

FOOD/SAFETY CHECKLIST

Please answer the following questions.

**FOOD SAFETY ACT 1990
FOOD SAFETY ACT (AMENDMENT) REGULATIONS 2004
FOOD HYGIENE (ENGLAND) REGULATIONS 2006
GENERAL FOOD REGULATIONS 2004
AND HEALTH AND SAFETY AT WORK ETC ACT 1974 (AND REGS MADE THEREUNDER)**

1.	Company Name:	
2.	Stall Name:	
3.	Please provide details on the scope of your business.	
4.	Which Environmental Health Department are you registered with?	

YES/NO

3.	Do you have a Hazard Analysis?	
4.	Is it documented? <i>(If so please send a copy prior to the event)</i>	
5.	How many staff will you be using?	
6.	How many have formal food hygiene training?	
7.	Please ensure that certificates for these employees, are available for inspection at the event.	
8.	Do you have enough refrigeration and does it work properly?	
9.	Have you got enough water containers, are they clean and have they got lids?	
10.	Have you got enough hand washbasins? Are they supplied with hot and cold water, nail brushes, soap and paper towels?	
11.	Have you got sinks large enough to wash food and equipment in? Are they supplied with hot and cold water? Have you got detergent and clean cloths?	
12.	Have you got enough proper washable floor coverings for all the stall and preparation area?	
13.	Is the floor structure designed to keep mud out of the preparation area?	
14.	Is your stall/vehicle clean? Can it be kept clean, e.g. are all worktops and tables sealed and covered?	
15.	Can food be protected from contamination at all times?	
16.	Have you got a good supply of clean overalls or aprons?	
17.	Have you got proper bins for rubbish?	
18.	Have you got a First Aid Kit?	

19.	Have you got adequate lighting? You will be trading late into the night.	
20.	Have you got a "No Smoking" sign?	
21.	Have you sufficient and appropriate cleaning materials to maintain a high standard of hygiene within your premise?	

22.	Is stock in date and no food beyond its use by or best before date?	
23.	Is there a PAT (Portable Appliance Test) certificate for the electrical equipment?	
24.	Have you a certificate of inspection for all gas appliances and pipe work within the unit?	
25.	Are the fire extinguishers adequate for the nature of the catering operation and have they been serviced and certified within the last year?	
26.	What level of public liability insurance do you hold?	

Fire Risk Assessment

This risk assessment is based on the publications 'Fire Safety - an Employers Guide', the Local Authority Circular (LAC) 52/13 and Regulatory Reform (Fire Safety) Order 2005.

Please study the Hazards and Expected Controls, and then write (in the Action Needed box) what you do on your own stall to ensure that all the Expected Controls are enforced.

Sources of Ignition		
Hazard	Expected Controls	Action Needed
Smoking materials	<ul style="list-style-type: none"> There is no smoking in the food preparation and storage areas of a food vendor. If smoking is allowed by the trader in the public area, then suitable ash trays must be provided. A complete check of the stall must be undertaken last thing at night to ensure that there are no slow burning matches or cigarette ends. 	
Naked flames/ candles	<ul style="list-style-type: none"> Candles and naked flames should not be used in a stall area. The exception to this is if they are intrinsic to the product that is being sold - for example tea light holders. 	
Faulty electrical system or apparatus.	<ul style="list-style-type: none"> A competent person must test all portable appliances as per the requirements of the Electricity at Work Regs. 1989. Evidence of the P.A.T. may be asked for. Electrical systems must not be overloaded. This means that excessive extension cables and plug splitters are not to be used. 	
Cooking Appliances	<ul style="list-style-type: none"> Must be clean and free from excessive grease. The cooking apparatus must be positioned in such a manner as to prevent water spilling into deep fat fryers. 	

Arson	<ul style="list-style-type: none"> All waste material must be stored neatly and in black bags. Cardboard boxes must be broken down. Any threats of damage to property must be reported to festival security. 	
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Sources of Fuel		
Hazard	Expected Controls	Action needed
Dressing to tent	<ul style="list-style-type: none"> If the tent is dressed the material should be adequately treated with a flame-retardant material or be inherently flame retardant. Where this has not been achieved the dressing of the tent should be kept to a minimum. 	
LPG cylinders	<ul style="list-style-type: none"> All LPG cylinders must be stored outside of the unit and at least one meter from the structure. Cylinders must be adequately restrained (this maybe to the fence or a stake into the ground). Storage of LPG should be kept to a minimum. Facilities have been provided on site for the bulk storage of LPG. The area around the LPG cylinders must be kept free from litter. 	
Seating for customers	<ul style="list-style-type: none"> Under no circumstances are bales of straw to be used for seating in the customer's area. 	
Tents for staff	<ul style="list-style-type: none"> There must be a minimum of three meters between staff tentage and the stall. 	
Waste	<ul style="list-style-type: none"> The stall must be kept free from litter and the bins in front of the stall regularly emptied. 	

Evacuation in the Event of a Fire		
Hazard	Expected Controls	Action needed
Procedures not known by staff	<ul style="list-style-type: none"> All staff must be aware of the procedures to take in the event of a fire. A fire evacuation notice should be displayed instructing staff the actions to be taken. 	
Escape routes blocked.	<ul style="list-style-type: none"> All escape routes to the front and rear of the stall must be kept clear. Combustible materials must not be stored by exits from the stall 	

Fighting Fire		
Hazard	Expected Controls	Action needed
Insufficient equipment to fight fire	<ul style="list-style-type: none"> The following extinguishers should be supplied: 1 x 5kg Dry Powder, 1 x Fire Blanket 	
Staff unable to use equipment	<ul style="list-style-type: none"> Staff must be trained in the effective use of fire extinguishing equipment. No fire larger than a waste paper basket should be tackled. 	