



Safety Criteria and Readiness to Open Procedure

For all outlets selling food or beverages of any kind

Any outlet at Shambala that sells food of any kind or non-alcoholic drinks of any kind must participate in the Readiness to Open Procedure, a series of safety checks that confirm you are operating to a safe standard. This includes all traders, concessions, venues with cafes, micro venues, creative projects – anywhere food and beverages are sold to the public.

Throughout Wednesday & Thursday our safety teams will visit all outlets to conduct safety checks, signing off that you comply with requirements for:

- **Food Safety**
- **Gas Safety**
- **Fire Safety & Equipment**
- **Essential Sustainability Criteria**
- **Menu Check, including allergen information.**

You must pass these checks in order to trade at Shambala.

The full safety criteria to trade with food and beverages at Shambala is outlined below, as is a guide to the Readiness to Open Procedure. Please read it thoroughly and ensure that:

- 1. You have prepared pre-event and meet the safety criteria**
- 2. You submit the required documentation to us in advance**
- 3. Your kitchen is set up and you are ready to be checked**

For this document, all those trading in food and beverages are termed 'Traders'.

In this document:

- *Safety Criteria for Food and Beverage Retailers at Shambala*
- *Readiness to Open Procedure*
- *Documentation you need to submit two weeks prior to the event*
- *Documentation that you need to bring with you to site.*

Safety Criteria for Food and Beverage Retailers at Shambala

- The Readiness to open checks will be carried out by various specialists employed by the festival using a **Red/Amber/Green** system.
- On arrival everyone will be on **Red** until checks on finished installations are possible.
- Traders will receive a signature for each check on their **Readiness to Open Checklist**
- You cannot begin to trade until you have received a signature from all safety teams and finally by the Trader Manager
- Where you need to undertake remedial work then you will be given an **Amber signature**. Amber is normally given for a simple administrative failure and will not necessarily stop you from trading. A further check will be scheduled for later on Thursday. You must pass this subsequent check else you will be required to cease trading until a **green pass** can be achieved.
- Traders must achieve a **green pass** for each check in order to trade at Shambala.
- The following items are **Red fail** items and you will not be allowed to trade until our staff are satisfied that remedial work, repairs, or replacements are suitably completed and you receive a **green pass**.

Gas Safety

- All appliances must be for professional use with integrated flame failure devices. No camping stoves are permitted on stalls (<https://www.ncass.org.uk/mobile-catering-home/content/get-legal/law-pages/gas-safety/say-no-to-camping-stoves>).
- Appliances and/or installations shall be accompanied by a formal certificate of inspection or test by a Gas Safe engineer who is qualified and competent to inspect Commercial LPG appliances
- Jubilee or worm-drive connection fasteners are not permitted
- LPG must be stored and secured upright, external to the stall unless in a special ventilated cabinet
- Only one cylinder in use and one spare LPG cylinder may be stored at the pitch at any one time.
- Hoses and pipework should be as short as possible and in good condition
- Installations shall be checked onsite by Shambala's gas safety engineer and he may require you to replace certain components if they do not meet current LPG Association/GasSafe guidance. This will be completed after he has undertaken all other trader checks which may be when the event is in progress.

Fire Safety

- All traders should have fire extinguishers appropriate to the size and scale of their operation. Extinguishers must have been formally tested within the last 12 months and seals must be intact
- A fire blanket is recommended for all users
- A Wet Chemical extinguisher is required wherever there is deep fat frying (6 litre)
- A CO2 extinguisher is required where you have electrical appliances (2kg)
- A foam or water extinguisher (6 litre) for all waste or other circumstances. Note that foam extinguishers are **not** the same as the Wet chemical type. Water Mist extinguishers are also available and can replace water and wet chemical types.

- A powder extinguisher (6litre) for use on gas. Note that powder extinguishers are very messy and while the only type approved for use on flammable gases, should not be used in a cooking area. If a gas appliance is on fire then you should isolate the gas. Keep powder extinguishers outside the cooking or prep area so they can be used on external cylinders.

Electrical Safety

- All appliances should have been subject to a formal inspection or test in the last 12 months
- Appliances that show signs of damage may be rejected for use
- All installation circuits should be protected by a residual current device (RCD) at the point of supply
- Site electricians may refuse to supply power where they believe an installation or appliance is unsafe

Handwash

- All food handlers must have access to warm or hot water, and soap using a dedicated sink or handwash appliance.

Refrigeration and Temperature Control

- All food should be stored properly and cooked food maintained at the correct temperature and records kept throughout the event. Spot checks may be undertaken.

Flooring and Surfaces

- Flooring should be non-slip and washable.
- All surfaces should be suitable for wiping down and disinfecting
- Further advice on suitable cleaning products is available from the trader management team.

First Aid and Illness

- It is expected that all traders shall have their own first aid kit for dealing with minor 'kitchen' injuries. Supplies in these kits should be within their printed expiration date.
- Any staff suffering from any illness (particularly D&V) must not work in any food handling area
- The onsite medical team will of course be available to treat any injuries or illness

Readiness to Open Procedure

- You must submit the required documentation pre-event
- You will be visited by safety teams on Thursday
- You should allow 10 – 15 minutes per check.
- If a team member arrives to conduct a check and for whatever reason you are not ready, you will have to wait until all other site checks are completed before we can come back to you. This is likely mean you will lose some trading time.

Submit these documents at least four weeks before the event:

- Full menus with prices, including ingredients and allergy info
- Detailed [allergy matrix](#)
- Public liability insurance & employers liability insurance
- Gas safe certificates*
- PAT test certificates*
- Food safety plans / ratings / relevant food management documents*
- Relevant risk assessments & method statements*

Documents need to be sufficient for your operation and current at the time of the event. They should be submitted to: sarah@shambalafestival.org

*Only relevant documents to the appropriate level of your operation are required. If you need support or guidance about what to submit please contact your line manager well in advance of the submission deadline.

Documentation you will need to have with you on site

Local Northamptonshire Environmental Health Officers are routinely on site inspecting catering outlets. Their inspections are separate and do not form part of the Readiness to Open procedure.

Please ensure that you bring current documentation with you to site for inspection by local Environmental Health Officers.

- Public liability insurance & employers liability insurance
- Gas safe certificates
- PAT test certificates
- Food safety plans / ratings / relevant documents
- Relevant risk assessments / method statements
- Menu allergen info