

Food Safety Checklists for Loughborough Fair

Use these checklists to identify any hazards and the necessary controls that need to be put in place before and during the Fair. Most of these are common sense practices.

If you answer 'No' to any of these questions, then there is a potential problem which will increase the risks of something going wrong, these **MUST** be addressed before completing and submitting your food questionnaire and/or immediately if identified during the period of the Fair.

These are for your own personal use only and do not need to be submitted with your food questionnaire.

Food Safety Management - setting up your trailer before setting off

	Yes/ No	Notes	Complete ✓
Cleaning			
Have you allowed for thorough cleaning of the vehicle/stall equipment before this event?			
Is your stall/vehicle clean and can it be kept clean?			
Do you have a cleaning schedule to ensure all areas are kept clean?			
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?			
Are the cleaning chemicals stored away from food?			
Contamination			
Can food be protected from contamination at all times (e.g. covers; sneeze guards; wrapping)?			
Is the unit free from pests, and is open food protected from flying insects?			
Food Safety controls adopted to ensure the food you prepare is safe to eat e.g. SFBB/NCASS)			
Monitoring record sheets, training records, gas and electrical safety certificates etc.			
Documentation – this needs to be up to date for your trailer/unit/stall and available for inspection during the period of the Fair			
Documentation on the food safety controls you adopt to ensure the food you prepare is safe to eat (Safer Food Better Business/NCASS?)			
Monitoring record sheets, training records, gas and electrical safety certificates etc.?			
Food preparation and service areas			
Are all worktops and tables sealed or covered with a smooth, impervious, washable material?			

Have you got enough preparation worktop space?			
Have you got enough wash hand basins with hot and cold water, soap and paper towels?			
Have you got sinks, large enough to wash food and equipment in (including bulky items)? Are they supplied with hot and cold water?			
Is there hygienic provision for the collection or disposal of waste water; i.e. a pipe from sink to waste carrier?			
Have you got enough fresh water containers? Are they clean and have they got caps?			
Have you got a supply of hot water 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?			
Food waste			
Have you got proper bins with lids for food and other waste and oil? Where will this be disposed of?			
Staff			
Are all your food handlers, including casual staff trained, supervised or given instruction to ensure food safety? Keep copies of certificates.			
Do 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?			
Storage			
Are all food storage areas under cover and protected from contamination?			
Are they clean and free from pests?			
Do you have enough refrigeration and/or freezer space? Do they work properly? (8°C or less / -18°C or less)			

Food Safety Management – during the event

	Yes/ No	Notes	Complete ✓
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 that meets BS EN 1276 and/or BS EN 13697?			
Cooking – from fresh			
Is all frozen meat and/or poultry thoroughly thawed before cooking/reheating unless it is designed to be cooked from frozen?			
Is all meat and/or poultry cooked until it is piping hot (75°C or above); the juices run clear; no pink meat?			
Are cooked and part-cooked food separated during cooking?			
Cooking – if not served straight away			
Is it held at 63°C or above until served?			
Is food protected from contact with raw food, foreign bodies, cleaning materials etc.?			
Cooking – reheated			
Is reheated food heated to 75°C or above?			
Is it only reheated once?			
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.?			
Preparation			
Do staff always wash their hands before preparing food and after handling raw food? The use of only alcohol gel is not sufficient.			
Are separate utensils used for raw and cooked food, e.g. tongs; knives; spatulas etc.?			
Do you use separate chopping boards for raw and cooked food?			
Purchases			
Are you purchasing raw ingredients or food products from a reputable company?			
Are you keeping records of any purchases?			
Storage			
Is good stock rotation carried out, and are stocks within their use-by or best before dates?			
If you use raw and cooked foods are, they adequately separated during storage?			