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	1	2	3	4	5	Awaiting	Exempt	Pass	Fail
circle)						Inspection			
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).

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Section A – Health and Safety

1. Fire Equipment	N/A	
Do you have suitable fire-fighting equipment for ye	our stall? Yes	No

N/A

2. Electrical Equipment

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 sue?	Yes	No

3. Gas Safety

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

N/A

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

No

No

No

No

6. Storage N/A	
Are all food storage areas under cover and protected from contamination?	Yes
Are they clean and free from pests?	Yes

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7. Food Preparation and Service Areas N/A

Have you got enough proper washable floor coverings for the food preparation areas?	Yes	No
Have you got precautions to keep mud out of the stall in wet weather?	Yes	No
Are all work tops and tables sealed or covered with an impervious, washable material?	Yes	No
Have you got enough preparation work space?	Yes	No
Do you have adequate hand wash facilities available within the stall?	Yes	No
Have you got enough hand wash basins?	Yes	No
Are hand wash basins supplied with hot and cold water?	Yes	No
Are hand wash basins supplied with soap and paper towels?	Yes	No
Are equipment wash and food preparation sinks suitable for their	Yes	No
intended use?		
Are equipment wash and food preparation sinks supplied with	Yes	No
hot and cold water?		
Have you made hygienic provisions for the disposal of waste	Yes	No
water?		
Have you got enough fresh water containers which are clean and	Yes	No
have caps?		
Have you got adequate natural/artificial lighting?	Yes	No
Is all your food equipment in good repair?	Yes	No
Can you keep high risk foods stored/displayed at 8°C or less?	Yes	No

8. Cleaning

N/A

Is your stall/vehicle clean?	Yes	No
Can your stall/vehicle be kept clean?	Yes	No
Have you allowed time to clean the stall/vehicle between events?	Yes	No
Do you have a written cleaning schedule which is kept within the	Yes	No
stall/vehicle at all times?		
Have you an ample supply of cleaning materials and a 'food-safe'	Yes	No
disinfectant/sanitiser to clean food and hand contact surfaces?		
Are cleaning chemicals stored away from food?	Yes	No

9. Contamination

N/A

Can food be protected from contamination at all times?	Yes	No
Is the stall/vehicle free from pests?	Yes	No
Is open food protected from flying pests?	Yes	No

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

12. Purchase

N/A

N/A

Are	raw ing	gredients	and	food	products	purchased	from	а	Yes	No
repu	table co	mpany?								

13. Storage

Are stock within the expiry date and rotated?	Yes	No
If you use raw and ready to eat foods are they adequately	Yes	No
separated during storage?		
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	Yes	No
handling raw food?		
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	Yes	No
disinfected between contact with raw and cooked foods?		

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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	Yes	No
and the juices run clear)?		
Are cooked and part-cooked food separated during cooking?	Yes	No

16. Reheating Food

N/A	
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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	Yes	No
foreign bodies?		

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'	Yes	No
disinfectant/sanitiser to clean food and hand contact surfaces?		

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.