

**Pre event questionnaire must be completed one month before the date of the event**  
**Please complete and email to [George@bowthorpeparkfarm.co.uk](mailto:George@bowthorpeparkfarm.co.uk)**

### Food Safety Management

Do you have documentation on the food safety controls you adopt to ensure the food you prepare is safe to eat?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Do you keep monitoring record sheets, training records, etc	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Are these available for inspection on your trailer/stall?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No

### Food Supply and Storage

Are you purchasing raw ingredients or food products from a reputable company?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Do you have enough refrigeration/ cool boxes?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Does your refrigeration work properly?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Are they clean and free from pests?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Is good stock rotation carried out, and are stocks within their expiry dates?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
If you use raw and cooked foods are they adequately separated during storage?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Are high-risk foods (e.g. cooked rice) stored under refrigeration below 8°	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No

**We have provided the checklist below to help you identify any hazards and for you to put the necessary controls in place to make sure that the food is safe to eat. This is specifically designed for caterers and food business operators attending outdoor events. Please take your completed checklist with you to the event.**

### Food Preparation and Service Areas

**If you answer 'no' to any of the questions below, then there is 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.**

Have you got enough proper washable floor coverings for the food preparation areas?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Have you got precautions to keep mud out of the stall in wet weather?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Are all worktops and tables sealed or covered with an impervious, washable material?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Have you got enough preparation work top space?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Have you got enough wash hand basins? Are they supplied with hot and cold water, soap and paper towels?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Have you got sinks which are large enough to wash food and equipment in (including bulky items)?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Are these sinks supplied with hot and cold water?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
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"/>	Yes	<input type="checkbox"/>	No
Have you got enough fresh water containers?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
If yes are they clean and have they got caps?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No

## Food Preparation and Service Areas (continued)

Have you got a supply of hot water reserved 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?		Yes		No
Are any repairs outstanding since your last event?		Yes		No
Can you keep high risk foods stored/displayed at 8C or less?		Yes		No
Do staff always wash their hands before preparing food, and after handling raw food?		Yes		No
Are separate utensils used for raw and cooked food, e.g. tongs, knives, etc?		Yes		No
Do you use separate chopping boards for raw and cooked food?		Yes		No
If you answered 'no' to the previous question, are they properly disinfected between contact with raw and cooked foods?		Yes		No

## Cooking

Is all frozen meat and poultry thoroughly thawed before cooking?		Yes		No
Is all meat and poultry cooked until it is piping hot (above 72°C and the juices run clear)?		Yes		No
If yes to above can you demonstrate this with the use of a probe ?		Yes		No
Are cooked and part-cooked food separated during cooking?		Yes		No

## Reheating Foods

Is all food reheated to above 75°C?		Yes		No
Do you only reheat food once?		Yes		No

## After Cooking

Is food cooked and served straight away?		Yes		No
If 'no' is it hot held at 63°C or above until served?		Yes		No
Or is the cooked food cooled to below 5°C?		Yes		No
Once cooked, is food protected from contact with raw food and foreign bodies?		Yes		No

## Cleaning

Is your stall/vehicle clean? Can it be kept clean? Have you allowed time for thorough cleaning of the vehicle/stall equipment between events?		Yes		No
Do you have a written cleaning schedule to ensure all areas are kept clean?		Yes		No
Have you an ample supply of clean cloths and a 'food-safe' disinfectant/sanitiser to clean food and hand contact surfaces?		Yes		No

## Cleaning (continued)

Are the cleaning chemicals stored away from food?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Are the chemicals you are using BS EN compliant	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Do you and your staff operate a 'clean-as-you-go' procedure?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Are you using clean cloths and a 'food-safe' disinfectant/sanitiser to clean food contact surfaces?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No

## Contamination

Can food be protected from contamination at all times	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Does your work flow allow for separate areas for raw and ready to eat food preparation	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Is the unit free from pests and is open food protected from flying pests	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No

## Food Waste

Have you got proper bins with lids for food and other waste?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Do you have appropriate arrangements for the disposal of food waste and recycling?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Do you have arrangements for the collection and disposal of waste oil?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No

## Staff

Are all your food handlers trained, supervised or given instruction to ensure food safety?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Are you using temporary staff or agency staff carrying out high risk food preparation?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Do your staff display a good standard of personal hygiene and wear clean over-clothing?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
If yes are they trained in your food safety management system?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Are your staff aware that they should not handle food if suffering from certain illnesses?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Have you a good supply of clean overalls/aprons	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Have you a first aid box with blue waterproof plasters?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No

## Gas Safety

Are you using any gas appliances at this venue?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
If Yes has its been maintained and checked by a commercial LPG gas engineer	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
please send your gas safety certificate with you booking fee	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Have the flexible hoses been change in the past 2 years	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
Have your carried out your fire risk assessment if yes please send in with your booking fee	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No

<b>Electrical Safety</b>				
Has your equipment been pat tested		Yes		No
Have you sent a copy of your pat test certificate with your booking fee		Yes		No
Has your temporary installation be checked by a competent electrical engineer (NAPIT or NICEIC		Yes		No
BS 6500 cables (PVC blue artic) are not considered suitable for work environments outdoors		Yes		No
<b>Generator Safety</b>				
Is the generator well away from the stall/mobile		Yes		No
Any fuel or oil leaks present		Yes		No
Is fuel clearly marked and in the correct type of container		Yes		No
Signage clear		Yes		No
Have your carried out your fire risk assessment please present with your booking fee		Yes		No
<b>Fire Safety</b>				
Have you a minimum of 1x5 kg dry powder fire extinguisher for each 2 cylinders connected		Yes		No
Is the structure you are cooking in flame retardant to BS5438		Yes		No
Have you evidence to support I this		Yes		No
Has your fire extinguisher been tested		Yes		No
Do you have a Fire blanket available		Yes		No
<b>Stall &amp; Mobile Trailers</b>				
As the site is on the top of a hill and extremely open				
Do you have weights for the stall legs/uprights		Yes		No
Do the legs on the trailer drop down for stability		Yes		No
Rubbish bins with lids tied to the bin		Yes		No

All stall holders must complete if NA strike though the section and move to the next question.

On the day of the event all stall hold must be on site and set up by 0900 hrs and not be able to leave until after 1600 hrs or at the consent of the event manger. During set up our consultant Environmental Health Practitioner will inspect each stall to ensure no issues are apparent. Advice will be given as required.

A safety meeting will be presented after set up and all stall holders must attend.