



# West Bletchley Carnival 2020: Super Heroes

**Tender Application.** Please read all T&Cs (p2) before completing and signing Tender Application.

**West Bletchley Council** are seeking ice-cream vendors to provide refreshments for Carnival 2020, scheduled to take place: **Saturday 11<sup>th</sup> July, 12:00 - 17:00**. Carnival is funded by West Bletchley Council. First held in 2002, it is well-loved and well-attended. The event includes both a carnival parade, followed by a static event at Rickley Park (MK3 6HF). Concessions are required for the site at Rickley Park (MK3 6HF), which officially opens at 12:00 and closes at 17:00. The event can attract c8,000 across the course of the day.

**Requirements: We are looking for:**

- Unique, interesting and value for money menus/providers.
- Health and Safety compliant, attractive, self-sufficient units (power can be provided),
- Engaging, professional and trained staff with solid customer service skills.
- Experience of working an event of this size (with recent references).

If you meet these requirements and would like to cater for this event, please submit:

Checklist (please tick to demonstrate you have enclosed the required documents/info.)	Tick
Photos, dimensions and description of your unit/set-up	
Testimonials/references from previous events (within the last 2 years).	
Full menu & price list (that you propose to serve/charge on Carnival day).	
All requisite Health and Safety documentation – see Outdoor Catering Checklist & Fire Risk Ass.	

*Traders are expected to be self-sufficient, providing all necessary equipment, licenses and fully H&S compliant. Documentation (see p3-10 incl. Fire RA) must be provided in advance and approved for a successful application. **Documentation will be inspected on the day.***

Registered Business Name/Address:	
VAT No. (if applicable):	
Enter the amount you are offering for your pitch at Carnival 2020 > > > > >	£

I hereby **agree to abide by the terms and conditions** as set out on **Page 2** and understand that failure to do so could result in my not being able to attend any future WBC events. I understand that my **contact details** are retained in order to deal with my application, registering and communication. This includes sharing these details with other necessary agents to manage the event, such as Health and Safety and Security.

Print Full Name:\* \_\_\_\_\_

Position: \_\_\_\_\_

Signature:\* \_\_\_\_\_

Date:\* \_\_\_\_\_

*\*Only signed and dated forms can be processed*

**Application Deadline: 31<sup>st</sup> March 2020** (All applications will be assessed after this date).

We would like to retain your contact details (to the end of the next calendar year) to notify you of Carnival 2021 applications, please tick:

- Pitches cannot be booked for the purpose of parking vehicles or for any other purpose other than what is stated on your application.
- You must present any event paperwork issued, to staff on the gates, to enter the park.
- **Set-up 08:00 – 11:00.** Admittance granted by WBC/Security staff **only**. Vehicles entering the site must adhere to site speed limits of 5mph, **at all times**. No vehicle movement/access is permitted on the field between 11:00 – 17:00. Compliance will be strictly enforced by on-site security. You must be set-up and ready to serve the public at the event start time of 12:00. You must notify on-site WBC or security staff if it is likely you will still be on-site after 20:00.
- All electrical equipment used must be suitable for outdoor use and not pose a hazard to yourself or others. Any indoor electrical equipment must be suitably weather protected.
- **Petrol generators are not permitted on-site** due to health and safety precautions. WBC can provide power, *please notify us of your power needs*.
- Diesel generators should be full with diesel prior to the start of the event, ensuring there is enough to last the duration of the event. We strongly advise against transporting diesel and storing or refilling the generator on-site. Should this need occur, please refer to the safety instructions, take all reasonable safety precautions and/or notify staff for advice.
- Anyone bringing and constructing a stall, stand, gazebo etc. must ensure that it is fit for purpose and of commercial (not high street) quality. Guy ropes must not protrude into public walkways, outside of your pitch or create a trip hazard. Any structure erected must be robust, safe, secure and able to withstand high winds (adequately staked and/or weighted).
- All pitches are clearly marked, all stall activity must remain within that boundary. Loss or Damage – market stalls/power. Traders provided with a market stall and/or power points are responsible for any loss or damage caused to all or part of the equipment whilst it is in their possession and can be held liable for repair/replacement costs.
- Your equipment and personal belongings remain your responsibility, at all times.
- Pitches/stalls must be clear of any refuse and tidy before vacating, any items left unsupervised may be removed and/or disposed of.

Traders are expected to be self-sufficient, providing all necessary equipment, licenses and fully H&S compliant. All documentation (see pages 3-10 incl. Fire RA) must be provided in advance and approved for a successful application. **Documentation will be checked on the day.**

*No refunds given on confirmed bookings.*  
PLEASE SEND YOUR APPLICATION TO:

**West Bletchley Council, 221 Whaddon Way, Bletchley, MK3 7DZ**  
**or email: [Carnival@WestBletchleyCouncil.gov.uk](mailto:Carnival@WestBletchleyCouncil.gov.uk)**  
**Office hours: 9.30am – 4pm**

## Outdoor Catering Checklist

This checklist is for use by food/refreshment businesses attending Carnival and is intended to help you ensure that your business operates to the highest standards of hygiene throughout the event. It provides information on how to identify any hazards and to make sure you have all necessary controls in place. It is based on the Chartered Institute of Environmental Health's Guidelines for Outdoor Catering Events. You should work through the checklist and ensure that you have everything in place prior to the event. Many parts of the checklist may not be applicable to you – if this is the case simply state 'n/a'.

**Name of Supervisor on the Day:**.....

**Mobile Contact Number:**.....

Registered Business Name:.....

**NOTE:** Supporting documentation must be provided where appropriate, see checklist of documents on p10.

Controls to be Implemented	Yes	No
<b>Food Safety Management System</b>		
Have you documented all the food safety controls you use to ensure that the food you prepare is safe to eat? (e.g. Safer Food Better Business Pack). These food safety controls should apply to the transportation, storage and handling, cooking, hot holding and chilling of products which will be being carried out at the event. NB: It is not appropriate to bring a SFBB pack for your restaurant, particularly if practices at the event are different.		
Do you have a supply of monitoring sheets for use at the event? This is particularly important for temperature recording (cooking, hot-holding, chilled product storage).		
Staff hygiene training records – Evidence must be supplied. These can be photocopies.		
<b>All records outlined above must be available for inspection on the day of the event.</b>		
<b>Storage</b>		
Are all food storage areas under cover and protected from contamination? Consideration should be made, should it rain on the day of the event. Are you able to protect the entire stall from rain water?		

Controls to be Implemented	Yes	No
Are the storage areas clean and free from pests?		
Do you have refrigeration? If yes, is it in correct working order?		
Is your refrigeration (and any other electrical units you bring to the event) PAT tested? All electrical items used on-site must be PAT tested (unless it is under 12 months old). You must supply a certificate for each item, to prove it has been PAT tested.		
<b>Food Preparation and Service</b>		
Do you have sufficient, suitable, washable floor coverings for your food preparation areas? This event takes place on grass, it is not acceptable to operate without some form of washable floor covering. Generally, floor covering is desirable in those areas where handling, storage or preparation is taking place. This covering should not be a hazard in itself (i.e. slips or trips).		
Are all worktables and preparation tables sealed or covered with an impervious, washable material? (e.g. stainless steel, formica, washable table cloth) (NB: This means the surface can be wiped down and cleaned on the day. A washable table cloth is not suitable, you must be able to wipe it down. Disposable paper can be used in service areas where there is no food preparation).		
Do you have sufficient preparation/worktop space for your stall to operate safely? Can cross contamination be avoided? i.e. Are there separate tables for preparation of raw products (particularly meat) and the preparation and handling of ready-to-eat foods?		
<b>Wash Hand Basins</b> Wash hand basins are an essential requirement for outdoor catering events. It is expected that all food concessions have a wash hand basin. A bucket and cold water are not acceptable, particularly for businesses handling open high risk foods and raw meat. The Event Safety Advisor will expect to see wash hand basins at all food stalls. Consideration will be given to sharing wash hand basins. If you are unsure about this matter contact either the AD Health and Safety: <a href="tel:01865893268">01865 893 268</a> / <a href="mailto:info@adhealthandsafety.com">info@adhealthandsafety.com</a>		
Do you have sufficient wash hand basins for the size of your stall / unit / number of staff? (NB: a single bowl is not acceptable as a wash hand basin.		

Controls to be Implemented	Yes	No
<p>There must be an effective means of drainage into a waste water container from the wash hand basin). Where staff are split between raw and ready-to-eat products, ideally there should be separate wash hand basins for each area. If not, there should at least be means of disinfecting the wash hand basin after raw food handlers have used it.</p>		
<p><b>Are the wash hand basins supplied with hot and cold water?</b> Water temperature must be controllable (safe for handwashing). Wash hand basins must not share the hot water boiler used for making/serving hot drinks.</p>		
<p><b>Do wash hand basins have suitable waste water container?</b> <b>An open bucket is not suitable.</b> Waste water containers should have a screw neck on which a lid can be screwed.</p>		
<p><b>Do you have sufficient supplies of liquid anti-bacterial soap to last the entirety of the event?</b> It is recommended that you should have at least two full bottles.</p>		
<p><b>Do you have sufficient supplies of paper towels for hand drying?</b> There should be enough paper towels to last to the end of the event. Materia/cloth hand towels are not recommended.</p>		
<p><b>NB: The use of disposable gloves at an event does not excuse businesses from hand washing. Gloves should be changed regularly-hands should be washed each time gloves are changed.</b></p>		
<p><b>Sinks:</b> For one day events, such as Carnival, equipment sinks are preferable. However, where all fruit/vegetables/salads are brought in pre-prepared (no food washing required on site), and equipment on site is limited, it is acceptable to return equipment to your business for cleaning. However, you must be able to demonstrate that used equipment will be kept separate/not re-used. It is not deemed acceptable to use the wash hand basin for cleaning.</p>		
<p><b>Have you got a sink(s) which is / are large enough to wash food and equipment in (including bulky items)?</b></p>		
<p><b>Do your sinks have their own hot and cold water supply?</b> Wash hand basins and sinks must not share the same hot water boiler that is used for making / serving hot drinks.</p>		
<p><b>Does the waste water drain into a suitable container?</b> Must not be an open bin or bucket.</p>		
<p><b>Do you have separate and suitable waste water containers?</b> These must be clearly marked "waste water containers".</p>		
<p><b>Do you have enough fresh water containers?</b> These must be marked "Fresh Water Only".</p>		
<p><b>Are your fresh water containers clean and capped?</b></p>		

Controls to be Implemented	Yes	No
Fresh water containers must be disinfected using a Milton type solution and rinsed prior to use. They must also have caps to prevent contamination.		
<b>Cleaning</b>		
Is your stall/vehicle clean? Can it be kept clean during the event?		
Do you have a cleaning schedule to ensure all areas are clean? (Recommended – this should be relevant to the equipment being used on site and should not be the same schedule for your catering kitchen, unless applicable to equipment being used at the event.)		
Have you got an ample supply of clean cloths? (Ideally these should be disposable single-use cloths e.g. paper towels) Where you are using re-usable cloths, you may need to demonstrate to the Event Safety Advisor how you will ensure separate cloths are used in raw and ready-to-eat areas   i.e. demonstrate separation.		
Do you have ample supply of food safe detergent, disinfectant or sanitiser and any other cleaning products that you may require to keep your business clean? These should be readily accessible on the day but stored away from the food production area.		
Are cleaning chemicals stored away from food? All cleaning products must be stored and kept away from food.		
<b>Contamination</b>		
Will your food be protected from contamination at all times? You will need to demonstrate this on the day i.e. use of lidded containers, storing until needed etc.		
Is the unit free from pests and is open food protected from flying insects? Storage and preparation areas should be free from pests. Flying insects are a potential problem. Minimise the amount of food on display, cover pans with lids.		
<b>Food Waste</b>		

Controls to be Implemented	Yes	No
<p>Do you have proper bins with lids for food and other waste? Bins should be lined with a bin bag.</p>		
<p>Are you aware of where waste collection point/s are on-site? Pitch must be tidy before vacating. Any refuse that you would like our Waste Contractors (SERCO) to dispose of must be bagged securely and left on the edge of your pitch.</p>		
<p>Do you have arrangements for the collection and disposal of waste oil or hot coals (if applicable to you)? NB: WBC do not have provisions for this disposal. Food businesses are expected to make their own and/or take this away with them.</p>		
<b>Staff</b>		
<p>Are all your food handlers trained, supervised and given instruction to ensure food safety? Advisors can question staff and will observe practices on the day. Staff should be knowledgeable about food safety and demonstrate good food handling practices.</p>		
<p>Do your staff have clean personal protective clothing to wear at the event? Staff must be provided with protective over-clothing. It is not acceptable for staff to handle/serve food in outdoor/everyday clothing. The food must be protected.</p>		
<p>Are your staff aware that they should not handle food if they are suffering from certain illnesses? Are they aware of the 48 hour rule? It is important that they know they shouldn't be working if they have sickness and diarrhea and they should not work until they have been free of symptoms for 48 hours.</p>		
<p>Do you have a first aid box with brightly coloured plasters? (Usually blue – skin tone is not acceptable).</p>		
<b>Safe Food Practices During the Event</b>		
<b>Storage</b>		
<p>Are raw and cooked foods adequately separated during storage? They must be.</p>		
<p>Are high-risk cold foods (e.g. cooked rice) stored under refrigeration below 8°C?</p>		

Controls to be Implemented	Yes	No
<p><b>Have you enough fridges for all your food?</b> It is essential you supply sufficient fridges for all your chilled food particularly if you are dealing with raw meats and ready-to-eat foods.</p>		
<p><b>Do you have procedures in place to ensure that the temperatures of the fridges are checked on a regular basis?</b> The temperature should be below 8°C and this should be recorded.</p>		
<p><b>Are you using freezers?</b> If yes, specify chest freezer or trailer freezer.</p>		
<p><b>Will the freezers be switched on during the whole of the event</b> They must be kept on?</p>		
<b>Preparation</b>		
<p><b>Do staff know when they should be washing their hands?</b> Before preparing food, after handling raw food/rubbish/taking a break/smoking/visiting the toilet.</p>		
<p><b>Do you use separate chopping boards for raw and cooked foods?</b> You must do. These must be clearly identifiable, ideally they should be colour coded.</p>		
<b>Cooking</b>		
<p><b>Do you have a working digital probe thermometer?</b> You must have one on site - in good, clean condition and be working.</p>		
<p><b>Are sanitising probe wipes available to clean and disinfect the thermometer?</b></p>		
<p><b>Is raw and frozen meat/poultry thoroughly defrosted before cooking?</b> You must be able to explain to the Advisor how and where this is done.</p>		
<p><b>Is raw meat/poultry cooked to above 75 °C?</b></p>		
<p><b>Do you check the temperature of cooked foods?</b> Periodic checks of hot food should be made with temperatures recorded each time.</p>		
<p><b>Are cooked and part-cooked foods separated during cooking?</b> You must be able to demonstrate to the Advisor how this is carried out.</p>		
<b>Re-heating Food</b>		
<p><b>Is all high risk food re-heated above 75 °C?</b></p>		



Controls to be Implemented	Yes	No
It should be and you should be recording periodic temperature checks.		
Do you re-heat food more than once? Food should never be re-heated more than once.		
<b>After Cooking and Re-heating: Serving and Displaying Hot Food</b>		
Is food cooked and served straight away? i.e. is food cooked to order?		
If no, is food kept at or above 63 °C until it is served? If the temperature drops below 63 °C, the food must be sold within 2 hours.		
Do you have checks in place to ensure you meet this requirement? If food drops below 63 °C, you must be able to demonstrate that it has not been on display any longer than 2 hours at this temperature. A log of times and temperatures must be kept.		
<b>Cleaning</b>		
Do you have a 'clean-as-you-go' procedure in place? All members of staff should be cleaning up after themselves before they move on to the next task, throughout the event.		
Will you be using clean cloths and a food safe disinfectant / sanitiser to clean food contact surfaces? It is preferable that you use disposable cloths (e.g. paper towels). Where a disinfectant / sanitiser is in use, staff should be instructed in its correct use and ensure any contact times are followed. Disinfectants which smell strongly of pine or lemon or other perfumes, are not suitable – they must be food grade.		
<b>Ice</b>		
Will you be using ice at the event? What for?		
If yes, is it brought in ready-made?		
If no, do you make it with bottled water? You should not be using tankered water for making ice.		

### Additional notes for businesses attending outdoor events.

1. Stall holders need to be clear from the outset what foods they are going to produce at the event. Do not keep changing plans and do not over-complicate things by producing lots of different foods
2. Keep food preparation and handling to a minimum on the day. The more food preparation you can do prior to the event, the better.
3. Try to minimise the amount of raw food that is handled on site.
4. If you are bringing pre-cooked bulk foods to your stall, you must make sure that you have adequate storage facilities to keep these foods safe.
5. Bulk foods should be cooked safely, cooled down quickly (ideally within 90 minutes of cooking) and then kept cold below 8°C right up until the point of use.
6. You must keep records to show that these foods have been cooked to a safe temperature, cooled quickly and then kept at the required chill temperature.
7. It is not recommended that hot food is transported to the event site. Hot food must be maintained at a temperature of 63 °C or above. In practice this is very difficult to maintain when transporting food from a catering kitchen to an event venue. It is preferable that food be cooked, chilled down and then re-heated on site.
8. Where appropriate you must provide documentary evidence to support your responses. **Documentation must be available for inspection on the day.**

**In addition to any applicable supporting certificates/documents as stated in the checklist, please ensure you submit the following:**

- Local Authority Registration Details
- Food Hygiene Training Certificates
- Hazard Analysis and Critical Control Point documentation or details of food hygiene system followed.
- Health and Safety documentation (i.e. Risk Assessments/Fire Risk Assessments)
- Electrical Safety Testing Certificate
- Gas Safety Certificates

**Please ensure all elements of the Checklist, which apply to you, are complete before signing:**

Checklist completed by:	
Print Name	
Sign Name	
Date	

To complete your application, please now ensure the enclosed Chief Fire Officer's Association Fire Risk Assessment is completed, signed and dated (PTO).