

Food Trader - Event Checklist

You should ensure you have copies of these documents available at the Event for inspection, if and where needed.

Name of business ----- Local Authority -----

Type of food served -----

	YES	NO (please tick)
Documented Food Safety Management System (e.g. <i>Safer Food Better Business</i> pack or NCASS)	<input type="checkbox"/>	<input type="checkbox"/>
Food Hygiene Training/Certificates	<input type="checkbox"/>	<input type="checkbox"/>
Written Health & Safety Policy (if 5 + employees)	<input type="checkbox"/>	<input type="checkbox"/>
Written Health & Safety Risk Assessment (if 5 + employees)	<input type="checkbox"/>	<input type="checkbox"/>
Employee Liability Insurance	<input type="checkbox"/>	<input type="checkbox"/>
Public Liability Insurance	<input type="checkbox"/>	<input type="checkbox"/>
Electrical Safety Certificates	<input type="checkbox"/>	<input type="checkbox"/>
Gas Safety Certificates	<input type="checkbox"/>	<input type="checkbox"/>

* Please tick relevant box ☐

Legal Requirements	Available	Not Available
• <u>Structure</u>		
Independent wash hand basin(s) provided with hot and cold water. - Easily accessible within the pitch and supplied with anti-bacterial soap and hygienic facilities for the drying of hands (disposable paper towels).	<input type="checkbox"/>	<input type="checkbox"/>
Hot & cold or suitably mixed water for washing of equipment. - Separate wash-up sink suitably supplied with detergent/disinfectant. - Clean/sterile water storage containers separate to wastewater storage	<input type="checkbox"/>	<input type="checkbox"/>
Open display food on protected from the risk of contamination - Advise displaying food behind a sneeze guard or adequately covering.	<input type="checkbox"/>	<input type="checkbox"/>
Adequate provisions to safely store chilled and frozen foods - Temperature monitored refrigeration units or cool boxes	<input type="checkbox"/>	<input type="checkbox"/>
Clean and well-maintained food contact surfaces - Suitably constructed of impervious, washable materials. - Exposed wood requires treating/painting with washable paint.	<input type="checkbox"/>	<input type="checkbox"/>
Food handling equipment – clean, well maintained and in good repair - Advise colour coded equipment for raw and ready to eat food items along with separate equipment for various food allergens.	<input type="checkbox"/>	<input type="checkbox"/>

Hygienically cleanable flooring within food preparation areas - food grade rubber matting, lino flooring.	<input type="checkbox"/>	<input type="checkbox"/>
Food stored above floor level and within pest proof containers.	<input type="checkbox"/>	<input type="checkbox"/>
Adequate facilities for refuse disposal (inc. used cooking oil) - Advise use of lidded/pedal operated bins	<input type="checkbox"/>	<input type="checkbox"/>
Suitable lighting provisions – particularly for evening events	<input type="checkbox"/>	<input type="checkbox"/>
Organised/tidy equipment cables and protected plug sockets	<input type="checkbox"/>	<input type="checkbox"/>
Food handling/storage areas adequately pest proofed - Sealing of any potential pest access points (walls and floors)	<input type="checkbox"/>	<input type="checkbox"/>
• <u>Hygiene</u>		
Clean protective clothing (coat, hat, apron when handling open foods)	<input type="checkbox"/>	<input type="checkbox"/>
Use of food grade disinfectant (BS EN 1276 or 13697) along with single use disposable cleaning cloths.	<input type="checkbox"/>	<input type="checkbox"/>
Clear separation of raw and ready to eat foods - Raw below cooked/ready to eat - Sealed/labelled containers (inc. separation of open allergens)	<input type="checkbox"/>	<input type="checkbox"/>
Available food temperature monitoring thermometers - Including probe wipes for cleaning probe	<input type="checkbox"/>	<input type="checkbox"/>
Disposable gloves (Nitrile material advised) - Latex gloves are <u>not</u> recommended to avoid risk of consumer latex allergy.	<input type="checkbox"/>	<input type="checkbox"/>
• <u>Food Safety Management</u>		
Allergen information available - Allergen warning sign clearly displayed at the customer order point. - Charts listing Allergens in dishes on menu available to staff/customers	<input type="checkbox"/>	<input type="checkbox"/>
Available routine temperature monitoring records - Cooked (above 75°C) Chilled (below 8 °C) Hot-held (above 63°C)	<input type="checkbox"/>	<input type="checkbox"/>
Allergen labelling for all food items sold pre-packaged	<input type="checkbox"/>	<input type="checkbox"/>

Please note that satisfying the above does not constitute full compliance with the law.

All traders are expected to have their documents available on their stall at all times which may be checked by an inspecting officer at the event. Please ensure that your mobile/stall/catering concession complies.

Businesses providing food/drink samples

If you are a retail trader and plan to provide food samples on the day, please ensure you have a wash hand facility within your pitch. For example, a portable wash hand basin, such as a TEAL unit, or flask and bowl with hot and cold water, soap and paper towels can be used. Keep a container on site for any wastewater.

Providing hand sanitiser/gel alone for hand washing purposes is not acceptable

Please also provide a separate display board and cutting knife for food samples that contain allergens.

Traders attending multiple events

Every effort must be made to ensure all stalls and equipment has been thoroughly cleaned and disinfected prior to arrival. Any traders found to be in breach of this requirement may be refused the ability to trade at an event.

In addition, all event traders are reminded to make suitable arrangements to keep floors as clean as possible particularly during wet/muddy conditions.

Document links

Allergen chart <https://www.food.gov.uk/sites/default/files/media/document/allergen-chart.pdf>

Allergen sign <https://www.food.gov.uk/document/allergy-and-intolerance-sign-colour>

Other useful links - Pre-packed food for direct sale

<https://www.food.gov.uk/business-guidance/prepacked-for-direct-sale-ppds-allergen-labelling-changes-for-mobile-sellers-and-street-food-vendors>

<https://www.food.gov.uk/business-guidance/prepacked-for-direct-sale-ppds-allergen-labelling-changes-for-event-caterers>