverages, must have wash hand basins with warm running water.
- Wash hand basins are exclusively for washing hands and can't be used for slops, washing milk jugs etc.
- In a kitchen the minimum requirement is one hand wash basin easily accessible to chefs and one easily accessible to front of house employees. For larger kitchens multiple basins will be required
- Electric wash hand basins are not suitable in kitchens where raw meat and fish are prepared and handled.
- Where there are no paper towel dispensers attached to wash hand basins, alternatives, such as portable dispensers should be considered.
- Bins for disposal of used paper towel must be located within easy access.
- Where plumbed in wash hand basin units are provided with paper towel dispensers and/or soap dispensers, it is important to make sure the keys to open the dispensers are available.
- If no hot water, soap and drying facilities are available then the kitchen should not operate, and food preparation or service are not permitted.
- Ensure Ecolab Epicare 5C or 5 A/B 500ml soap bottles are provided where the standard Ecolab Soap dispensers are not available.

BEST PRACTICE	MINIMUM STANDARD	NOT ACCEPTABLE
<p align="center">Plumbed in hand wash basin</p>	<p align="center">Electric hand wash basin</p>	<p align="center">Containers filled with water</p>
		
<p>These should preferably be provided with mixer taps so that water can be tempered to a comfortable temperature.</p> <p>The frame should be screwed to the floor, so that basins are stable.</p>	<p>Where electric wash hand basins are intended to be used the requirement for power has to be considered.</p> <p>Ensure staff are trained how to set these basins up and that there is a water supply within easy access.</p>	<p>Mixing water in containers for hand washing is not acceptable as hands cannot be properly washed.</p> <p>Using hot water boilers as a source of hot water can result in serious burn injuries.</p>



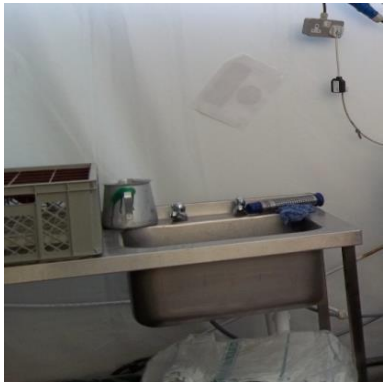
7. Food preparation surfaces and food preparation sinks

- All food contact surfaces must be non-porous, easily cleansable and not have potential to result in contamination of foods
- There must be sufficient worksurfaces for the type, stye and volume to be prepared and served.
- Where possible there should be a separate worksurface for preparation of raw meat and fish, if applicable.
- Benches should be at a height that permits employees to work without having to stoop or reach excessively.
- There must also be a designated food wash sink where any food stuffs requires washing before use such as mixed leaf, vegetables etc.

BEST PRACTICE	MINIMUM STANDARD	NOT ACCEPTABLE
<p>Stainless steel workbench</p>	<p>Rigid plastic table toppers</p>	<p>Exposed wood or loose plastic coverings</p>
		
<p>These are smooth, impervious and easily cleanable.</p> <p>Benches should be inspected to check that they are stable and level.</p>	<p>The surface can be damaged and scratched, which makes them difficult to clean and sanitise.</p> <p>The are lower than standard workbenches, so that staff have to stoop, and not always stable.</p>	<p>Exposed wood is porous and impossible to clean and sanitise thoroughly.</p> <p>Loose plastic coverings are not easily cleanable.</p>
<p>FOOD PREPARATION SINKS</p>		
<p>Ensure that there is a separate food preparation sink to wash any unwashed food items before use, if this is required.</p> <p>The sink must also be labelled for use with the relevant signage stating “food wash only”.</p>		

8. Dishwashing and cleaning facilities

- There must be a potable hot water supply.
- Separate wash and rinse capacity must be provided.
- Any sinks used in connection with washing and cleaning must not be used for food preparation, ensure all sinks are signed appropriately
- Separate sinks must be provided for washing fruit and vegetables, straining cooked food etc.

BEST PRACTICE	MINIMUM STANDARD	NOT ACCEPTABLE
<p>Mechanical dishwasher with pre-rinse sink</p>	<p>Double sink</p>	<p>Single sink</p>
		
<p>Dishwashers allow for a manual prerinse followed by a mechanical two stage wash and a final rinse process at suitable temperatures to achieve a hygienic cleaning of crockery and equipment.</p> <p>Separate glass washers must be available for washing glasses.</p> <p>There are frequently a gaps between the dish waster and the draining table, which can cause significant spillages. Where this is the case, a sealant should be applied with enough time for it to cure before being operated.</p> <p>Ensure technical support is available on-site during the event in case of breakdown.</p>	<p>Whilst it is possible to implement a two-stage wash and rinse process to achieve a hygienic wash, this requires good procedures to be rigorously followed, such as regular changing of wash and rinse water.</p> <p>In kitchens where raw meat or fish are prepared, the manual dishwashing process must include a sanitising step, for example by using Aspetopol in the rinse sink and adhering to the required contact time.</p>	<p>One sink does not allow for separation of wash and rinse stages and is insufficient to achieve a hygienic wash.</p>

9. Kitchen storage




- Shelving is required in kitchens for equipment and dry goods, and in walk-in chillers and freezers.
- All shelving should be rigid in construction and suitable for the weight and types of items being stored.
- Shelving should be easily cleanable.

BEST PRACTICE	MINIMUM REQUIREMENT	NOT ACCEPTABLE
Stainless steel racking	Rigid plastic racking	Stacked tables
		
<p>This type of shelving is strong and easily cleanable</p>	<p>Plastic racking is generally stable but care must be taken not to overload it with heavy equipment.</p>	<p>Stacking tables is an unsafe working practice, as tables are not secure, and there is a risk of items falling off as well as tables falling.</p>

NOTE: Separate storage areas are required for personal items, such as clothing and shoes, which must be away from food storage and preparation areas

10. Firefighting equipment provisions

- The correct extinguishers for the types of potential fire must be provided.
- Ideally these should be sited on a suitable stand.
- Fire extinguishers should be signposted and located at exit points.
- A fire blanket must also be available in every kitchen.

BEST PRACTICE	MINIMUM STANDARD	NOT ACCEPTABLE
<p>Metal fire stand with howler alarm or plastic fire stand</p>	<p>Signage above extinguishers</p>	<p>Extinguishers located around the kitchen</p>
		
<p>These stands make fire extinguishers easy to locate and provide information on their intended use.</p> <p>Missing extinguishers are easily identified.</p>	<p>Signage indicates the location of extinguishers and provides information on their intended use</p>	<p>Extinguishers are not easy to locate and identify.</p> <p>Missing extinguishers are not immediately obvious.</p>

11. Segregation of service holes

- Barriers must be provided to restrict access from service holes and reduce the risk of trips and falls.
- Barriers should be easily visible.
- Holes should be covered to prevent contaminants from entering the service holes.

BEST PRACTICE	MINIMUM STANDARD	NOT ACCEPTABLE
<p>Covered and fully fenced with high visibility signage</p>	<p>Makeshift barrier</p>	<p>Exposed holes</p>
		
<p>Fully fenced and warning signage in place, with a fitted service hole cover to allow required services to be accessed but securing the hole.</p>	<p>Fenced surround of service hole with warning signage in place, but contaminants such as contaminated water or cigarette butts able to enter hole.</p>	<p>No warning signage, no segregation and risk of trips and falls into the hole. Risk of contaminants entering hole.</p>



12. Lighting - internal

- Lighting must be of sufficient intensity for employees to work safely.
- Dim lighting increases the risk of cut injuries, trips etc.
- Poor lighting also increases the risk of foreign bodies in food being missed.
- Industry guidelines are 500 lux for preparation/cooking areas, 300 lux for service and pot wash areas and 200 lux for storage.

13. Lighting - external

- Where employees are on site outside of daylight hours external lighting is required for security reasons and to reduce the risk of trips, slips and falls.
- Please ensure you consult with the client to ensure external lighting is installed on site.