



Self-Assessment Form for Caterers and Food Business Operators

If your event involves the provision of food you need to fill this form for each It is a requirement of legislation that an assessment is undertaken.

Name of Event	
Location	
Date	

Name of Caterer / stall holder / Food Business Operator	
Address and Telephone number	
Trading as	
Business address	

Name and Address of Local Authority where business is registered	
Current Food Hygiene rating Please note to trade at an event on council land you must have a rating of 4 or above.	0 1 2 3 4 5 Please circle
Number and registration of any vehicles to be brought into site	
Type and scale of catering proposed. E.g Hot food mobile unit, temporary structures such as marquees, BBQ,s Spit Roast.	

Type of structure (please tick)

Stall	<input type="checkbox"/>	vehicle / Trailer	<input type="checkbox"/>	
Tent / Marquee	<input type="checkbox"/>	Spit Roast / BBQ	<input type="checkbox"/>	

Please tick the box if you have the following goods for either sale or use as an ingredient in food preparation

Milk / dairy products	<input type="checkbox"/>	Poultry	<input type="checkbox"/>	Salad	<input type="checkbox"/>
Cream	<input type="checkbox"/>	Fish	<input type="checkbox"/>	Shell fish	<input type="checkbox"/>
Ice cream	<input type="checkbox"/>	Egg products	<input type="checkbox"/>	Meat: Raw Meat: Cooked ready to eat	<input type="checkbox"/>
Rice	<input type="checkbox"/>	Other	<input type="checkbox"/>		

Please give the approximate number of the following facilities you intend to provide on site

Refrigerator(s)	<input type="checkbox"/>	Freezer(s)	<input type="checkbox"/>	Cooking Hob(s)*	<input type="checkbox"/>
Oven(s)*	<input type="checkbox"/>	Microwave(s)	<input type="checkbox"/>	Grill / Griddle / Bain Marie's	<input type="checkbox"/>
Other Cooking Facilities *	Specify				
Sink(s)	<input type="checkbox"/>	Hot and cold water supply to the sink		<input type="checkbox"/>	
Wash hand basin(s)	<input type="checkbox"/>	Hot and cold water supply to the basin		<input type="checkbox"/>	
Soap	<input type="checkbox"/>	First Aid Kit		<input type="checkbox"/>	
Hand drying facilities	<input type="checkbox"/>			<input type="checkbox"/>	

Please tick the intended power source

LPG	<input type="checkbox"/>	Diesel	<input type="checkbox"/>	Petrol	<input type="checkbox"/>
Electrical Generator	<input type="checkbox"/>	Other specify			

* Note that if you have any of these appliances you should have a powder or Co2 fire extinguisher and a fire blanket.

General

Can you check the temperature of your cool boxes/refrigerators? Do they operate below 8°c	Yes		No	
If any food products are prepared or stored in a place other than the vending vehicle or stall please state what is done and where	Yes		No	
Will food be delivered to the site by a separate supplier	Yes		No	
If so, what arrangements will be made for its reception	Yes		No	
Does anyone have food hygiene training (detail plus copy to be attached)	Yes		No	
Have your staff/helpers been made aware of your food safety procedure	Yes		No	
Are you intending to pre-cook food and bring on to site for reheating (If yes please contact the Environmental Health Department for further advice) Please give details	Yes		No	
Is your product likely to be at risk of contamination at the event? (If so, what measures are you going to use to prevent the likelihood of food poisoning occurring)?	Yes		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.

If you answer 'no' to any of these questions, 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.

Food safety management				
Do you have documentation on the food safety controls you adopt to ensure the food you prepare is safe to eat?	Yes		No	
Do you keep monitoring record sheets, training records, etc.? Are these available for inspection on your trailer/stall?	Yes		No	
Storage	Yes		No	
Are all food storage areas under cover and protected from contamination?	Yes		No	
Are they clean and free from pests?	Yes		No	
Do you have enough refrigeration? Does it work properly?	Yes		No	
Food preparation and service areas				
Have you got enough proper washable floor coverings for the food preparation areas?	Yes		No	
Have you got precautions to keep mud out of the stall in wet weather?	Yes		No	
Are all worktops and tables sealed or covered with an impervious, washable material?	Yes		No	
Have you got enough preparation work top space?	Yes		No	
Have you got enough wash hand basins? Are they supplied with hot and cold water, soap and paper towels?	Yes		No	
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?	Yes		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?	Yes		No	
Have you got enough fresh water containers? Are they clean and have they got caps?	Yes		No	
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? Are any repairs outstanding since your last event?	Yes		No	

Can you keep high risk foods stored/displayed at 8C or less?	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	
Are the cleaning chemicals stored away from food?	Yes		No	
Contamination				
Can food be protected from contamination at all times?	Yes		No	
Is the unit free from pests and is open food protected from flying insects?	Yes		No	
Food waste				
Have you got proper bins with lids for food and other waste?	Yes		No	
Do you have appropriate arrangements for the disposal of food waste and recycling?	Yes		No	
Do you have arrangements for the collection and disposal of waste oil?	Yes		No	
Staff				
Are all your food handlers trained, supervised or given instruction to ensure food safety?	Yes		No	
Have you any untrained, casual staff carrying out high risk food preparation?	Yes		No	
Do your staff display a good standard of personal hygiene and wear clean over-clothing? Have you a good supply of clean overalls/aprons?	Yes		No	
Are your staff aware that they should not handle food if suffering from certain illnesses?	Yes		No	
Have you a first aid box with blue waterproof plasters?	Yes		No	

Signatures and Date

Caterer / Food Business Operator		
Environmental Health		
Event’s Organiser		