

## Outdoor / Mobile caterers - Food Safety self assessment checklist

<b>Name of Unit / Stall</b>
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<b>Food safety management</b>			
1. Do you have documentation on the food safety controls you adopt to ensure the food you prepare is safe to eat?	Yes	No	
2. Do you keep monitoring record sheets, training records, etc?	Yes	No	
3 Are these available for inspection on your trailer/stall?	Yes	No	
<b>Storage</b>			
4. Are all food storage areas under cover and protected from contamination?	Yes	No	NA
5. Are they clean and free from pests?	Yes	No	
6. Do you have enough refrigeration? Does it work properly?	Yes	No	
<b>Food preparation and service areas</b>			
7. Have you got enough proper washable floor coverings for the food preparation areas?	Yes	No	NA
9. Have you got precautions to keep mud out of the stall in wet weather?	Yes	No	NA
10. Are all worktops and tables sealed or covered with an impervious, washable material?	Yes	No	NA
11. Have you got enough preparation work top space?	Yes	No	NA
12. Have you got enough wash hand basins?	Yes	No	NA
13 Are they supplied with hot and cold water, soap and paper towels?	Yes	No	
14. Have you got sinks which are large enough to wash food and equipment (including bulky items)?	Yes	No	NA
15 Are they supplied with hot and cold water?	Yes	No	NA
16. 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?	Yes	No	NA
17. Have you got enough fresh water containers? Are they clean and have they got caps?	Yes	No	NA

18. Have you got a supply of hot water reserved for washing up and hand washing?	Yes	No	NA
19. Have you got adequate natural/artificial lighting, particularly for food preparation and service at night?	Yes	No	NA
20. Is all your food equipment in good repair? Are any repairs outstanding since your last event?	Yes	No	NA
21. Can you keep high risk foods stored/displayed at 8C or less?	Yes	No	NA
<b>Cleaning</b>			
22. 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	
23. Do you have a written cleaning schedule to ensure all areas are kept clean	Yes	No	
24. Have you an ample supply of clean cloths and a 'food-safe' disinfectant/sanitiser to clean food and hand contact surfaces?	Yes	No	NA
25. Are the cleaning chemicals stored away from food?	Yes	No	NA
<b>Contamination</b>			
26. Can food be protected from contamination at all times?	Yes	No	NA
27. Is the unit free from pests and is open food protected from flying insects?	Yes	No	NA
<b>Food waste</b>			
28. Have you got proper bins with lids for food and other waste?	Yes	No	
29. Do you have appropriate arrangements for the disposal of food waste and recycling?	Yes	No	
30. Do you have arrangements for the collection and disposal of waste oil	Yes	No	NA
<b>Staff</b>			
31. Are all your food handlers trained, supervised or given instruction to ensure food safety?	Yes	No	
32. Are all staff carrying out high risk food preparation trained?	Yes	No	NA
33. Do your staff display a good standard of personal hygiene and wear clean over-clothing?	Yes	No	NA

34. Have you a good supply of clean overalls/aprons?	Yes	No	NA
35. Are your staff aware that they should not handle food if suffering from certain illnesses?	Yes	No	
36. Have you a first aid box with blue waterproof plasters	Yes	No	
<b>Storage</b>			
37. Is good stock rotation carried out, and are stocks within their expiry dates?	Yes	No	NA
38. If you use raw and cooked foods are they adequately separated during storage?	Yes	No	NA
36. Are high-risk foods (e.g. cooked rice) stored under refrigeration below 8°C?	Yes	No	NA
<b>Purchase</b>	Yes	No	NA
39. Are you purchasing raw ingredients or food products from a reputable company?	Yes	No	NA
<b>Preparation</b>			
40. Are separate utensils used for raw and cooked food, e.g. tongs, knives, etc.	Yes	No	NA
41. Do staff always wash their hands before preparing food, and after handling raw food?	Yes	No	NA
42. Do you use separate chopping boards for raw and cooked food? If you answered 'no' to the previous question, are they properly disinfected between contact with raw and cooked foods?	Yes Yes	No No	NA NA
<b>Cooking</b>			
43. Is all frozen meat and poultry thoroughly thawed before cooking?	Yes	No	NA
44. Is all meat and poultry cooked until it is piping hot.(65°C: 10 minutes; 70°C: 2 minutes; 75°C: 30 seconds; 80°C: 6 seconds) and the juices run clear?	Yes	No	NA
45. Are cooked and part-cooked food separated during cooking?	Yes	No	NA
<b>After cooking</b>			
46. Is cooked food served immediately? (If no is should be held at or above 63 C or cooled below 5 C)	Yes	No	NA
47. Is cooked food protected from contact with raw food	Yes	No	NA

**If the answer to any of the questions is “NO”, please detail the actions you have taken to remedy the situation**

Signature

Print Name

Date

**Designation :** e.g. Food Business Operator, manager, Company Secretary

**Company :**

**Name of Local Authority where your food business is registered:**

## Outdoor / Mobile caterers - Fire Risk - Self Assessment record

<b>Name of Unit / Stall</b>
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1. Do you have an inspection / gas safety certificate for the appliances and pipe work ( <i>copy to be available for inspection</i> ) and are all hose connections made with “crimped” fastenings?	<b>Yes</b>	<b>No</b>	NA
2. Are cooking appliances fixed securely on a firm non-combustible heat insulating base and surrounded by shields of similar material on three sides?	<b>Yes</b>	<b>No</b>	NA
3. Do the shields provide an adequate and effective barrier of at least 600 mm between the heat source and any combustible material?	<b>Yes</b>	<b>No</b>	NA
4. Have you ensured that no combustible materials can be blown against, or fall onto the apparatus?	<b>Yes</b>	<b>No</b>	NA
5. Are the LPG cylinders kept outside, or within a specific ventilated unit, secured in the upright position and out of the reach of the general public?	<b>Yes</b>	<b>No</b>	NA
6. Do you ensure that only those cylinders in use are kept at your unit/stall? ( <i>Spares should be kept to a minimum and in line with any specific conditions for the event</i> )	<b>Yes</b>	<b>No</b>	NA
7. Are the gas cylinders readily accessible to enable easy isolation in case of an emergency?	<b>Yes</b>	<b>No</b>	NA
8. Are the cylinders located away from entrances, emergency exits and circulation areas?	<b>Yes</b>	<b>No</b>	NA
9. Do you ensure that gas supplied is isolated at the cylinder, as well as the appliance when the apparatus is not in use and appliances are fitted with full flame safety devices on all burners that are not readily visible?	<b>Yes</b>	<b>No</b>	NA
10. Do you ensure replacement cylinders are fitted in the open air away from the sources of ignition?	<b>Yes</b>	<b>No</b>	NA
11. Is a member of staff, appropriately trained in the safe use of LPG, present in the unit at all times?	<b>Yes</b>	<b>No</b>	NA
12. Are the structure, roofing, walls and fittings of your stall or unit flame retardant? ( <i>Certificates of compliance will normally be required</i> )	<b>Yes</b>	<b>No</b>	NA
13. Where necessary, are there sufficient directional signs indicating the appropriate escape route and do they comply with current regulations?	<b>Yes</b>	<b>No</b>	NA
14. Are the exits maintained available, unobstructed, and unlocked at all times the unit is in use.	<b>Yes</b>	<b>No</b>	NA
15. If you intend to trade during the hours of darkness, do you have sufficient lighting inside and outside your unit?	<b>Yes</b>	<b>No</b>	NA
16. If the normal lighting failed would the occupants be able to make a safe exit? ( <i>Consider back up lighting</i> )	<b>Yes</b>	<b>No</b>	NA

17. Do you have an adequate number of fire extinguishers/fire blankets available in prominent positions and easily available for use?	<b>Yes</b>	<b>No</b>	NA
18. Has the fire-fighting equipment been tested within the last 12 months? <i>Note: a certificate of compliance will normally be required</i>	<b>Yes</b>	<b>No</b>	NA
19. Have your staff been instructed on how to operate the fire-fighting equipment provided?	<b>Yes</b>	<b>No</b>	NA
20. Have your staff been made aware of what to do should an incident occur, how to raise the alarm, evacuate the unit and the exit locations?	<b>Yes</b>	<b>No</b>	NA
21. Are you aware that petrol generators are not permitted on site?	<b>Yes</b>	<b>No</b>	NA
22. Have you identified all ignition sources and ensured that they are kept away from combustible materials?	<b>Yes</b>	<b>No</b>	NA
23. Have you identified combustible materials that could promote fire spread beyond the point of ignition such as paper/cardboard, bottled LPG, etc. and reduced the risk of them being involved in an incident?	<b>Yes</b>	<b>No</b>	NA
24. Do you have sufficient refuse bins, and do you ensure that all refuse is disposed of correctly, out of reach of the public?	<b>Yes</b>	<b>No</b>	NA
25. If any staff sleep in the stall is there a working smoke detector and a clear exit route at night? <i>Note : Persons should not be allowed to sleep within a high risk area and some Authorities and events do NOT allow any sleeping within units</i>	<b>Yes</b>	<b>No</b>	NA

**If the answer to any of the questions is “NO”, please detail the actions you have taken to remedy the situation on the next page.**

Print Name

Signature

Date

**Designation:**(e.g. Manager, Company Secretary)

**Company:**  
(if applicable)