

# Food Safety Checklist

Please use this checklist to identify and address any potential food safety issues that apply to your business prior to trading at Sheffield Food Festival.

If you answer “no” to any of the questions, then there is a potential problem which will increase risks of something going wrong. Most of these are common sense practices, which, if you are working with food, you have probably been aware of or following for years.



## SETTING UP YOUR STALL

	YES	NO
<p><b>Food safety management</b></p> <p>Do you have documentation on the food safety controls you follow to ensure the food you prepare is safe to eat?</p> <p>Do you keep monitoring record sheets, training records, etc?</p> <p>Are these available for inspection on your trailer/stall?</p>		
<p><b>Storage</b></p> <p>Are all food storage areas under cover and protected from contamination?</p> <p>Are they clean and free from pests?</p> <p>Do you have enough refrigeration? Does it work properly?</p>		
<p><b>Food preparation and service areas</b></p> <p>Have you got enough washable floor coverings for the food preparation areas?</p> <p>What precautions have you taken to keep mud out of the stall in wet weather?</p> <p>Are all worktops and tables sealed or covered with an impervious, washable material?</p> <p>Have you got enough preparation work top space?</p> <p>Have you got enough wash hand basins?</p> <p>Are they supplied with hot and cold water, soap and paper towels?</p> <p>Have you got sinks which are large enough to wash food and equipment in (including bulky items)?</p> <p>Are they supplied with hot and cold water?</p> <p>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?</p>		



	YES	NO
<p>Have you got enough fresh water containers?</p> <p>Are they clean and have they got caps?</p> <p>Have you got a supply of hot water reserved for washing up and hand washing?</p> <p>Have you got adequate natural/artificial lighting, particularly for food preparation and service at night?</p> <p>Is all your food equipment in good repair? Are any repairs outstanding since your last event?</p>		
<p><b>Cleaning</b></p> <p>Is your stall/vehicle clean?</p> <p>Can it be kept clean?</p> <p>Have you allowed time for thorough cleaning of the vehicle/stall equipment between events?</p> <p>Do you have a cleaning schedule to ensure all areas are kept clean?</p> <p>Have you an ample supply of clean cloths and a 'food-safe' disinfectant/sanitiser to clean food and hand contact surfaces?</p> <p>Are the cleaning chemicals stored away from food?</p>		
<p><b>Contamination</b></p> <p>Can food be protected from contamination at all times?</p> <p>Is the unit free from pests, and is open food protected from flying insects?</p>		
<p><b>Food waste</b></p> <p>Have you got proper bins with lids for food and other waste? Where will this be disposed of?</p> <p>Do you have arrangements for the collection and disposal of waste oil?</p>		
<p>Are all your food handlers trained, supervised or given instruction to ensure food safety?</p> <p>Have you any untrained, casual staff carrying out high risk food preparation?</p> <p>Do your staff display a good standard of personal hygiene and wear clean over-clothing?</p> <p>Have you a good supply of clean overalls/aprons?</p> <p>Are your staff aware that they should not handle food if suffering from certain illnesses?</p> <p>Have you a first aid box with blue waterproof plasters?</p>		

# SAFE FOOD PRACTICES DURING THE EVENT

	YES	NO
<p><b>Storage</b></p> <p>Is good stock rotation carried out, and are stocks within their expiry dates?</p> <p>If you use raw and cooked foods are they adequately separated during storage?</p> <p>Are high-risk foods (e.g. cooked rice) stored under refrigeration below 8°C?</p>		
<p><b>Purchase</b></p> <p>Are you purchasing raw ingredients or food products from a reputable company?</p>		
<p><b>Preparation</b></p> <p>Do staff always wash their hands before preparing food, and after handling raw food?</p> <p>Are separate utensils used for raw and cooked food, e.g. tongs, knives, etc?</p> <p>Do you use separate chopping boards for raw and cooked food?</p> <p>If you answered 'no' to the previous question, are they properly disinfected between contact with raw and cooked foods?</p>		
<p><b>Cooking</b></p> <p>Is all frozen meat and poultry thoroughly thawed before cooking?</p> <p>Is all meat and poultry cooked until it is piping hot (above 75°C) and the juices run clear?</p> <p>Are cooked and part-cooked food separated during cooking?</p>		
<p><b>Reheating food</b></p> <p>Is all food reheated to above 75°C?</p> <p>Do you only reheat food once?</p>		
<p><b>After cooking</b></p> <p>Is food cooked and served straight away?</p> <p>If 'no' is it held at 63°C or above until served?</p>		

	YES	NO
Once cooked, is food protected from contact with raw food and foreign bodies?		
<b>Cleaning</b> ..... Do you and your staff operate a 'clean-as-you-go' procedure? ..... Are you using clean cloths and a 'food-safe' disinfectant/sanitiser to clean food?		
<b>Hand washing</b> ..... Are your staff washing their hands regularly, e.g. on entering the unit, especially after visiting the toilets, handling raw food, etc?		

If you do not provide hot food then you can disregard many of the requirements, similarly if you are just dealing with cakes and baked goods, although you will still have to evidence your food safety management systems, the requirements will be much more simplified.

**Don't forget your requirement to declare any of the top 14 food allergens that are present in your food by law.**

[www.sheffieldfoodfestival.co.uk](http://www.sheffieldfoodfestival.co.uk)

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