



# Festival Catering On-Site Checklist

This checklist has been made with you in mind, it doesn't cover general health & safety or go into finite detail about food safety management systems. It gives you an overview of the most important things to look for when checking that caterers set-up safely and work safely on your sites. It also covers what mistakes to look for and how to approach working with catering traders so that they work well with you and give your audiences the same great experience and hospitality as you do.

We would always advise that it's best to work with an expert if you're not sure so try and get a qualified gas engineer on-site to sign off the LPG set ups or an EHO to support with food safety.

We're here to help so if you have any questions at all, get in touch with us via [roxy@ncass.org.uk](mailto:roxy@ncass.org.uk)

## What to ask for and to look out for:

Food Safety	Yes/No	Comments
Have you been sent an overarching risk assessment detailing the way they safely prep and cook food? (if you need site specific RAMS in a certain format, the easiest thing to do is to send your traders a template to fill in).		
Have you checked Food Hygiene Rating Scores to ensure that they meet your standard E.g. a minimum food hygiene rating of 4- Good?		
Have all staff that are handling food undertaken food hygiene training?		
Are all food prep containers labelled with the prep date and use by date?		
Is a designated handwash unit with hot water, soap and hygienic hand drying facilities?		
Are there separate sinks for food prep and for washing up or are these tasks being separated by time, with cleaning & disinfection in between?		
Is there any food being stored or prepared directly on the floor?		
Are water containers clean and have they been disinfected?		
Is there access to potable water?		
Are fridges and/or freezers (including hired fridge trailers) well organised and operating at the right temperature? (fridges needs to be operating at below 8°C, raw and foods should be clearly labelled with use by dates or the date they were defrosted).		
Are counter top refrigerator units kept below 8°C?		
Is food that is not being refrigerated or is on display adequately covered or protected from contamination?		
Is high risk food that has been out of temperature control for more then 4 hours disposed of? (it must be thrown away if it has been left out of temperature control/room temp for more than 4 hours)		
Is waste stored safely and is there a central waste deposit close by?		
Is waste oil stored safely and where is it being deposited?		

Food Safety	Yes/No	Comments
Are temperature food probes being used to ensure that hot food is being kept at and served at the right temperature?		
Is there an allergen management system in place? (designated chopping boards to manage cross-contamination in prep areas for example)		
Are allergens clearly indicated on the menu or in an allergen matrix, with signage in place directing the customer to request information from a member of staff?		
Are all food handlers working in clean, protective clothing and is their hair tied back?		
Are accreditation wristbands clean and dry?		
Is the set-up clean and tidy with no obvious breaches of hygiene regulations?		

Fire Safety	Yes/No	Comments
Are set-ups fire resistant or manufactured with non combustible material e.g. does it have a fire label and conform to the required British Standard?		
Is all equipment recognised commercial catering equipment i.e. UK CA or CE marked? (No domestic equipment such as camping stoves should be in use)		
Is there adequate distancing between traders with ignition sources to prevent the spread of fire?		
Are LPG cylinders secured in an upright position, are they turned off at the valve and is the bung in place? They should be locked away in a well ventilated non combustible storage unit.		
Are LPG cylinders that are not in use locked away in a well ventilated combustible storage unit?		
Are LPG cylinders sited one metre away from the equipment they are being used for?		
Are LPG cylinders sited on firm or hard standing ground and secured, sited 1m from ignitable sources / combustible materials and 2m from drains / rain gulleys and low level ground?		

Fire Safety	Yes/No	Comments
Are flexible connectors being used and are they as short as possible? (Remember - fixed installations should have yellow hoses, flexible hoses should be manufactured to British standards and hoses should have armoured brading)		
Does each piece of equipment using LPG have a flame failure device?		
Has a suitably qualified gas engineer signed off the equipment / LPG set up?		
Is any excess fuel used for generators stored safely and do generators have fire proof rain covers?		
Are exposed flames in a safe location, For example fire pits or BBQs - are they barriered off so not in direct access to the public?		
Are there fire blankets and suitable fire extinguishers readily available. Are they suitable for the fuel type and in date?		

Health & Safety	Yes/No	Comments
Is their set-up structurally safe?		
Are toilets and showers readily accessible and clean? (the people using them need to keep clean)		
Are there any trip hazards e.g.: trailing electrical cables, floor coverings?		
Are there first aid kits readily available?		
Is electrical equipment fit for purpose - is there any visible damage, are they protected from water damage, have appliances been portable appliance tested (PAT)?		
If using pressure systems (e.g. pressurised coffee machines, pressure fryers) have they been subject to a written scheme of examination and is there certification available?		

## Contact Us

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