

Outdoor Catering Food Safety Checklist

We have provided the checklist below to help you identify any hazards and for you to put the necessary controls in place to make sure that the food is safe to eat. This is specifically designed for caterers and food business operators attending outdoor events. Please take your completed checklist with you to the event. **If you answer 'no' to any of these questions, then there is a potential problem which will increase risks of something going wrong.** Most of these are common sense practices, which you have probably been following for years.

Setting up your stall

Food safety management		
Do you have documentation on the food safety controls you adopt to ensure the food you prepare is safe to eat?	Yes	No
Do you keep monitoring record sheets, training records, etc?	Yes	No
Are these available for inspection on your trailer/stall?	Yes	No
Storage		
Are all food storage areas under cover and protected from contamination? Are they clean and free from pests?	Yes	No
Do you have enough refrigeration? Does it work properly?	Yes	No
Food preparation and service areas		
Have you got enough proper washable floor coverings for the food preparation areas? What precautions have you to keep mud out of the stall in wet weather?	Yes	No
Are all worktops and tables sealed or covered with an impervious, washable material?	Yes	No
Have you got enough preparation work top space?	Yes	No
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 (including bulky items)? Are they supplied with hot and cold water?	Yes	No
If there is no mains drainage have you made hygienic provision for the disposal of wastewater, e.g. waste pipe from sink to waste water carrier?	Yes	No
Have you got enough fresh water containers? Are they clean and have they got caps?	Yes	No
Have you got a supply of hot water reserved for washing up and hand washing?	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
Cleaning		
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
Do you have a cleaning schedule to ensure all areas are kept clean?	Yes	No
Have you an ample supply of clean cloths and a 'food-safe' disinfectant/sanitizer to clean food and hand contact surfaces?	Yes	No
Are the cleaning chemicals stored away from food?	Yes	No

Contamination		
Can food be protected from contamination at all times?	Yes	No
Is the unit free from pests, and is open food protected from flying insects?	Yes	No
Food waste		
Have you got proper bins with lids for food and other waste? Where will this be disposed of?	Yes	No
Do you have arrangements for the collection and disposal of waste oil?	Yes	No
Staff		
Are all your food handlers trained, supervised or given instruction to ensure food safety? Have you any untrained, casual staff carrying out high-risk food preparation?	Yes	No
Do your staff display a good standard of personal hygiene and wear clean over-clothing? Have you a good supply of clean overalls/aprons?	Yes	No
Are your staff aware that they should not handle food if suffering from certain illnesses?	Yes	No
Have you a first aid box with blue waterproof plasters?	Yes	No

Safe food practices during the event

Storage		
Is good stock rotation carried out, and is stocks within their expiry dates?	Yes	No
If you use raw and cooked foods are they adequately separated during storage?	Yes	No
Are high-risk foods (e.g. cooked rice) stored under refrigeration below 8°C?	Yes	No
Purchase		
Are you purchasing raw ingredients or food products from a reputable company?	Yes	No
Preparation		
Do staff always wash their hands before preparing food, and after handling raw food?	Yes	No
Are separate utensils used for raw and cooked food, e.g. tongs, knives, etc?	Yes	No
Do you use separate chopping boards for raw and cooked food?	Yes	No
If you answered 'no' to the previous question, are they properly disinfected between contact with raw and cooked foods?	Yes	No
Cooking		
Are all frozen meat and poultry thoroughly thawed before cooking?	Yes	No
Is all meat and poultry cooked until it is piping hot (above 70°C and the juices run clear)?	Yes	No
Are cooked and part-cooked food separated during cooking?	Yes	No
Reheating food		
Is all food reheated to above 75°C?	Yes	No
Do you only reheat food once?	Yes	No
After cooking		
Is food cooked and served straight away?	Yes	No
If 'no' is it held at 63°C or above until served?	Yes	No

Remember that food poisoning is preventable - you can help avoid it by carrying out these checks.