A picture containing text

Description automatically generatedSomerset Food Trail

Venue Guidance

Somerset Council has some useful resources for people planning an event. Event organisers have a responsibility to ensure the health, safety, and welfare of their employees to the best of their ability. They also have a duty to ensure, as reasonably practicable, that others – including volunteers and spectators – are not exposed to risks to their health and safety arising from the operation of the event.

Somerset Council has a comprehensive [Guidance Pack for Event Organisers](https://www.frometowncouncil.gov.uk/wp-content/uploads/2023/04/Somerset-County-Council-Guidance-Pack-for-Event-Organisers.pdf). And the new [Purple Guide to health, safety and welfare](https://www.thepurpleguide.co.uk/) for outdoor events aims to help those who organise music or similar events, so that the events can run safely.

**Smaller events and volunteers**

The Purple Guide contains a large amount of detail which may not always be relevant for some smaller events. If you’re planning a modest scale event, you may wish to refer to the [Purple Guide Lite](https://www.thepurpleguide.co.uk/index.php/the-purple-guide-lite)and the [Health and Safety Executive event safety webpage.](https://www.hse.gov.uk/event-safety/index.htm)

**Licensing**

Unless covered by an exemption to the street trading legislation, or there is an admission charge to the event, you will need to obtain street trading consent from your local licensing team – this may also include private land. The amount of the admission charge can be nominal (or otherwise) and can be donated to a charity or good cause.

**A Temporary Event Notice (TEN)**

Temporary Event Notices (TEN) are used to license one-off activities and events for the supply of alcohol, provision of regulated entertainment and late-night refreshment.

You need a Temporary Event Notice for events like extending drinking hours at a licensed premises or selling alcohol at a place that is not licensed such as a temporary bar at a wedding in a marquee.

You must over 18 years old to submit a Temporary Event Notice and a TEN costs £21. Your event must have less than 500 people at all times, including staff and any performers, and must last no more than 168 consecutive hours (seven days). You can use up to five Temporary Event Notices in a calendar year.

A TEN may not be required if you are renting a licensed venue; however, you must obtain consent from the premises licence holder and designated premises supervisor and check that the premises licence covers the days and times required. Whilst the premises must be authorised for the sale of alcohol, it is worth noting that a personal licence is not required for every person at a licensed establishment, but it must be ensured that a personal licence holder authorises every sale of alcohol. A written list of people who have been authorised to sell alcohol on behalf of the personal licence holder should be kept at the premises and made available to an authorised officer of the Police or Council upon request.

**Food hygiene at community and charity events**

The Food Standards Agency has lots of advice on providing food in a community setting for volunteers and charity groups. It includes advice on registration, certificates and allergen information. <https://www.food.gov.uk/safety-hygiene/providing-food-at-community-and-charity-events>

**Allergen information**

Allergen labelling law applies to [registered food businesses](https://www.food.gov.uk/here-to-help). If you are a registered food business, you will need to follow the [allergen rules](https://www.food.gov.uk/business-guidance/allergen-guidance-for-food-businesses)[.](https://www.food.gov.uk/business-guidance/allergen-guidance-for-food-businesses)

If your activity does not need to be registered as a food business, you don’t have to provide information for consumers about allergens present in the food as ingredients. We recommend that the more information you can provide about allergens to customers, the better it is, so that people with food hypersensitivities (allergies, intolerances and coeliac disease) can make safe choices.

**Keeping food safe**

We would advise that you contact the Food safety team at your Council to ensure that activities are compliant with current legislation, but the following broad advice should be followed:

Following the 4Cs of food hygiene will help you prepare, make and store food safely. The 4Cs of food hygiene are:

* [cleaning](https://www.food.gov.uk/safety-hygiene/cleaning)
* [chilling](https://www.food.gov.uk/safety-hygiene/chilling)
* [cooking](https://www.food.gov.uk/safety-hygiene/cooking-your-food)
* [avoiding cross-contamination](https://www.food.gov.uk/safety-hygiene/avoiding-cross-contamination)

Here are some practical tips for when you're making food for large numbers of people:

* Prepare food in advance and freeze it, if you can, but ensure the food is properly defrosted before you use it
* Wash your hands regularly with soap and water, using hand sanitisers if hand washing facilities are not available
* Always wash fresh fruit and vegetables
* Keep raw and ready-to-eat foods apart
* Do not use food past its use-by date
* Always read any cooking instructions and make sure food is properly cooked before you serve it
* Ensure that food preparation areas are suitably cleaned and sanitised after use and wash any equipment you are using in hot soapy water
* Keep food out of the fridge for the shortest time possible

**Chilled food**

Food that needs to be chilled, such as sandwich fillings served as part of a buffet, should be left out of the fridge for no more than four hours. After this time, any remaining food should be thrown away or put back in the fridge. If you put the food back in the fridge, don't let it stand around at room temperature when you serve it again.

**Use-by dates**

Use-by dates show how long the food remains safe to eat or drink. Check and follow the use-by dates of the food you serve. Food cannot be supplied in any circumstances if its use-by date has passed. This also applies if you are supplying people with packaged food from a food bank.

[WRAP date labelling guidance](http://www.wrap.org.uk/food-date-labelling) provides advice on how to safely redistribute surplus food and avoid food waste.

**Foods that need extra care**

Some foods are more likely to cause food poisoning than others. These include:

* raw milk
* raw shellfish
* soft cheeses
* pâté
* foods containing raw egg
* cooked sliced meats

If you serve any of these foods, consult the [Foods which need extra care](https://www.food.gov.uk/sites/default/files/media/document/foods-that-need-extra-care.pdf) section in the [Safer food better business pack](https://www.food.gov.uk/business-guidance/safer-food-better-business-for-caterers).

**Training**

Food handlers are required by law to be adequately trained in food hygiene commensurate to their activities. Training to the safe food sections of the [Safer food better business pack](https://www.food.gov.uk/business-guidance/safer-food-better-business-for-caterers), where applicable; could be used to demonstrate adequate food hygiene training. For those handling open high risk foods unsupervised, it is recommended they are trained to at least level 2 Food Hygiene.