

## PRE-EVENT START UP

Event \_\_\_\_\_ Date \_\_\_\_\_

Are the refrigerated storage facilities working within temperature control limits? (1-8°C)	<b>Yes</b>	<b>No</b>
Have the food preparation areas, equipment and utensils been cleaned and sanitised using a BSEN 1276 or BSEN 13697 compliant bactericidal detergent/sanitiser	<input type="checkbox"/>	<input type="checkbox"/>
Are all products in fridge within date code?	<b>Yes</b>	<b>No</b>
Has raw meat products been stored at the bottom of fridge separate from cooked ready to eat?	<input type="checkbox"/>	<input type="checkbox"/>
Is all of the equipment and are all of the utensils clean?	<b>Yes</b>	<b>No</b>
Are there lidded bins to meet your waste disposal requirements?	<input type="checkbox"/>	<input type="checkbox"/>
Are the staff wearing protective aprons and suitable hats?	<b>Yes</b>	<b>No</b>
Do staff members understand your personal hygiene level requirements? (See guidance.)	<input type="checkbox"/>	<input type="checkbox"/>
Are hand washing facilities and materials (soap&towels) available?	<b>Yes</b>	<b>No</b>
Is your thermometer probe working and accurate? (See guidance.)	<input type="checkbox"/>	<input type="checkbox"/>
Is the food preparation area safe from physical hazards? e.g. flaking paint.	<b>Yes</b>	<b>No</b>
Are windows closed to prevent flying insects entering?	<input type="checkbox"/>	<input type="checkbox"/>
<b>CORRECTIVE ACTIONS IF NO IS TICKED</b>		

The check list to be signed off by the event organiser;

NAME: \_\_\_\_\_ Signature: \_\_\_\_\_

The check list be signed off by responsible board member;

NAME: \_\_\_\_\_ Signature: \_\_\_\_\_

## Temperature and Time Control

Event:- \_\_\_\_\_ Date:- \_\_\_\_\_

Are all goods being used within the use by date?	Yes	No
	<input type="checkbox"/>	<input type="checkbox"/>
Is all packaging or wrapping intact?	Yes	No
	<input type="checkbox"/>	<input type="checkbox"/>
Is the refrigerator you will use for the events storage between 1-8°C (recommendation)? Write actual temperature:- _____°C	Yes	No
	<input type="checkbox"/>	<input type="checkbox"/>
Is the freezer you will use for the events storage below -18°C (recommendation)? Write actual temperature:- _____°C	Yes	No
	<input type="checkbox"/>	<input type="checkbox"/>
Has raw product (i.e. chicken) been cooked to a core temperature above 75°C? Write actual temperature cooking:- _____°C	Yes	No
	<input type="checkbox"/>	<input type="checkbox"/>
Has previously cooked product been reheated to above 82°C (including soup)? Write actual temperature reheating:- _____°C	Yes	No
	<input type="checkbox"/>	<input type="checkbox"/>
Has previously cooked product been hot held to above 63°C	<input type="checkbox"/>	<input type="checkbox"/>
<b>CORRECTIVE ACTIONS IF NO IS TICKED</b>		

The check list to be signed off by the event organiser;

NAME: \_\_\_\_\_ Signature: \_\_\_\_\_

## Post Event

Event:- \_\_\_\_\_ Date:- \_\_\_\_\_

Have all leftovers been safely disposed of?	Yes	No
	<input type="checkbox"/>	<input type="checkbox"/>
Have the food preparation area, equipment and utensils been cleaned and sanitised using a BSEN 1276 or BSEN 13697 compliant bactericidal detergent/sanitiser	Yes	No
	<input type="checkbox"/>	<input type="checkbox"/>
Are waste bins empty and clean?	Yes	No
	<input type="checkbox"/>	<input type="checkbox"/>
Has the food preparation been checked for pests and have any maintenance problems reported?	Yes	No
	<input type="checkbox"/>	<input type="checkbox"/>
Has the sheet been filled in and area checked?	Yes	No
	<input type="checkbox"/>	<input type="checkbox"/>
<b>CORRECTIVE ACTIONS IF NO IS TICKED</b>		

The check list to be signed off by the event organiser;

NAME: \_\_\_\_\_ Signature: \_\_\_\_\_

# **EVENTS GUIDE**

## **PERSONAL HYGIENE**

Always wash your hands before preparing food.

Always wash your hands after handling raw meat or fish or root vegetables.

Always wash your hands after using the toilet, handling waste, smoking

Wear clean protective clothing.

## **TEMPERATURE CONTROL**

To ensure your thermometer probe is working check temperature in ice water is between -1 to 1 °C and between 99 to 101 °C in boiling water.

When preparing food ensure raw foods and ready to eat foods are prepared separately using different utensils to avoid cross-contamination.

Ensure food is cooked thoroughly and piping hot before serving.

Keep cakes with fresh cream and butter icing in fridge.

Keep prepared rice salads, potato salads and salad cream products in fridge.

Sandwiches with salad dressings to be kept in fridge.

Buffet food on display should only be available for a short period in time, not more than two hours.

## **TRANSPORTATION**

Store cakes in clean, sealable container, away from raw foods.

If food is transported when hot how will you do this and how will you ensure the temperature is maintained.

Use separate utensils for serving each food type and keep them separate to avoid cross-contamination.

## **Considerations**

**Preparation of food:** where will it be prepared and cooked? How will it be stored and transported to the event? How will the hot food be kept warm (over 63°C for hot holding) How will the cold food be kept cold?( between 1 – 8°C) If no refrigeration is available at the event how will this be managed if required? How long will food be on display for? Buffet food should be on display for no more than 2hrs. Recommend no more than 4 hours for hot held food.

Have you got hand washing facilities on-site? Do you have hot and cold running water, soap and paper towels? This requirement must be available on-site at the event.

Is there a sink for washing dirty utensils? If not how will this be managed? Will the food be served: on disposable plates or proper crockery?

How will you collect and dispose of your waste?

## **Health and Safety considerations**

Who will build the marquee? Is it safe and secure when erected? Ensure there are no obvious hazards for trips, slips and falls. Ensure you have an up to date gas safety and/or electrical safety certificate for you vehicle/premises/equipment. Ensure there is a first aid kit and accident book and you know what your reporting responsibilities are under RIDDOR (Reporting of Injuries Diseases and Dangerous Occurrence Regulations 2013).