

Event Organiser:		Event Start Date:	
Name of Event:		Event End Date:	

Food, Health and Safety Checklist

Business Trading Name:	
Business Trading Address:	
Postcode:	
Business Operators Full Name:	
Contact Number:	
E-mail Address:	

Summary of Type of Business and Foods to be Handled:

Name of Local Authority Business Registered Too:										
Food Hygiene Rating: (Please circle)	1	2	3	4	5	Awaiting Inspection	Exempt	Pass	Fail	
Date of Last Food Inspection:										

Signature:	
Name: (Printed)	
Date:	

We have provided the checklist below to help you identify any hazards and for you to put the necessary controls in place to make sure that the food is safe to eat and to ensure the health and safety of all. This is specifically designed for caterers and food business operators attending outdoor events. Please e-mail your completed checklist to the event organiser prior to the event.

Food businesses must complete the form and complete sections A & B, other businesses must only complete section A.

If you answer 'no' to any of these questions, then there is a potential problem which will increase the risk of something going wrong. Most of these are common sense practices, which you have probably been following for years. Circle/highlight either yes/no or N/A (none applicable to those areas that are not relevant to your business).

Event Organiser:		Event Start Date:	
Name of Event:		Event End Date:	

Section A – Health and Safety

1. Fire Equipment

N/A

Do you have suitable fire-fighting equipment for your stall?	Yes	No
--	-----	----

2. Electrical Equipment

N/A

Has all portable electrical equipment been tested? (copy of certificate to be provided)	Yes	No
Are all external plugs rubberised?	Yes	No
Are any extension leads suitable for outdoor use?	Yes	No

3. Gas Safety

N/A

Are you using LPG or equivalent on your stall?	Yes	No
Are the containers stored in a safe manner?	Yes	No
Have the gas supplied appliances been checked by a qualified and competent Gas Safe registered engineer? (copy of certificate to be provided)	Yes	No

4. First Aid

N/A

Do you have adequate first aid provisions for the stall?	Yes	No
--	-----	----

Section B – Food Safety

5. Food Safety Management System

N/A

Do you have a documented food safety management system in place to ensure that food is safe to eat?	Yes	No
Do you keep monitoring records for food safety?	Yes	No
Are records available within the stall at all times?	Yes	No

6. Storage

N/A

Are all food storage areas under cover and protected from contamination?	Yes	No
Are they clean and free from pests?	Yes	No
Do you have enough refrigeration?	Yes	No
Does refrigeration work properly?	Yes	No

Event Organiser:		Event Start Date:	
Name of Event:		Event End Date:	

10. Food Waste

N/A

Have you got waste bins with lids for food and other waste?	Yes	No
Do you have appropriate arrangements for the disposal of food waste and recycling?	Yes	No
Do you have arrangements for the collection and disposal for waste oil?	Yes	No

11. Staff

N/A

Are all your food handlers trained, supervised or given instruction to ensure food safety?	Yes	No
Have you any untrained, casual staff carrying out high risk food preparation?	Yes	No
Do your staff display a good standard of personal hygiene and wear clean overclothing?	Yes	No
Have you a good supply of clean over clothing?	Yes	No
Are your staff aware that they should not handle food if suffering from certain illnesses?	Yes	No
Are blue plasters available for minor injuries?	Yes	No

12. Purchase

N/A

Are raw ingredients and food products purchased from a reputable company?	Yes	No
---	-----	----

13. Storage

N/A

Are stock within the expiry date and rotated?	Yes	No
If you use raw and ready to eat foods are they adequately separated during storage?	Yes	No
Are high risk foods stored at 8°C or less?	Yes	No

14. Preparation

N/A

Do staff always wash their hands before handling food and after handling raw food?	Yes	No
Are separate utensils used for raw and cooked food?	Yes	No
Do you use separate chopping boards for raw and cooked food?	Yes	No
If you answered 'No' to any of the above, are they properly disinfected between contact with raw and cooked foods?	Yes	No

Event Organiser:		Event Start Date:	
Name of Event:		Event End Date:	

15. Cooking

N/A

Is all frozen meat and poultry thoroughly thawed before cooking?	Yes	No
Is all meat and poultry cooked until it is piping hot (above 70 °C and the juices run clear)?	Yes	No
Are cooked and part-cooked food separated during cooking?	Yes	No

16. Reheating Food

N/A

Is all food reheated to above 75 °C?	Yes	No
Do you only reheat food once?	Yes	No

17. After Cooking

N/A

Is food cooked and served straight away?	Yes	No
If 'no' is food hot held at 63 °C or above until served?	Yes	No
Or is the cooked food cooled 8°C or less?	Yes	No
Once cooked, is food protected from contact with raw food and foreign bodies?	Yes	No

18. Cleaning

N/A

Do you and your staff operate a 'clean-as-you-go' procedure?	Yes	No
Have you an ample supply of cleaning materials and a 'food-safe' disinfectant/sanitiser to clean food and hand contact surfaces?	Yes	No

Confidentiality - The information provided by event holder to the event organiser is used to assess the suitability of applicants to attend the event only. Information may be shared with the City of Lincoln Council as Home Authority for the event in question, such information will be handled in a confidential manner.

Food, Health and Safety Law – It is the responsibility of the event organiser and each applicant/business operator to ensure compliance with all relevant food safety and health & safety legislation relevant to the event. Businesses may be inspected and assessed against statutory requirements at any time during an event.