

CENTRAL KAROO DISTRICT MUNICIPALITY

SECTION: MUNICIPAL HEALTH SERVICES

MANAGEMENT GUIDELINES FOR MAJOR EVENTS



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1. INTRODUCTION

Environmental Health Practitioners (EHP's) of the Central Karoo District Municipality have the task of protecting the public's health from harmful elements in the environment.

The Section Municipal Health Services (MHS) has a duty to assess events held within the Central Karoo District for compliance with health legislation and to ensure that no activity, act or omission occurs at events that could impact negatively on the health status of local residents or attendees at events. The CKDM MHS By-Law also supports the implementation and operations of Events.

2. PURPOSE OF THIS GUIDE

The Purpose of this Guideline is to provide a comprehensive risk evaluation overview and control of an intended event in order for the CKDM to consider all aspects of the event prior to the required approval from a health point of view.

3. SCOPE

To prevent or cover any type of incident which may threaten the health well-being of the public attending an event.

4. AIM

- To ensure a comprehensive risk evaluation overview and control of the intended event and compliance by the venue management and event organizers; and
- To ensure that essential service providers are provided with as much detail of the event.

5. KEY STAKEHOLDERS

Event Organizer(s) to produce a Comprehensive Stakeholder list with names, roles of persons involved and contact details of all persons.

6. SITE

6.1 Site Selection

- Must have Disabled Access & facilities.
- Determine impact on neighbours and the environment.
- Environmental Health Survey may be required.

6.2 Site Plan

A Site Plan must be developed and the following clearly identified:

- Non-Alcohol areas.
- Event Co-ordination Centre.

- Lost kids/property.
- Security locations.
- First Aid posts.
- Food/vendor stalls.
- Liquor outlets & consumption areas.
- Information Centre.
- Toilets.
- Power/water/gas.
- Picnic/quiet areas.
- Stage locations.
- Rubbish Bins.
- Sharps containers.

Site plan must be distributed to the Section MHS, key personnel and emergency services.

6.3 Site Signage

The Site Signage Plan developed, should include the following:

- Entrances.
- Exits.
- Toilets.
- Drinking Water.
- First aid posts.
- Information center.
- Rules relating to alcohol consumption.
- Security.
- No go zones.
- Rubbish Bins.

- Non-alcohol areas.
- No Smoking/ Smoking.
- Schedule of restricted or prohibited items.
- Restricted areas.

Signs should meet SANS Standards.

7. FIRST AID AND MEDICAL PLAN

Ambulance/First Aid Service must be arranged to provide first aid assistance, taking into consideration first aider/ambulance to patron ratios.

First aid room/tent provided with the following facilities:

- Covered floor.
- Chairs & tables.
- Easily identified signage.
- Power & running water.
- Adequate lighting.
- Security personnel arranged to monitor first aid stations to assist with drunken or aggressive patients.
- Communication between first aiders, security staff and event organizers established.
- Establish need for mass casualty protocol which is in line with mass evacuation protocol.
- Establish whether medical plan is adaptable to the CBR & Emergency Management Plan.

8. MUNICIPAL / PUBLIC HEALTH

- The Section MHS of the CKDM must be consulted in the layout of the Venue in relation to food outlets, sanitation facilities, waste management and access for waste management vehicles.
- Must assess potable water provision.
- Must provide accreditation of all food vendors and inspection of food delivered to the Event, and
- Must have continuous on-site monitoring for the duration of the Event.

8.1 Surveillance for the duration of the event must be arranged for the following:

- Monitoring waste disposal and taking corrective action where excess waste builds UP.
- Monitoring the cleaning of toilet and shower facilities.

- Surveying the site for sewage leaks.
- Surveying the site for discarded needles and syringes.
- Safe collection of needles, clean-up of vomit, sewage and other undesirable substances.
- Surveillance of food handling practices.

8.2 Event risk controls to be put in place by organizer

- The event organizer must employ a dedicated team to service ablution facilities and refuse bins/sites
- Identify service provider for safe collection and disposal of medical waste

8.3 Food Vendors

All potential food vendors on the premises should be in possession of a Certificate of Acceptability (CoA) in terms of R638 of June 2018 that is Governing Hygiene Requirements for Food Premises and the Transport of Food.

Therefore, once potential food vendors have been granted permission by the event organizers, the mandatory requirement should be the application for above-mentioned certificate with the Municipal Health Services office of the CKDM. Upon compliance with the requirements of the said regulation, a CoA will be issued in terms of the Section's policy with regards to special events. This means that the CoA's issued will be valid from the start till the completion of the event.

Health requirements and food handling educational material will be furnished to all certificate holders by the Section MHS.

EHP's will, amongst others, be pro-active with the surveillance and inspection of all food vendors.

- All food vendors must have Food Handling Certificates of Acceptability (CoA's).
- All Food Handling CoA's must be submitted 10 working days prior to the start of the event or festival.
- All Caterers at the event must have a Food Handling CoA.
- Ensure that food is only procured from Caterers that is in possession of a CoA
- Food vendors have adequate refrigeration / cooling for their requirements.
- Adequate hand washing and sullage facilities have been provided for food vendors.

8.3.1 Requirements that must be complied with in the Processing and Selling of Food from Open-Air Stands, Mobile Units and Festivals

1. Persons that want to provide food at Events must apply for a Regulation 638 Certificate of Acceptability (CoA) at the local Section MHS of the CKDM.
2. Persons already in possession of a Regulation 638 Certificate of Acceptability (CoA), whether acquired within or outside the boundaries of the CKDM, must attach a copy of such a certificate to the application.

3. A medical certificate that states the health status of each worker and that they do not have a communicable disease must accompany the application for a Certificate of Acceptability (*only applicable during the staging of an international event*)
4. The CoA issued w.r.t. Events must at all times be available at the food stall, vehicle or premises.
5. Preparation of products must, as far as possible, be done on site.
6. The internal surfaces of the walls of the food premises, such as a caravan or vehicle, must be made of smooth, rust-free, non-toxic, cleanable and non-absorbent material.
7. All food containers, equipment, utensils and working surfaces must be made of smooth, rustproof, non-toxic and non-absorbent material.
8. A container with clean water and soap or water in which a detergent is added, must be provided for hand washing, as well as clean disposable hand-drying material must be available.
9. If the natural floor surface of the food premises is dusty, it must be covered with a ground sheet or other approved material.
10. Equipment/utensils used in the preparation of food may not be stored in direct contact with a floor or any ground surface.
11. Food that is displayed or stored may not be in direct contact with a floor or any ground surface.
12. Pre-packed food that would be used for meals must be covered with wrapping that would prevent possible contamination of the product.
13. Any disposable utensil or item, like disposable cutlery, glasses and plates may only be used once.
14. Wrapping material must be made of non-toxic and non-absorbent material – Therefore, printed newspaper for wrapping food is NOT allowed.
15. Provision must be made for the collection and storage of wastewater until disposal thereof.
16. Approved dust-proof containers must be provided to store raw and cooked food separately
17. Proper facilities must be provided for the storage of perishable foodstuffs at temperatures as mentioned in *Annexure D of Regulation 638*.
18. A proper refuse bin must be provided at the unit/stand.
19. Sauces must be stored in sealed containers.
20. Products used to prepare food must comply to applicable legislation and must be obtained from registered and reputable suppliers.
21. Suitable protective clothing, which includes a full-length apron and head covering, must be worn by all food handlers.

22. The best available method and good manufacturing practices, as approved by the EHP, must be utilized to ensure that food be protected against contamination or spoilage by poisonous or offensive gases, vapours, odours, smoke, soot deposits, dust, moisture, insects or other vectors, or by any other physical, chemical or biological contaminant.
23. The stall/premises where food is handled must at all times be kept in a clean and hygienical condition.
24. Animals may not be allowed in or near the food stall.

8.3.2 Duties of A Food Handler

1. Food, a facility or a container shall not be handled by any person —
 - (a) whose fingernails, hands or clothes are not clean;
 - (b) who has not washed his or her hands thoroughly with soap and water or cleaned them in another effective manner —
 - (i) immediately prior to the commencement of each work shift;
 - (ii) at the beginning of the day's work or after a rest period;
 - (iii) after every visit to a latrine or urinal;
 - (iv) every time he or she has blown his or her nose or after his or her hands have been in contact with perspiration or with his or her hair, nose or mouth;
 - (iv) after handling a handkerchief, money or a refuse container or refuse;
 - (v) after handling raw vegetables, fruit, eggs, meat or fish and before handling ready-to-use food;
 - (vi) after he or she has smoked or on return to the food premises; or
 - (vii) after his or her hands have become contaminated for any other reason.
2. Food, a facility or a container shall not be handled by any person —
 - (a) who has on his or her body a suppurating abscess or a sore or a cut or abrasion, unless such abscess, sore, cut or abrasion is covered with a moisture-proof dressing which is firmly secured to prevent contamination of the food;
 - (b) who is or who is suspected of suffering from or being a carrier of a disease or condition in its contagious stage that can be transmitted by food, unless any such person immediately reports the disease or condition to the person in charge and a certificate by a medical practitioner stating that such person is fit to handle food is submitted;
 - (c) whose hands or clothing is not clean.
3. No person shall —

- (a) spit in an area where food is handled or on any facility;
- (b) smoke or use tobacco in any other manner while he or she is handling non-prepacked food or while he or she is in an area where such food is handled;
- (c) handle non-prepacked food in a manner that brings it into contact with any exposed part of his or her body, excluding his or her hands;
- (d) lick his or her fingers when he or she is handling non-prepacked food or material for the wrapping of food;
- (e) cough or sneeze over non-prepacked food or food containers or facilities;
- (f) spit on whetstones or bring meat skewers, labels, equipment or any other object used in the handling of food or any part of his or her hands into contact with his or her mouth, or inflate sausage casings, bags or other wrappings by mouth or in any other manner that may contaminate the food;
- (g) walk, stand, sit or lie on food or on non-hermetically sealed containers containing food or on containers or on food-processing surfaces or other facilities;
- (h) use a hand washbasin for the cleaning of his or her hands and simultaneously for the cleaning of facilities; or
- (i) while he or she is handling food, perform any act other than those referred to above that could contaminate or spoil food.

8.4 Public Conveniences

- The event organizer must employ a dedicated team to service ablution facilities.
- Separate functional toilets must be provided for people with disabilities.
- Toilets provided are appropriate for wet weather should it occur.
- Toilets are stocked with soap and hand towels, and are restocked regularly.
- Toilets are odour free and cleaned regularly.
- Toilets are located away from food storage and food service areas.
- Toilets are accessible for people with disabilities.
- Nappy changing facilities are provided. (If required)
- Sharps disposal facilities are provided. (If required)

8.5 Ablution Facilities

- Organizers must detail number, placement, maintenance and sewage disposal plan for the expected period, the number of spectators and event workers.

- Recommended number of toilets is 1 toilet/100 females; 1 toilet/500 males and 1 urinal/150 males. Local by-laws will super cede this requirement if applicable.
- Provision must also be made for spectators with special needs.
- Adequate toilet paper must be available according to the size of the crowd.
- Adequate hand washing facilities must be available and the wastewater must have a proper run off system to avoid flooding the area.
- Toilet facilities must not block line of view; be accessible for tankers, but not obstructing exits and emergency access.
- Arrangements must be in place for the regular decanting of the toilets to avoid overflow.
- Facilities for food workers should have adequate soap, hot and/or cold water.
- Toilets should be well lit and clearly signed (Male and Female).
- Must have staff on duty at all times for maintenance, servicing and cleaning.

The Section MHS must assess the adequacy of facilities.

FOR EXAMPLE – To make provision for 5000 people and if one assumes that the ratio between men and women will be more or less 50/50, above-mentioned table must be implemented as follows to assure enough ablution facilities

For 1500 to 2500 men:

- 4 Toilets
- 15 Urinals
- 5 Wash hand basins

NB: For each urinal not provided/available, an extra toilet must be provided.

For 1500 to 2500 females:

- 20 Toilets
- 8 Wash hand basins

8.6 Potable Water

- The organizer of the event is responsible for the provision of sufficient amount of safe and healthy water that complies with the South African National Standard for Drinking Water (SANS 241).
- **NB:** Insufficient drainage and subsequent stagnant water is always a consequence of this kind of arrangements and should be kept in mind.

8.7 Waste Management

- The organizer of the event is responsible for the collection, removal and discharging of all waste generated.
- Waste drums should be emptied as it fills up and waste removed from the premises regularly.
- Cleaning of the terrain will be crucial and a dedicated team should be assigned to do so daily.

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THE DUTIES OF THE FOODHANDLER

HAND WASHING WITH SOAP AND WATER IS COMPULSORY

- ✓ Before the start of every shift
- ✓ After meals and breaks
- ✓ After toilet use
- ✓ After smoking
- ✓ After blowing your nose
- ✓ After touching your hair, nose, mouth or forehead
- ✓ After handling raw food, eggs and vegetables
- ✓ After handling refuse, dirty equipment and dirty rags
- ✓ After handling money *(before handling food)*
- ✓ After handling chemicals

PROTECTIVE CLOTHING

- ✓ A full length apron
- ✓ Headgear which covers the entire hairline
- ✓ Must always be clean, undamaged and without frays

WHAT IS PROHIBITED

- ✗ Preparing food without the above-mentioned protective clothing
- ✗ Dirty hands, fingernails and protective clothing
- ✗ Handling food with rings on fingers
- ✗ Uncovered open wounds and sores on the body
- ✗ Smoking while preparing food
- ✗ Licking of fingers
- ✗ Coughing and sneezing over products
- ✗ Nose-picking
- ✗ Spitting
- ✗ Sitting on / leaning against work surfaces or food



Central Karoo
District
Municipality

Section:
Municipal Health
Services

HEALTH REQUIREMENTS FOR INFORMAL FOOD TRADERS

GENERAL HEALTH REQUIREMENTS

- ✓ Always use clean or safely treated water during food preparation
- ✓ Any disposable utensil or item, like disposable cutlery, glasses and crockery may only be used once
- ✓ Tongs or gloves must be used when handling unwrapped foodstuffs
- ✓ Wrapping material must be made of non-toxic and non-absorbent material. *(Therefore, printed news paper for wrapping food is NOT allowed)*
- ✓ Animals may not be allowed in or near the food stall

TEMPERATURE REQUIREMENTS FOR FOODSTUFFS
Legislation stipulates that, except for the cooling period of food after production, the core temperature of food has to comply at all times with the following requirements during transport, display and storage:

FOOD CATEGORY	FOOD TYPE	REQUIRED MINIMUM CORE TEMPERATURE
Frozen Products	● Ice cream and sorbet (excluding soft serve sorbet)	-18°C
	● Any other food marketed as a frozen product	-12°C
Chilled Products	● Raw unpreserved fish, molluscs, crustaceans, edible offal, poultry meat and milk	4°C
	● Any other perishable food that must be kept chilled to prevent spoilage	7°C
Frozen and chilled food products may not be sold if the core temperature is more than 2° higher than the required core temperature		
Heated Products	● Any perishable food not kept frozen or chilled	>65°C

HYGIENE CHECKLIST			
ADMINISTRATIVE REQUIREMENTS		Yes	No
Certificate of Acceptability (CoA)	All persons selling/preparing food MUST apply for a CoA at the Cape Winelands District Municipality		
	Your CoA MUST be available at the food stall at all times		
STRUCTURAL REQUIREMENTS		Yes	No
Wall, Floor & Roof Surfaces of Structures, Mobile Units and/or Containers	All internal surfaces of the food stall must be made of a smooth, rust-free, non-toxic, cleanable and waterproof material		
Roof Coverage (non-structural units)	Cover stall with an Umbrella or Gazebo		
Floor Surface (non-structural units)	If the natural floor surface of the food stall is dusty, it must be covered with a ground sheet or other approved material.		
Working Surfaces	All working surfaces must be made of a smooth, rust-free, non-toxic, cleanable and waterproof material <i>(No uncovered wooden tables allowed)</i>		
Lighting	Sufficient lighting should be available at all times		
FACILITIES AND EQUIPMENT		Yes	No
Hand Washing	A container with clean water, soap and disposable hand-drying material must be provided at all times.		
Storage Facilities	Equipment / utensils / food products may not be stored in direct contact with the floor or any ground surface.		
Cooling / Refrigeration facilities	Suitable cooling facilities must be provided at the point of sale. <i>(Refer to Temperature Requirements)</i>		
Waste Water Disposal	Provision must be made for the collection and storage of waste water: until safe disposal thereof.		
Solid Waste Disposal	A proper refuse bin or black bag must be provided at the unit/stand		
Food Containers	Dustproof containers must be provided for foodstuffs. Sauces must be stored in sealed containers.		
Utensils	All utensils must be made of smooth, rustproof, non-toxic and non-absorbent material. <i>(No wooden spoons and cutting boards allowed)</i> Use separate utensils for raw and cooked foods		
Vector & Pollution Control	The best available method and good manufacturing practices, as approved by the Environmental Health Practitioner, must be utilized to ensure that food is protected against contamination or spoilage by poisonous or offensive gases, vapours, odours, smoke, soot deposits and dust moisture, insects or other vectors, or by any other physical, chemical or biological contaminant.		

CENTRAL KAROO DISTRICT MUNICIPALITY

SECTION MUNICIPAL HEALTH SERVICES

EVENT VENDOR LIST



EVENT ORGINISER:

EVENT NAME:

EVENT DATE:

EVENT LOCATION:

Nr.	Name & Address of Vendor	ID Number	Business Name	Contact Nr.	Type of Foods	Stall nr.	Signature
1							
2							
3							
4							
5							

Nr.	Name & Address (Vendor)	ID Number	Business Name	Contact Nr.	Type of Foods	Stall nr.	Signature
6							
7							
8							
9							
10							
11							
12							
13							

Nr.	Name & Address (Vendor)	ID Number	Business Name	Contact Nr.	Type of Foods	Stall nr.	Signature
14							
15							
16							
17							
18							
19							
20							
21							

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