

Pre-event Safety Checklist for Caterers

This checklist has been designed to help identify typical hazards and to ensure that the necessary controls are in place to produce safe food. This is specifically designed for caterers and food business operators attending outdoor events, such as burger vans, sandwich producers, hog roast companies, pizza producers, falafel makers, curry suppliers etc.

Food business providing low risk pre-packed goods such as sweets or cakes need not complete this form.

This checklist should be submitted to the event organiser before the event, along with any supporting paperwork.

Business name	
Business registered address	
Trading as	
Local authority registered with	
Food hygiene rating	
Site Contact	
Contact mobile number	
Number of staff that will be attending the event	
Date questionnaire completed	

Briefly describe the foods you intend to provide (burgers, salads, sandwiches, kebabs, chips etc.)

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Food Safety

Food Safety Management	Yes	No
Do you have documentation on the food safety controls you adopt to ensure the food you prepare is safe to eat? For example a Safer Food Better Business Pack ?		
Do you keep monitoring record sheets, training records, etc?		
Are these available for inspection on your trailer/stall?		

Storage	Yes	No
Are all food storage areas under cover and protected from contamination?		
Are they clean and free from pests ?		
Food Preparation & Service Areas	Yes	No
Are all worktops and tables sealed or covered with an impervious, washable material?		
Have you got enough preparation work top space?		
Have you got enough fresh water containers? Are they clean and have they got caps?		
Have you got means of heating water of a supply of hot water reserved for washing up and hand washing?		
Do you have facilities to be able to wash your hands? Including hot water, soap and hand drying facilities?		
Are there adequate facilities for washing equipment and if necessary food?		
If there is no mains drainage have you made hygienic provision for the disposal of waste water, e.g. waste pipe from sink to waste water carrier?		
Have you got adequate natural/artificial lighting, particularly for food preparation and service at night?		
Is all your food equipment in good repair?		
Cleaning	Yes	No
Is your stall/vehicle clean ?		
Have you allowed time for thorough cleaning of the vehicle/stall equipment between events?		
Have you an ample supply of clean cloths and a 'food-safe' disinfectant/sanitiser to clean work surfaces?		
Are the cleaning chemicals stored away from food?		
Contamination	Yes	No
Can food be protected from contamination at all times , in particular during storage and preparation.		
Food Waste	Yes	No
Have you got proper bins with lids for food and other waste?		
Do you have appropriate arrangements for the disposal of food waste and recycling?		
Do you have arrangements for the collection and disposal of waste oil?		
Staff	Yes	No
Are all your food handlers trained , supervised or given instruction to ensure food safety?		
Do your staff display a good standard of personal hygiene and wear clean over-clothing? Have you a good supply of clean overalls/aprons?		
Are your staff aware that they should not handle food if suffering from certain illnesses?		

Have you a first aid box with blue waterproof plasters?		
Purchasing	Yes	No
Are you purchasing raw ingredients or food products from a reputable company ?		
Cold Storage	Yes	No
Is good stock rotation carried out, and are stocks within their expiry dates?		
If you use raw and cooked foods are they adequately separated during storage?		
Are high-risk foods (e.g. cooked rice) stored under refrigeration below 8°C ?		
Preparation	Yes	No
Do staff always wash their hands before preparing food, and after handling raw food?		
Are separate utensils used for raw and cooked food, e.g. tongs, knives, etc?		
Do you use separate chopping boards for raw and cooked food?		
If you answered 'no' to the previous question, are they properly disinfected between contact with raw and cooked foods?		
<ul style="list-style-type: none"> • <i>Suitable and sufficient hand wash basins must be provided and accessible for use by food handlers.</i> • <i>Supplies of soap and means of hygienic hand drying must be available at each basin</i> • <i>Suitable sinks must be provided for food preparation and for equipment washing A constant supply of hot water should be provided at the sink(s) and wash hand basin</i> • <i>The use of plastic bowls as sinks or wash hand basins is not recommended</i> 		
Cooking and reheating	Yes	No
If applicable, is all frozen meat and poultry thoroughly thawed before cooking?		
Is all meat and poultry cooked/reheated until it is piping hot (recommended above 75°C) and the juices run clear?		
Are cooked and part-cooked food separated during cooking?		
After Cooking	Yes	No
Is food cooked and served straight away?		
If 'no' is it hot held at 63°C or above or if on display for sale for no longer than 2 hours until served?		
Or is the cooked food cooled to below 5°C?		
Once cooked, is food protected from contact with raw food and foreign bodies?		

Food Allergies	Yes	No
Have you assessed the risk posed by allergens in food you produce? (e.g. Have you completed the SFBB Food Hypersensitivity information?)		
Do you display allergy information signs , requesting persons with allergies to make themselves known to staff?		
Have you completed an allergen risk matrix for food items on your menu?		
Will the allergen risk matrix's be available during the event for staff and customers?		
Do staff verbally discuss allergies with customers when the orders are taken?		
Is original packaging retained to allow staff to check ingredients?		

Health and Safety

	Yes	No
Have you undertaken health & safety risk assessments ?		
If you have more than 4 employees, are the risk assessments written down? *If yes, please bring with you on the day of the event Example risk assessments for food preparation		
Will you be bringing LPG cylinders onto site? *If yes, you must provide a copy of the a gas safety certificate issued within the last 12 months.		
Are fixtures and fitting flame retardant? (Especially more important in gazebo's etc)		
Do you have fire extinguishers? (Recommend one 4kg Dry powered and fire blanket)		
Will you be bringing a diesel generator into site? *If yes, you must provide a copy of a current electrical safety certificate		
Has all portable electrical equipment had a recent PAT test?		
Do you have public liability and employers liability insurance? *Please provide copies		
Will trailing cables be secured?		
If you are using a temporary structure such as a gazebo, are you ensuring that it suitably secured from wind with weight, pegs etc?		