

Public events

Catering Vendors Information Pack



energysafe
VICTORIA

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Introduction

This Catering Vendors Event Pack is to be read in conjunction with 'The Safe Use of LPGas at Public Events In Victoria' code of practice.

The Code of Practice applies to the use of Liquefied Petroleum Gas (LPGas) at Public Events; such as major sporting and entertainment events, festivals, school and church fetes, local markets and other non-profit group functions.



Worksafe Vic, MFB, CFA, LPG Companies and Energy Safe Victoria will be working to this code of practice

Organisers of Public Events have a Duty of Care under the Occupational Health and Safety legislation to provide a safe operational environment. As far as reasonably practicable, people are not to be exposed to risks arising from the running of the event.

The definition of this duty is broad. Pro-active attention by organisers may be achieved by a process of identification, assessment and control of safety risk.

General OHS requirements are published by WorkSafe. For further information refer to the WorkSafe publication 'Advice for Managing Major Events Safely', available from the VWA website www.worksafe.vic.gov.au.

In relation to gas safety, this can be achieved by ensuring that all gas installations are safe and are certified as complying with current Regulations and Safety Standards

The intent of the following guidelines is to ensure an acceptable level of gas safety and minimise the possibility of gas-related incidents.

In some circumstances, **there may be several parties who owe a concurrent duty of care.**

(Catering vendors to ensure their stall or area is safe and compliant)

The catering vendor could be the event organiser at some smaller events.



Does not relieve the catering vendor of the responsibility to keep his area safe and compliant

Catering Vendor

The catering vendor shall designate a suitably competent and experienced person to be responsible for the safe use of LPGas for the period over which their catering services are provided at the event.

That person shall ensure that;

- A plan of their catering facility is prepared, including the types and numbers of catering equipment, the positioning and arrangements off the equipment and gas supply, and supplied to the Event Organiser for inclusion into the Site's emergency management plan.

The number of appliances, cylinders and there location that are being used or stored to be passed onto the event organiser. They will have an overall emergency plan.

- The necessary clearances & separations, venting & air supply, and fire fighting equipment are maintained;

Clearance from combustibles, ventilation for appliances and cylinders, Fire blankets and extinguishers that are required are working and on site.

- Catering staff are instructed and competent in LPGas safety procedures, including the connecting and changing over of gas cylinders, storage of unused and used cylinders, and shutting off appliances when not in use;

Catering staff have been instructed and are competent with safety procedure

- Appliances are supplied and installed safely (including verification from the supplier that the appliances are fit for purpose and properly maintained)

List of appliances if hired, that they are certified and fit for use

- Gasfitting Notices are issued for LPGas installations as required

Any gas installation carried out by an Authorised person (gasfitter) require a Gadfitting notice, eg. Installing appliances, consumer piping except for single appliances connected to hose assembly.

- Only certified Appliances are use.

All appliances at events must be certified. This includes home-made appliances and appliances that have never been certified. (For advice how to get appliances certified contact ESV) Appliance will only be certified prior to even. Ensure you leave enough time for this to happen.

- If appliances are owned by the catering vendor, records of maintenance and inspection are updated and kept for each appliance.

Cater must keep records or maintenance and inspections for each appliance. They must be available upon request.

- All catering site personnel are instructed in and can implement the emergency management plan, and

All catering staff must be instructed and be able to carry out the sites emergency management plan.

- A gas safety check list shall be completed prior to the commencement of the event and passed to the Event Organiser.

The gas safety check list must be before the event starts and passed onto the event organiser. An authority may ask to see the safety check list during the event.

Whilst some Catering Vendors will own equipment, many will also hire LPGas appliances and cylinders.

Notwithstanding the responsibilities of the Appliance Hirers, the Catering Vendor shall also carry out inspections of the LPGas equipment to ensure that no damage has been caused during its installation or use. These inspections shall be carried out prior to the first use of equipment, and on a daily basis prior to commencement of operations

Some catering vendors will hire appliances. The Catering vendor is to ensure that these appliances are safe to use and receive confirmation from hirer that they are certified appliances and the maintenance records are available if required.

A single list from the hirer of appliances stating that they meet the requirements is sufficient

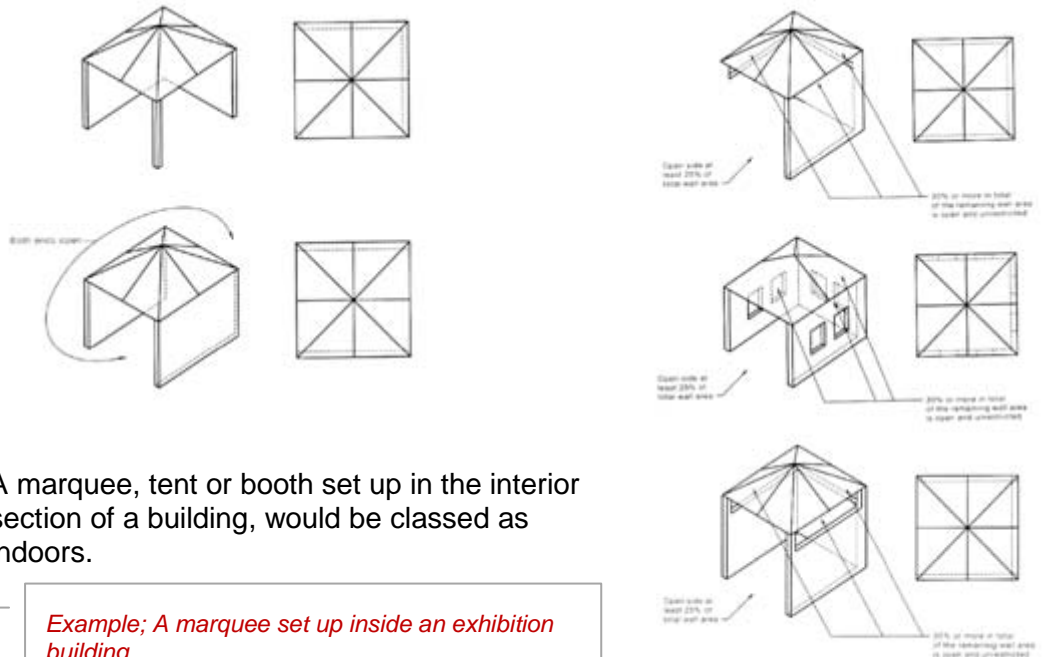
OUTDOOR LPGAS APPLIANCES SHALL NOT BE USED IN MARQUEES, TENTS, BOOTHS UNLESS THE MARQUEES/TENTS/BOOTHS MEET THE CRITERIA FOR AN OUTDOOR TEMPORARY STRUCTURE

Cylinders may be used in a marquee, if they meet the requirements of the 'LPGas allowable quantities and cylinder size in table'

A marquee, tent, booth, awning, or a structure with

- 2 sides open: or
- 1 side open equal to 25% of the total wall area, and 30% of the remaining total wall area is open and unrestricted.

Examples of Outdoor Areas:



A marquee, tent or booth set up in the interior section of a building, would be classed as indoors.

Example; A marquee set up inside an exhibition building.

Indoor appliances may be located in the interior of structures when supplied with adequate ventilation. Outdoor appliances may be located outdoors, or be installed in the interior of structures meeting the requirements of these drawings.

Cylinders may be located in the interior of marquees, tents or booths if they comply to the requirements of the table 'LPGas Allowable Quantity And Cylinder Sizes'.

Appliance and connections

All appliances used at an event shall be certified and have the operating instructions fastened to the appliance, or a manual or procedure provided and operators trained on the safe lighting procedure.

Staff must be trained in the use of appliances and the operating instructions or procedures must be with appliance.

It is part of the Code of Practice that all training records are kept.

Appliances shall display their approval badge as being certified



If any appliance does not bear an approval badge it shall not be used at a Public Event. It is a breach of the Victorian *Gas Safety (Gas Installation) Regulations* to connect an LPGas cylinder to an appliance that has not been certified.

Application to ESV to get appliance certified must be in writing

ESV do not usually certify new appliances. (Ensure when buying a new appliance that it is certified)

Appliance will not be certified at events. They must be certified prior to event, and enough time is to be allowed for this to happen. Seek advice from ESV.

An appliance shall not be installed or used

- i. Internally, if it is certified for outdoor installation: or

Note

A solid top barbecue certified for outdoor use may be located indoors in a well ventilated location for this code of practice.

- ii. Outdoors, unless it certified for outdoor installation, and/or accepted by the manufacture for such installations

A solid top barbecue certified for out-door use may be used indoors in a well ventilated location. Open top type barbecues, char grills must not be used indoors unless appliance is certified for such use. (Would be a commercially certified appliance) Most portable gas heating appliances are certified for outdoor use.

Not Acceptable



Home-made appliance not certified

Acceptable



Solid top barbecue certified appliances allowed indoors

Cartridge fuelled appliances

Appliance fuelled by a disposable butane gas cartridge. are not approved for use at Public Events by the Events Code of Practice.

Not acceptable



Acceptable alternative



Appliances on benches

Appliances on benches or similar, shall be secured to prevent movement and shall be on a non-combustible surface unless approved otherwise by the appliance manufacturer

Code of practice prohibits the use of these type of appliances at Events

Can be secured and located on bench top.

Ring/portable wok burners

The Use of ring/portable wok burners shall only be allowed were they are installed into a stable, sturdy stand.

Not acceptable



Ring burners not in sturdy stand

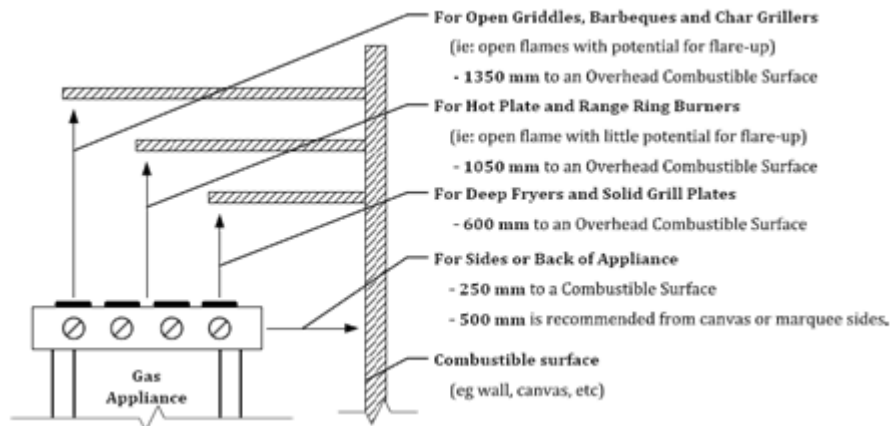
Acceptable



Ring burners in stand and secure

Burners must be fixed into stable and sturdy stand.

Clearance from combustible materials



Hot Water Units

All hot water units shall be installed by an Authorised Person.

Not acceptable



Gas piping not protected from tripping Hose connection across path

Heaters

Portable gas heaters certified for outdoor use shall not be used indoors.



Not acceptable, appliance indoors

Maximum pressure

The maximum operating pressure to be supplied to any appliance shall not exceed 3 kPa unless otherwise approved by ESV
 ESV has strict criteria for accepting appliances that require acceptance to operate to at higher pressures at events. Request for approval is required in writing.

ESV have a strict guide lines for accepting appliances exceeding 3kpa at events. The application must be in writing.

Appliance Ventilation

High and low level ventilation openings shall be provided to ensure adequate combustion air, dilution of combustion products and venting of any gas escape. The required size of the top and bottom opening shall each be (without any restrictions) calculated as follows:

The area of ventilation openings required, both top and bottom, (in square centimetres) is calculated by multiplying the total gas consumption in the area to be ventilated in Mj/h by a factor of 3.

Gas appliances burn air and release products of combustion. The air must be replaced and the products diluted to a safe level.

Components

Gas Hoses

LPGas supply hose should be connected to the back of the appliance wherever possible to prevent entanglement and tripping. Flexible hose length shall be kept as short as possible and not exceed a maximum length of 3 m. and be of continuous length. The hose type shall suit the application

Hoses are to be certified for gas use, only supply one appliance, be as short as possible but must not exceed 3 metres in length and be continuous. They shall not be kinked or strained and be in good condition.

Not acceptable



Hose kinked

Cylinders marked to match appliance that cylinder supplying.

Acceptable



No strain on hose

Regulators

Installed appliances are required to be fitted with two stage regulators with over pressure protection. If an appliance is certified as portable, a single stage regulator will suffice. These are only acceptable for portable appliances supplied from a cylinder not exceeding 15 kg and connected directly to a cylinder.

Mobile Catering Vehicles

Mobile Catering Vehicle

A vehicle utilising LPGas, that is either self-propelled or towed:

- in which food is prepared. It shall be fitted with a fire blanket and a suitable portable extinguisher, or
- to supply hot water abluion services.

Such vehicles shall display either:

- i. An Energy Safe Victoria Compliance Plate, or A compliance plate that is supplied by the ESV after they are provided with a Gas Fitting Notice for the vehicle and they have conducted an inspection, to ensure the vehicle meets the appropriate standard (details for this inspection and approval appointments are available from ESV). The plates are presently dated for 3 or 5 years life and the vehicle will require reinspection after this time. The Compliance Plate to be securely positioned on the vehicle in a readily accessible and visible position, beside the Vehicle Identification Plate, or beside the gas equipment storage or appliance.

- ii. Interstate equivalent compliance plate

A certificate standard that is issued from a interstate regulatory system that ensures that the Mobile Catering Vehicle complies with the appropriate installation standard.



Event organiser will not operate if no compliance plate fitted. The owner also receives a letter stating compliant.

This includes trailers and portable shower units

Cylinders

Walkways And Egress Routes

A minimum of 1.2 metre clear walkway width should be available for all egress routes.

Not acceptable



1.2 m clearance required

Acceptable



Cylinders with the required clearance

Stabilisation Of Cylinders

Any cylinder Connected to an appliance shall be in an upright position, with the relief vent directed away from the appliance or combustible materials, and stabilised where appropriate to minimise the chances of the cylinder being knocked over or the cylinder connection being strained.

Stabilisation can be achieved by;

- Securing the cylinders to a permanent structure

Placing smaller cylinders inside a crate (plastic crates are acceptable for public events as defined in this Code of Practice, however those made of wood, cardboard or other combustible materials are not). Care must be taken that the valve and regulator are not impacted or obstructed by the structure and that the crate or box is open type.

Securing larger cylinders with chains to a stake or star pickets

- Fixed to a metal trolley that can be secured to prevent tilting
- Or other appropriate methods.

Not Acceptable



Not clear from combustibles or secure

Acceptable



Secured and clear of combustibles



Secured to other cylinders



Secured and on base

Distance from Ignition Source

Cylinders in use shall be separated from ignition sources such as, electrical equipment or other objects that may produce excessive heat.

Some portable appliances have provision for cylinder to be with appliance

Cylinders next to appliances could need to be 1.5 metres away. Some portable appliances have provision for cylinders with appliance, and some appliances located outdoors and being supplied from 1 9 kg cylinder only might also not require the clearances

Table 1 LPGas Allowable Quantity And Cylinder Sizes

Location	Quantity
<p>1-Temporary outdoor structures (eg. marquees, tents, booths, or under awnings) are classed as outdoors for cylinder use and location (Note: Not classed as outdoors for appliance location)</p>	<p>Maximum total quantity; 60 kg Maximum cylinder size: 15 kg Totals include indoor and outdoor</p> <p><i>For cylinder use only. Not for appliance use Appliances use to comply to examples in Figure 1</i></p>
<p>2-Temporary outdoor structure Exceeding quantity and/or cylinder size in 1. (marquees, tents, booths, or under awnings are not classed as outdoors for cylinder use and location when exceeding limits in 1)</p> <p><i>When exceeding the limits set out in 1 Then would use 2 up to 270 kg</i></p> <p><i>If more than one cylinder, all cylinders are to be manifolded and installed by an Authorised person</i></p>	<p>Maximum total quantity: 270 kg Maximum cylinder size: 45 kg No cylinders indoors All appliances connected from the one gas supply (ie. If more than one cylinder, cylinders to be manifolded and supplied through the one regulator) Only be installed by an Authorised Person where manifolded (These quantities can only be exceeded with the prior approval of ESV before the event)</p>
<p>3 – Outdoors. No structure Including open areas under one roof with number of Catering Vendors (per each catering vendor stall)</p>	<p>Same as 1 & 2 above 15m gas free separation zone applies (See notes below)</p>
<p>4-Temporary structure indoors A building with a roof and three or more walls</p> <p><i>Per Catering Vendor stall 15m gas free separation zone applies to Catering Vendor stalls Example Victoria Market</i></p>	<p>Maximum total quantity: 10 kg per 10m² of floor area, with a total quantity of 30 kg Maximum cylinder size: 15 kg (If the quantity of gas or cylinder size is required to exceed the limit allowed, the cylinders shall be installed externally)</p>
<p>5 – Permanent building with temporary gas installation (eg. Container type building used for catering. Refer to 7 & 8 if assembly building)</p>	<p>Same as 1 & 2 above depending on quantity of gas and whether indoors or outdoors</p>
<p>6- Permanent buildings with permanent gas installation</p> <p><i>Any permanent building including gazebos, rotundas, etc. But not assembly buildings</i></p>	<p>Installation shall be installed by an Authorised Person to Gas installation standard AS 5601</p>
<p>7- Assembly buildings indoors where the floor area is less than or equal to 200 m²</p>	<p>Maximum total quantity; 45 kg per 50m² floor area, up to a total quantity of 180 kg. Maximum cylinder size: 45 kg. (If the quantity of gas or cylinder size is required to exceed the limit allowed, the cylinders shall be installed externally)</p>
<p>8- Assembly buildings indoors where the floor area is greater than 200 m²</p> <p><i>Assembly Building A building, such as a hall, pavilion or assembly building used for an event (ie. church, school or sporting club hall)</i></p>	<p>Maximum total quantity: 500 litres of LPGas per 200m² of floor area applies. Such groups of cylinders shall be separated by at least 15 m (If the quantity of gas or cylinder size is required to exceed the limit allowed, the cylinders shall be installed externally) (In-situ cylinders shall be outdoors)</p>

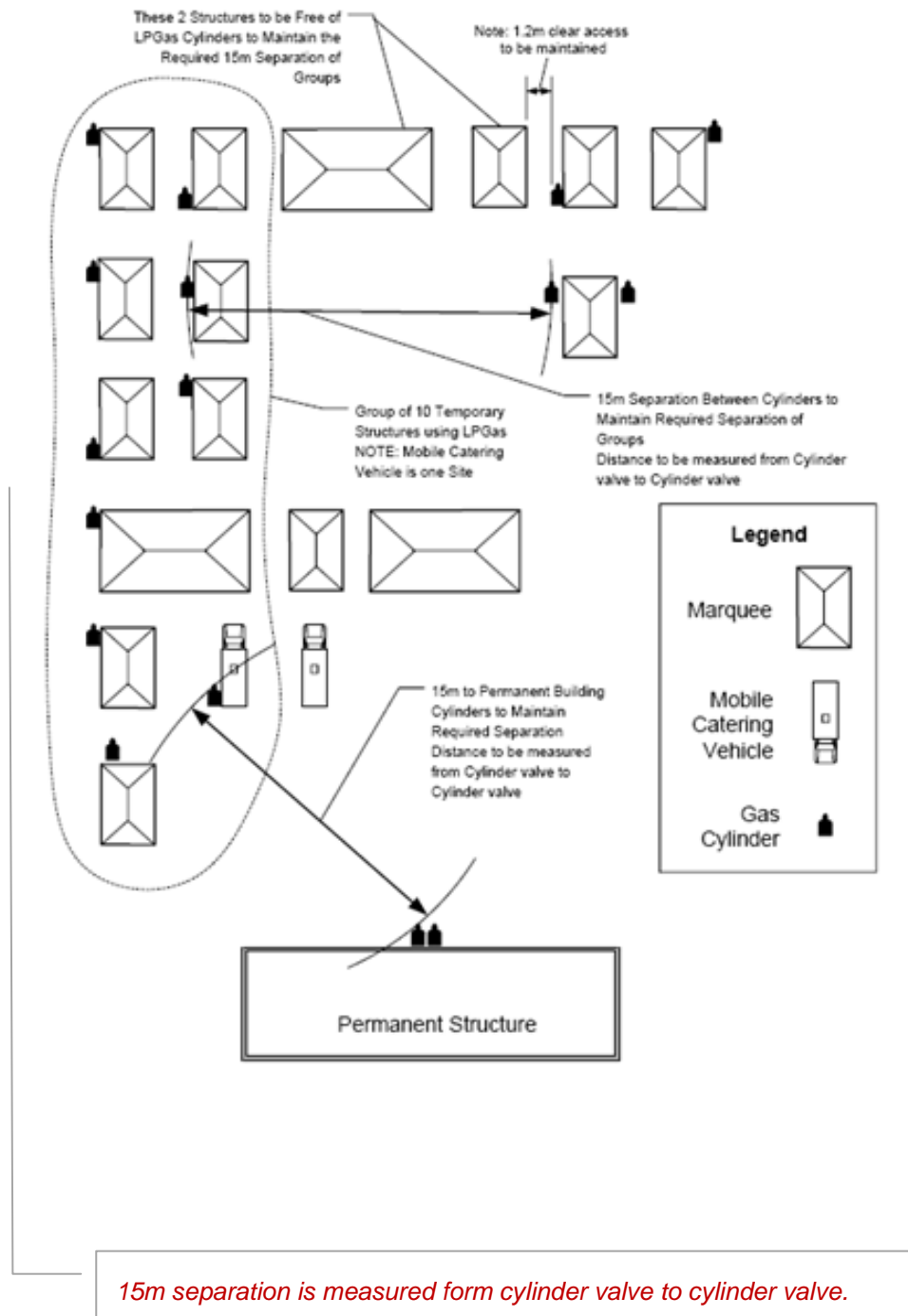
Note

Groups of Temporary Structures in Which Gas is Used

Where temporary structures are grouped together, eg. A group of marquees, stalls or tents at a market, there shall be a maximum of 10 such structures using LPGas in any such group.

Groups of temporary structures using LPGas shall be separated by at least 15 m. The intervening space may be occupied by temporary structures in which no flammable gas or flammable liquids are kept.

1. Permanent structure cylinders are not to be in the 15 m gas free separation zone
2. Mobile catering vehicles are counted as a structure for the number structures in a group



Not acceptable



Acceptable



Appliances supplied from one source.
To be installed by authorised person.

Events, festivals, Markets

Gas Safety Check List

This check list is for use by stall holders and authorised personnel.

The check list should form part of the stall holders safety plan

Event Name

Stalls Holders Name

Stall Number

Mobile Catering Vehicle Compliance Number

Stall Holders Signature..... Date.....

Gas Safety

Appliances

- Only certified appliances in use
- Service history available
- In good working condition
- Safety devices not tampered with
- Taps and knobs in good condition and marked
- Not on a combustible surface
- In a well vented location
- Clearances from LPGas cylinder
- External appliances not in an internal location
- Appliance pressure does not exceed 3kPa
- Appliance number match appropriate supply cylinder
- Consumer piping acceptable
- Hoses for appliance acceptable

Yes No

Action if No

Regulators and hoses

- Regulators in good condition
- Regulator hose of approved material
- Hoses in good condition
- Protected from accidental damage
- Hoses less than 3 m in length

Cylinders

- Cylinder within 10year test date
- Cylinder in good condition
- Cylinder connections checked for leaks
- Cylinders secured
- Located away from flammable materials and ignition source.
- Cylinder not blocking exit or path of travel
- Cylinder quantity not exceeded
- Cylinder size not exceeded

This check sheet should be kept at stall for viewing by authority, or handed to event organiser if requested.

Authority name who viewed this form Date