

# EVENT SAFETY

## Outdoor and Mobile Catering

Combined Questionnaire and Checklist



Event Name:

Location:

Dates:

### Food Business Operator Details:

Name:

Business Name:

Address:

Business Address:

Mobile:

Email:

Which Local Authority is your business registered with:

Hygiene Rating

Describe the format of your food safety management procedures:

Date of last inspection:

### Vehicle and Food Details:

No. of vehicles/stalls to be brought onto site

Type of structure

Stall

Purpose Built Vehicle

Tent

Converted vehicle

Other (please specify)

Registration No's

Name each type of food to be prepared/sold

(alternatively attach a menu card)

If any food products are prepared or stored in a place other than the vending vehicle or stall, please state what is done and where:

Please indicate the following facilities you intend to provide on site

Sink(s)	Hot water supply to the sink	Soap	First Aid Kit
Wash hand basin	Hot water supply to the basin	Hand drying facilities	Refrigerator
Freezer	Cooking hob(s)	Oven(s)*	Microwave(s)
Grill	Other	<input type="text"/>	

*If you have any of these appliances you should have a powder or CO2 fire extinguisher (blue or black) and a fire blanket.*

Please indicate all power sources:

Diesel	Petrol	Liquefied petroleum gas	<input type="text"/>	Date of last inspection
Other	<input type="text"/>	Electrical generator	<input type="text"/>	

What date will you arrive on site?

Date:  Time:  :

What other event/s have you attended recently:

What days will you be trading?

S M T W T F S

Have you been  
to this event  
before?

Details of any food hygiene training:

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PRINT NAME:

Signature:

Capacity:

Date:

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## Outdoor catering food safety checklist

We have provided the checklist 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. This is specifically designed for caterers and food business operators attending outdoor events.

## Setting up your stall - Food safety management

Do you have documentation on the food safety controls you adopt to ensure the food you prepare is safe to eat?

Do you keep monitoring record sheets, training records, etc?

Are these available for inspection on your

Trailer/stall?

### Storage

Are all food storage areas under cover and protected from contamination?

Are they clean and free from pests?

Do you have enough refrigeration? Does it work properly?

### Food preparation and service areas

Have you got enough proper washable floor coverings for the food preparation areas? What precautions have you to keep mud out of the stall in wet weather?

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 wash hand basins? Are they supplied with hot and cold water, soap and paper towels?

Have you got sinks which are large enough to wash food and equipment in (including bulky items)? Are they supplied with hot and cold water?

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 enough fresh water containers? Are they clean and have they got caps?

Have you got a supply of hot water reserved for washing up and hand washing?

Have you got adequate natural/artificial lighting, particularly for food preparation and service at night?

Is all your food equipment in good repair? Are any repairs outstanding since your last event?

### Cleaning

Is your stall/vehicle clean? Can it be kept clean? Have you allowed time for thorough cleaning of the vehicle/stall equipment between events?

Do you have a cleaning schedule to ensure all areas are kept clean?

Have you an ample supply of clean cloths and a 'food-safe' disinfectant/sanitiser to clean food and hand contact surfaces?

Are the cleaning chemicals stored away from food?

### Contamination

Can food be protected from contamination at all times?

Is the unit free from pests, and is open food protected from flying insects?

### Food waste

Have you got proper bins with lids for food and other waste? Where will this be disposed of?

Do you have arrangements for the collection and disposal of waste oil.

### Staff

Are all your food handlers trained, supervised or given instruction to ensure food safety? Have you any untrained, casual staff carrying out high risk food preparation?

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?

## Safe food practices during the event

### Storage

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?

### Purchase

Are you purchasing raw ingredients or food products from a reputable company?

### Preparation

Do staff always wash their hands before preparing food, and after handling raw food?

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?

### Cooking

Is all frozen meat and poultry thoroughly thawed before cooking?

Is all meat and poultry cooked until it is piping hot (above 70°C and the juices run clear)?

Are cooked and part-cooked food separated during cooking?

### Reheating food

Is all food reheated to above 75°C?

Do you only reheat food once?

### After cooking

Is food cooked and served straight away?

If 'no' is it held at 63°C or above until served?

Once cooked, is food protected from contact with raw food and foreign bodies?

### Cleaning

Do you and your staff operate a 'clean-as-you-go' procedure?

Are you using clean cloths and a 'food-safe' disinfectant/sanitiser to clean food contact surfaces?

### Hand washing

Are your staff washing their hands regularly, e.g. on entering the unit, especially after visiting the toilets, handling raw food, etc?

**If you answer 'no'** to any of the questions on the checklist - PLEASE get in touch with Env Health IMMEDIATELY by emailing [envhealth@burnley.gov.uk](mailto:envhealth@burnley.gov.uk) OR call us on 01282 425011

**Remember that food poisoning is preventable - you can help avoid it by carrying out these checks.**

Please send this completed form AT LEAST 14 days BEFORE the event:

**Environmental Health**  
Burnley Borough Council, Street Scene,  
1st Floor Offices, Parker Lane Burnley BB11 2BY