

## D) Event Catering Form

**Dear Caterer,**

This questionnaire is to be completed and returned fully completed. Failure to do so will render your contract invalid.

All caterers at the event must comply fully with the requirements of the current food safety legislation and with the instructions given by the Environmental Health Officer. This information will be passed on to the Environmental Health Department.

**Name of event:**

**Location:**

**Date of event:**

Name of Proprietor:

Company Name:

Stall Name:

Address:

Post Code:

Tel no:

Email:

Mobile no:

Please supply the name and address of the Council you are registered with:

Name:

Address:

Date of last inspection:

Food Hygiene Rating Score (if relevant):

Main type of food to be sold:

Full range of foods prepared:

## Details

No of vehicles or units being bought onto site:

Type of unit:

Stall:

Purpose built:

Tent:

Marquee

Converted Vehicle:

Other:  
please specify

Size of unit(s)

Length: including tow-bar & all hatches

Width: including serving hatch

Height:

**The following questions are provided to help you identify any hazards and for you to put the necessary controls in place. Please answer yes or no to the following questions; if you answer no, then there is a potential risk of something going wrong and further details may be required. If not applicable, please put N/A in the No box.**

## Food safety management and staff

Do you have a food safety management system e.g. Safer Food Better Business?

Yes

No

Do you keep temperature monitoring record sheets, training records etc?

Yes

No

Are these available for inspection on your stall?

Yes

No

How many staff will you be using?

Are all your food handlers trained, supervised or given instruction to ensure food safety? This includes temporary staff.

Yes

No

Have you got a good supply of clean over-clothing for staff to wear?

Yes

No

Are your staff aware they should not handle food if suffering from certain illnesses?

Yes

No

Do staff always wash their hands before preparing food, and after handling raw food?

Yes

No

Have you got a first aid box with blue waterproof plasters?

Yes

No

## Delivery and storage

Will your food be purchased from a reputable registered supplier?

Yes

No

If the food is being delivered to site, what arrangements will be made for reception of goods?

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 and does it work properly?  
Can you keep high risk foods stored/displayed at 8C or less?

 Yes  No

If you use raw and cooked foods are they adequately separated during storage?

 Yes  No

Is stock in date and no food beyond its use by or best before date?

 Yes  No

### Food preparation and service areas

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? Are they supplied with hot and cold water?

 Yes  No

Have you got enough proper washable floor coverings for the food preparation areas? Are they designed to keep out mud?

 Yes  No

Are all worktops and tables sealed or covered with an impervious, washable material? Are there enough?

 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 disinfected and have they got lids?

 Yes  No

Can food be protected from contamination at all times?

 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

Do you have a probe thermometer and sanitising probe wipes?

 Yes  No

### Cleaning and food waste

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

Have you an ample supply of clean cloths and a 'food-safe' disinfectant/sanitiser (conforming to BS EN 1276) to clean food and hand contact surfaces?

 Yes  No

Have you got waste bins with lids for food and other waste?  Yes  No

Do you have appropriate arrangements for the disposal and collection of food waste, waste oil and recycling?  Yes  No

### Health and safety

Your power source: LPG:  Diesel

Other:   
please specify

*Please note: If you use a generator, failure to provide adequate guarding and earthing will result in being excluded from the site. Oxford City Council does NOT allow petrol generators. All stalls should be of an adequate size, weather proof and have a fireproof covering.*

Are the fire extinguishers adequate for the nature of the catering operation and have they been serviced and certified within the last year?  Yes  No

Have you a certificate of inspection within the last 12 months for all gas appliances and pipe work within the unit?  Yes  No

Is there a PAT (Portable Appliance Test) certificate for the electrical equipment?  Yes  No

### Further information

What shows / events have you attended in the last year?

Name of person completing this questionnaire

Address:

Post Code:  Tel no:

Signed:  Print Name:

Position in Company:

**By signing this document I agree that if the above conditions are not met during the event then the organiser is able to, at discretion, remove me from site.**