Dear Sir or Madam

**PRE ATTENDANCE CHECKLIST FOR EVENT VENDORS**

In order to operate at any public entertainment event in Highland you must comply fully with the food safety and/or health and safety requirements detailed in the attached checklist. Failure to do so may be deemed an offence in terms of food safety and health and safety legislation and may breach the event’s licence conditions.

You are therefore requested to confirm that **ALL** the requirements as detailed in the enclosed checklist will be addressed by indicating on the attached form. It is essential that you carefully read and understand these requirements prior to arriving on site. Food vendors must complete both parts. Non-food vendors need only complete the second part covering health and safety.

The completed, signed document should be submitted to the event organiser who will collate all forms and forward them to Environmental Health. These forms should reach this office by no later than 2 weeks before the event either by post to Highland Council, Environmental Health, Harbour Road, Inverness, IV1 1UF or by email to [envhealth@highland.gov.uk](mailto:envhealth@highland.gov.uk) to

**PLEASE NOTE THAT FAILURE TO MEET THE REQUIREMENTS MAY LEAD TO THE PROHIBITION OR SUSPENSION OF YOUR OPERATIONS, AND ULTIMATELY REMOVAL FROM THE SITE.**

Yours sincerely,

Environmental Health Officer

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| |  |  | | --- | --- | | Name of Event |  | | Location of Event |  | | Date(s) of event |  | | Name of Business |  | | Is this a food business? | **YES/NO** | | Name of proprietor or manager |  | | Contact Address |  | | Mobile Telephone number |  | | Email |  | | Types of Foods Sold  (e.g. burgers, fried food, ice-cream, etc.) |  | | Name and contact number of Local Authority with whom the food business is registered |  | | Category of the food business in terms of the Food Hygiene Information Scheme or Food Hygiene Rating Scheme |  | | Any gas appliances? | **YES/NO** | | Any electrical appliances | **YES/NO** | | | |
| **PART 1: FOOD SAFETY** | | **Agree**  **(Please Tick)** | |
| 1. | At least one member of staff trained in food hygiene to Elementary Certificate level via the Royal Environmental Health Institute for Scotland or equivalent e.g. RIEH, IPHH, RSPH shall be present in the stall or vehicle at all times when in use |  | |
| 2. | The stall, vehicle and external areas, including fixtures & fittings, will be kept clean and well maintained in a good state of repair. |  | |
| 3. | A minimum of 1 accessible wash-hand basin will be provided in each of the main food preparation areas. This will include the vehicle and any external preparation areas. |  | |
| 4. | Each wash-hand basin must be provided with a **running** hot and cold water supply, an adequate supply of liquid soap, and disposable hand towels. Please note that current cross contamination guidance is to use a paper towel for turning off taps. |  | |
| 5. | Sufficient washing up facilities will be provided for every stall / vehicle, which are capable of accommodating the equipment, utensils etc. used. Sinks should be provided with hot and cold water or water at a suitably controlled temperature and must be available before any food preparation begins. A two stage clean/disinfection process must be used as follows:  **Pre clean** – remove leftover food and residues  **Main clean**  – wash in the sink with clean hot water and the correct amount of detergent  **Rinse** – if required  **Disinfect** (submerge) in the 2nd sink (or container) with clean water and an appropriate food safe disinfectant which meets BS EN 1276:1997 or BS EN 13697:2001, for the required contact time. Please ensure that the disinfectant used is suitable for submersion disinfection.  **Second rinse** (if required) in the sink with clean hot water  **Dry** – ideally air dry or use single-use drying cloths |  | |
| 6. | Sufficient provision will be made, where necessary, for the hygienic washing of foodstuffs. Where the same sink is used for equipment washing, strict time separation and disinfection procedures for in between use will be implemented. |  | |
| 7. | Sufficient containers will be provided to contain refuse. |  | |
| 8. | Sufficient clean, covered containers will be supplied for clean water storage. |  | |
| 9. | No waste water will be disposed of onto the ground or be allowed to escape. |  | |
| 10. | Adequate artificial lighting will be provided if operating out with daylight hours. |  | |
| 11. | Personal hygiene rules will be in place and monitored, this includes the wearing of clean protective clothing that will be changed as necessary throughout the event. |  | |
| 12.  13.  14.  15.  16.  17.  18. | Sufficient refrigeration/freezer storage taking into account the nature and size of our food business will be provided to ensure the maintenance of the cold chain.  The following temperature control targets will be adhered to and monitored using a digital probe and probe wipes, on a regular basis throughout event.  Freezer(s) = -120c or cooler  Fridge(s) = 00c – 50c  Cooking = 750c or hotter  Reheating = 820c or hotter (NB: this is higher than English Regulations)  Hot-holding = 630c or hotter  Procedures will be in place to eliminate the risk of cross contamination in all food handling operations.  Separate dedicated chopping boards, equipment (*incl. storage containers*) and utensils will be used for ready-to-eat foods. These will be easily identifiable, e.g. colour coded with a corresponding chart or suitably marked.  All surfaces, including food contact and non-food contact surfaces must be effectively cleaned and disinfected carrying out a “two-stage cleaning process” as follows:  **Pre-clean** – remove loose debris  **Main clean** – clean the surface using hot water and the correct amount of detergent  **Disinfect** – treat with a food safe disinfectant spray complying with BS EN 1276:1997 or BS EN 13697:2001  **Dry** – ideally air dry  Disposable cloths and/or paper towels will be provided for the cleaning of all food and hand contact areas. Re-usable cloths will not be used.  The following documented records will be available for inspection at all times:   1. Food Safety Management System (i.e. Cooksafe, SFBB, HACCP) 2. Temperature Monitoring Records 3. Cleaning Schedule 4. Staff Training Records/Certificates |  | |
| **PART 2: HEALTH AND SAFETY** | | | |
| 19. | Gas appliances and pipework, valves etc have been inspected and tested within the previous 12 months by a Gas Safe registered engineer holding a current Non-Domestic Catering Qualification (copy of the certificate held on site). When on site pipework connections should be checked as soon as installation is set up for any gas leaks and again prior to any working day or if an appliance or cylinder are moved. |  | |
| 20. | Other than LPG cylinders in use only 1 spare LPG cylinder should be stored at the unit. Additional cylinders should be kept in the LPG compound. Please check upon arriving at site where the compound provided is situated. |  | |
| 21. | All electrical systems and appliances have been examined and tested by a competent electrical specialist within the previous 12 months and appliances are regularly checked for damage etc (copy of certificate held on site). |  | |
| 22. | No young person under the age of 16 years will be employed to work. |  | |
| 23. | Adequate access will be provided at the entrance opening or door to the stall / vehicle as well as to any external storage / work area or vehicle. |  | |
| 24. | A First Aid box containing items assessed as needed for the work activity must be accessible close to the catering unit. |  | |
| 25 | All tripping hazards must try to be kept to a minimum e.g. carefully route any trailing cables / pipes or hoses. Any ground or floor coverings should be placed and secured so as not to introduce any additional trip hazard. |  | |
| 26 My name and contact number will be clearly and securely displayed on the  front of my stall/ vehicle. | | | |
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**I confirm that I will adhere to the above food and health & safety requirements and acknowledge that failure to do so may lead to curtailment of my operations or removal from site:**

Signed: ………………………………………………………. Date: ………………

Position: ……………………………………………………………………………...

A copy of this form will be forwarded to Highland Council Enforcement Officers for information prior to inspection.

Note: If you have any queries please do not hesitate to contact Highland Council, Environmental Health on 01349 886603 or Email: [envhealth@highland.gov.uk](mailto:envhealth@highland.gov.uk) for assistance.