

# Food Safety Checklist

## Outdoor and Mobile Catering

### Part 1

#### Setting up your stall

This checklist will help you identify any hazards so you can put the necessary controls in place to make sure that food is safe to eat. This is designed for caterers and food business operators attending outdoor events. Please bring your completed checklist with you to the event.

If you answer 'no' to any of these questions, it will highlight a potential problem which will increase risks of something going wrong. Most of these are common sense practices, which you have probably been following for years.

	YES	NO
<b>Food safety management</b>		
Do you have documentation on the food safety controls you adopt to ensure the food you prepare is safe to eat?	<input type="checkbox"/>	<input type="checkbox"/>
Do you keep monitoring record sheets, training records, etc?	<input type="checkbox"/>	<input type="checkbox"/>
Are these available for inspection on your trailer/stall?	<input type="checkbox"/>	<input type="checkbox"/>
<b>Storage</b>		
Are all food storage areas under cover and protected from contamination?	<input type="checkbox"/>	<input type="checkbox"/>
Are they clean and free from pests?	<input type="checkbox"/>	<input type="checkbox"/>
Do you have enough refrigeration? Does it work properly?	<input type="checkbox"/>	<input type="checkbox"/>
<b>Food preparation and service areas</b>		
Have you got enough proper washable floor coverings for the food preparation areas?	<input type="checkbox"/>	<input type="checkbox"/>
Have you got precautions to keep mud out of the stall in wet weather?	<input type="checkbox"/>	<input type="checkbox"/>
Are all worktops and tables sealed or covered with an impervious, washable material?	<input type="checkbox"/>	<input type="checkbox"/>
Have you got enough preparation work-top space?	<input type="checkbox"/>	<input type="checkbox"/>
Have you got enough hand wash basins? Are they supplied with hot and cold water, soap and paper towels?	<input type="checkbox"/>	<input type="checkbox"/>
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?	<input type="checkbox"/>	<input type="checkbox"/>
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?	<input type="checkbox"/>	<input type="checkbox"/>
Have you got enough fresh water containers? Are they clean and have they got caps?	<input type="checkbox"/>	<input type="checkbox"/>
Have you got a supply of hot water reserved for washing up and hand washing?	<input type="checkbox"/>	<input type="checkbox"/>
Have you got adequate natural/artificial lighting, particularly for food preparation and service at night?	<input type="checkbox"/>	<input type="checkbox"/>
Is all your food equipment in good repair? Are any repairs outstanding since your last event?	<input type="checkbox"/>	<input type="checkbox"/>
Can you keep high risk foods stored/displayed at 8°C or less?	<input type="checkbox"/>	<input type="checkbox"/>

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### Part 2

Cleaning	YES	NO
Is your stall/vehicle clean? Can it be kept clean? Have you allowed time for thorough cleaning of the vehicle/stall equipment between events?	<input type="checkbox"/>	<input type="checkbox"/>
Do you have a written cleaning schedule to ensure all areas are kept clean?	<input type="checkbox"/>	<input type="checkbox"/>
Do you have an ample supply of clean cloths and a 'food-safe' disinfectant/sanitiser to clean food and hand contact surfaces?	<input type="checkbox"/>	<input type="checkbox"/>
Are the cleaning chemicals stored away from food?	<input type="checkbox"/>	<input type="checkbox"/>
Do you and your staff operate a 'clean-as-you-go' procedure?	<input type="checkbox"/>	<input type="checkbox"/>
Contamination		
Can food be protected from contamination at all times?	<input type="checkbox"/>	<input type="checkbox"/>
Is the unit free from pests and is open food protected from flying insects?	<input type="checkbox"/>	<input type="checkbox"/>
Food waste		
Have you got proper bins with lids for food and other waste?	<input type="checkbox"/>	<input type="checkbox"/>
Do you have appropriate arrangements for the disposal of food waste and recycling?	<input type="checkbox"/>	<input type="checkbox"/>
Do you have arrangements for the collection and disposal of waste oil	<input type="checkbox"/>	<input type="checkbox"/>
Staff		
Are all your food handlers trained, supervised or given instruction to ensure food safety?	<input type="checkbox"/>	<input type="checkbox"/>
Have you any untrained, casual staff carrying out high risk food preparation?	<input type="checkbox"/>	<input type="checkbox"/>
Do your staff display a good standard of personal hygiene and wear clean over-clothing? Have you a good supply of clean overalls/aprons?	<input type="checkbox"/>	<input type="checkbox"/>
Are your staff aware that they should not handle food if suffering from certain illnesses?	<input type="checkbox"/>	<input type="checkbox"/>
Have you a first aid box with blue waterproof plasters?	<input type="checkbox"/>	<input type="checkbox"/>

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### Part 3

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

### Safe food practices during the event

Storage	YES	NO
Is good stock rotation carried out, and is stock within its expiry dates?	<input type="checkbox"/>	<input type="checkbox"/>
If you use raw and cooked foods are they adequately separated during storage?	<input type="checkbox"/>	<input type="checkbox"/>
Are high-risk foods (e.g. cooked rice) stored under refrigeration below 8°C?	<input type="checkbox"/>	<input type="checkbox"/>
Purchase		
Are you buying raw ingredients or food products from a reputable company?	<input type="checkbox"/>	<input type="checkbox"/>
Preparation		
Do staff always wash their hands before preparing food, and after handling raw food?	<input type="checkbox"/>	<input type="checkbox"/>
Are separate utensils used for raw and cooked food, e.g. tongs, knives...	<input type="checkbox"/>	<input type="checkbox"/>
Do you use separate chopping boards for raw and cooked food?	<input type="checkbox"/>	<input type="checkbox"/>
If you answered 'no' to the previous question, are they properly disinfected between contact with raw and cooked foods?	<input type="checkbox"/>	<input type="checkbox"/>
Cooking		
Is all frozen meat and poultry thoroughly thawed before cooking?	<input type="checkbox"/>	<input type="checkbox"/>
Is all meat and poultry cooked until it is piping hot (above 70°C and the juices run clear)?	<input type="checkbox"/>	<input type="checkbox"/>
Are cooked and part-cooked food separated during cooking?	<input type="checkbox"/>	<input type="checkbox"/>
Is all food reheated to above 75°C?	<input type="checkbox"/>	<input type="checkbox"/>
Do you only reheat food once?	<input type="checkbox"/>	<input type="checkbox"/>
After cooking		
Is food cooked and served straight away?	<input type="checkbox"/>	<input type="checkbox"/>
If 'no' is it held hot at 63°C or above until served?	<input type="checkbox"/>	<input type="checkbox"/>
Or is the cooked food cooled to below 5°C (within 90 minutes)?	<input type="checkbox"/>	<input type="checkbox"/>
Once cooked, is food protected from contact with raw food and foreign bodies?	<input type="checkbox"/>	<input type="checkbox"/>

For more information, visit the Food Standards Agency's website at [www.food.gov.uk](http://www.food.gov.uk)