

Food Safety Checklist for Loughborough Fair, November 2019



SHOWMAN TO RETAIN - PLEASE DO NOT RETURN WITH YOUR APPLICATION.

Use this checklist to identify any hazards and the necessary controls. **If you answer 'no' to any of these questions, then there is a potential problem which will increase risks of something going wrong and MUST be addressed.** Most of these are common sense practices.

Setting up your trailer - Food Safety Management		Jobs to do before setting off		✓
Paperwork: Is this available and up to date for inspection at your trailer/stall?				
Documentation on the food safety controls you adopt to ensure the food you prepare is safe to eat (Safer Food Better Business/NCASS?)	Yes	No		
Monitoring record sheets, training records, gas and electrical safety certificates etc.?	Yes	No		
Storage				
Are all food storage areas under cover and protected from contamination? Are they clean and free from pests?	Yes Yes	No No		
Do you have enough refrigeration and/or freezer space? Do they work properly? (8°C or less / -18°C or less)	Yes	No		
Food preparation and service areas				
Are all worktops and tables sealed or covered with a smooth, impervious, washable material?	Yes	No		
Have you got enough preparation worktop space?	Yes	No		
Have you got enough wash hand basins with hot and cold water, soap and paper towels?	Yes	No		
Have you got sinks, large enough to wash food and equipment in (including bulky items)? Are they supplied with hot and cold water?	Yes Yes	No No		
Is there hygienic provision for the collection or disposal of waste water; i.e. a pipe from sink to waste carrier?	Yes	No		
Have you got enough fresh water containers? Are they clean and have they got caps?	Yes	No		
Have you got a supply of hot water for washing up and hand washing?	Yes	No		
Have you got adequate natural/artificial lighting, particularly for food preparation and service at night?	Yes	No		
Is all your food equipment in good repair? Are any repairs outstanding since your last event?	Yes	No		
Cleaning				
Is your stall/vehicle clean? Can it be kept clean? Have you allowed for thorough cleaning of the vehicle/stall equipment before this event?	Yes	No		
Do you have a cleaning schedule to ensure all areas are kept clean?	Yes	No		
Have you enough clean cloths and a 'food-safe' disinfectant/antibacterial spray to clean food and hand contact surfaces that meets BS EN 1276 and/or BS EN 13697?	Yes	No		
Are the cleaning chemicals stored away from food?	Yes	No		
Contamination				
Can food be protected from contamination at all times (e.g. covers; sneeze guards; wrapping)?	Yes	No		
Is the unit free from pests, and is open food protected from flying insects?	Yes	No		

Food waste				
Have you got proper bins with lids for food and other waste and oil? Where will this be disposed of?	Yes	No		
Staff				
Are all your food handlers, including casual staff trained, supervised or given instruction to ensure food safety? Keep copies of certificates.	Yes	No		
Do staff display a good standard of personal hygiene and wear clean over-clothing? Have you a good supply of clean overalls/aprons?	Yes	No		
Are your staff aware that they should not handle food if suffering from certain illnesses?	Yes	No		
Have you a first aid box with blue waterproof plasters?	Yes	No		
During the event		Items to be checked		
Storage				
Is good stock rotation carried out, and are stocks within their use-by or best before dates?	Yes	No		
If you use raw and cooked foods are they adequately separated during storage?	Yes	No		
Are high-risk foods (e.g. cooked meat, cooked fish and cooked rice) stored under refrigeration 8°C or less?	Yes	No		
Purchase				
Are you purchasing raw ingredients or food products from a reputable company? Keeping records of purchase?	Yes	No		
Preparation				
Do staff always wash their hands before preparing food and after handling raw food? The use of only alcohol gel is not sufficient.	Yes	No		
Are separate utensils used for raw and cooked food, e.g. tongs; knives; spatulas etc.?	Yes	No		
Do you use separate chopping boards for raw and cooked food?	Yes	No		
Cooking				
Is all frozen meat and/or poultry thoroughly thawed before cooking/reheating unless it is designed to be cooked from frozen?	Yes	No		
Is all meat and/or poultry cooked until it is piping hot (75°C or above); the juices run clear; no pink meat?	Yes	No		
Are cooked and part-cooked food separated during cooking?	Yes	No		
Reheating food				
Is reheated food heated to 75°C or above?	Yes	No		
Is it only reheated once?	Yes	No		
After cooking				
Is food cooked and served straight away?	Yes	No		
If 'no', is it held at 63°C or above until served?	Yes	No		
Once cooked, is food protected from contact with raw food, foreign bodies, cleaning materials etc.?	Yes	No		
Cleaning				
Do you and your staff operate a 'clean-as-you-go' procedure?	Yes	No		
Are you using clean cloths and a 'food-safe' disinfectant/sanitiser to clean food contact surfaces that meets BS EN 1276 and/or BS EN 13697?	Yes	No		
Hand washing				
Are your staff washing their hands thoroughly and regularly, e.g. on entering the unit, especially after visiting the toilets, handling raw food, etc.?	Yes	No		

