

## PRE-EVENT START UP

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

Are the refrigerated storage facilities working within temperature control limits? (1-8°C)	Yes	No
Have the food preparation areas, equipment and utensils been cleaned and sanitised using a BSEN 1276 or BSEN 13697 compliant bactericidal detergent/sanitiser	Yes	No
Are all products in fridge within date code?	Yes	No
Has raw meat products been stored at the bottom of fridge separate from cooked ready to eat?	Yes	No
Are all open foods covered?	Yes	No
Is all of the equipment and are all of the utensils clean?	Yes	No
Are there lidded bins to meet your waste disposal requirements?	Yes	No
Are the staff wearing protective aprons and suitable hats?	Yes	No
Do staff members understand your personal hygiene level requirements? (See guidance.)	Yes	No
Are hand washing facilities and materials (soap & towels) available?	Yes	No
Is your thermometer probe working and accurate? (See guidance.)	Yes	No
Is the food preparation area safe from physical hazards? e.g. flaking paint.	Yes	No
Have allergen requirements been addressed?	Yes	No
If <b>NO</b> complete allergen Check sheet & Display signage.		
Are windows closed to prevent flying insects entering? If Applicable	Yes	No
<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
Is all packaging or wrapping intact?	Yes	No
Is the refrigerator you will use for the events storage between 1-8°C (recommendation)? Write actual temperature:- _____°C	Yes	No
Is the freezer you will use for the events storage below -18°C (recommendation)? Write actual temperature:- _____°C	Yes	No
Has raw product (i.e. chicken) been cooked to a core temperature above 75°C? Write actual temperature cooking:- _____°C	Yes	No
Has previously cooked product been reheated to above 82°C (including soup)? Write actual temperature reheating:- _____°C	Yes	No
Has previously cooked product been hot held to above 63°C		
<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
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
Are waste bins empty and clean?	Yes	No
Has the food preparation been checked for pests and have any maintenance problems reported?	Yes	No
Has the sheet been filled in and area checked?	Yes	No
<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.

Do not wear Jewellery

Do not wear nail varnish or false nails

Ensure hair is tied back.

### **CLEANING**

#### **ENSURE THE DETERGENT / SANITISER IS BEING USED AS PER MANUFACTURERS INSTRUCTIONS:**

The detergent/sanitiser you use must meet the current BS EN 1276: 1997 or BS EN 13697 standard. You must ensure you use it correctly.

#### **ENSURE A TWO STAGE DISINFECTION PROCESS IS BEING USED:**

For effective disinfection ensuring a two stage process is followed i.e. surface are cleaned and then sanitised. The sanitiser must be left for the correct contact time before being wiped off.

#### **DESIGNATE SEPARATE CLEANING CLOTHS FOR RAW AND READY TO EAT AREAS:**

The cleaning cloths used for raw food handling and ready to eat handling, must be decided upon, documented and all staff must be aware of the correct ones to use for the correct areas. This must be done to prevent the cloths being a vehicle for cross contamination. Alternatively disposable cloths or blue roll can be used.

#### **DISH WASHING PROCEDURE:**

Ensuring dish washing of utensils for ready to eat foods is carried out separately from utensils for raw foods. A method of cleaning utensils for ready to eat foods first in a pre-sanitised sink, then raw utensils may be preferable and then sanitising the sink area. The method used must be documented in your house rules.

### **TRAIN STAFF HOW TO WASH HANDS CORRECTLY:**

Ensuring staff that handle raw and ready to eat foods have been instructed and follow appropriate techniques for effective hand washing. This hand washing procedure is recommended by the Food Standards Agency and should be used correctly by all staff and documented in your house rules.

### **PREVENT CROSS CONTAMINATION AT YOUR WASH HAND BASIN:**

If you do not have non-hand operated taps, after staff thoroughly wash their hands using the effective hand washing technique the taps for the wash hand basin should be turned off using a paper towel to avoid further risk of cross contamination.

### **SANITISE ALL HAND CONTACT POINTS REGULARLY:**

Ensure that hand contact surfaces i.e. taps, handles, dials, switches, sockets etc. are sanitised regularly throughout the day.

### **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 open foods are kept covered.

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.

## **ALLERGEN INFORMATION**

### **Food Information (Scotland) Regulations 2014.**

Allergen Information for consumers.

Since December 13th 2014, it is now a requirement for businesses, such as yours, selling open foods to be able to provide information to consumers on any food allergens present as ingredients in the foods that you serve or sell to the consumer.

An advisory leaflet to give advice on how you can comply with the new regulations is available on the Food Standards agency website at the following link :

<http://www.food.gov.uk/business-industry/allergy-guide>

You will need to be aware of the 14 food allergens that the regulation covers. This will mean carefully going through each of your products (e.g. cakes sandwiches, meals, rolls etc. ) and ensuring that you are aware of any food allergens present.

You will need to decide how it is best for your business to provide this information to consumers for example on your menu, display notice, label, allergen information card or verbally.

If you are not providing the information upfront or if you are providing it verbally there **must** be **clear** signposting advising consumers that allergen information is available. This could be a foot note on the menu / takeaway menu or a suitable sign, for example "A number of foods we serve contain allergens. For further information please ask staff before making your order." Accurate information must then be made available for consumers.

You may find the following link to free training helpful:  
<http://allergytraining.food.gov.uk/>

Many businesses are using allergen information cards as a way of recording which allergens are present in each menu item. These can be kept readily available for staff to refer to and provide information verbally or shown to customers that make enquiries. It would be essential this would be kept up to date when recipes or ingredient suppliers are changed.

There are 14 known allergens that may be found in a variety of products please look at the Food Standards Agency website <http://www.foodstandards.gov.scot/> for further information if required.



- Cereals containing Gluten e.g. Wheat, Rye, Barley, Oats, Spelt and Kamut
- Lupin Flour
- Crustaceans, such as Crabs, Lobsters and Prawns
- Eggs
- Fish
- Peanuts (also called Groundnuts)
- Soyabeans (also called Soya)
- Milk and milk products e.g. cheese, cream, ghee etc.
- Nuts; e.g. Almonds, Hazelnuts, Walnuts, Brazil Nuts, Cashew Nuts, Pecans, Pistachio Nuts, Macadamia Nuts & Queensland Nuts
- Celery including Celeriac
- Molluscs (for example clams, mussels, whelks, oysters, snails and squid)
- Mustard
- Sesame Seeds
- Sulphur Dioxide and Sulphites (preservative in soft drinks, sausages, burgers, dried fruit, vegetables, wine and beer).

### **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. If cold ensure you cool the item within 90minutes and put into the fridge/freezer and reheat to 82°C or greater.

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 these 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).

### For further advice:

Please contact Fife Council's Environmental Health (Food & Workplace Safety) Team on Tel: 01592 583228  
Email [Food.Advice@fife.gov.uk](mailto:Food.Advice@fife.gov.uk) / [H&S.advice@fife.gov.uk](mailto:H&S.advice@fife.gov.uk) or find us online at:

[www.fifedirect.org.uk/EHFife](http://www.fifedirect.org.uk/EHFife)  
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