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| **Islington Council. Parks Service. EventApp Lite checklist. Catering.**  **Notes.** This application process is aimed at community events where only **low risk** food will be provided.  **Low risk food:** Is food that does not support the growth of harmful bacteria and viruses. It will not normally require temperature control and will have a Best Before Date (as opposed to a Use By Date). It will include foods such as bread, cakes, biscuits, confectionary, crisps, fruit, canned food etc.  Further information can also be found here: [Providing food at community and charity events | Food Standards Agency](https://www.food.gov.uk/safety-hygiene/providing-food-at-community-and-charity-events)  The event organiser (in consultation with the caterers), will be required to complete and submit this checklist. This can be shared for non-registrable caterers (for example, a community group where a few people are making cakes). A separate checklist is however, required for each food business. **The requirements of this document must be agreed to and signed by the Event Organiser and if applicable, food business.**  **Event Application Number: Event Name:**   |  |  |  | | --- | --- | --- | | **Caterers’ names or responsible lead** | **If a food business**. Name of Food Business Operator, trading name and home / registered address. | **Food to be provided** | |  |  |  | | | | |
|  | **Food Safety, Hygiene and Standards requirements** | **Completed** (please tick or indicate) | **Notes / Comments** |
| 1. | **Are the caterer(s) required to register with their Local Authority?**  The following guidance should be read if you are unsure whether registration is required. Further advice can also be sought from **your** local Environmental Health Team:  [Community and charity food provision - guidance on the application of EU food hygiene law](https://www.food.gov.uk/sites/default/files/media/document/hall-provision.pdf)  **Please note** that if the caterer is providing low risk food for a community event on an occasional basis, they are not required to register.  **Please confirm whether registration is required: Yes, or not required: No** | **If Yes- please go to Point 2.**  **If No- please go to Point 3.** |  |
| 2. | **Food Hygiene Rating.** If you are a registered Food Business, you must have a Food Hygiene Rating of at least **3 Generally Satisfactory** or above.  **Please provide confirmation of this to the Parks Service.**  Please go to **Point 4.** |  |  |
| 3. | Caterers who are not required to register (and therefore not subject to Food Hygiene inspections), must however, ensure that the food they produce for the event is safe.  Please follow this guidance:  [Providing food at community and charity events | Food Standards Agency](https://www.food.gov.uk/safety-hygiene/providing-food-at-community-and-charity-events)  **Please confirm that this requirement will be met by those who will be providing food at the event.** |  |  |
| 4. | **Allergens.** The 14 allergens have been identified in the food that will be provided, and this information will be available at the stall on the day of the event.  A customer sign will be displayed, advising customers to inform us if they have a food allergy or intolerance.  Staff / volunteers on the stall know what to do if a customer advises them that they have a food allergy or intolerance.  Further information about food allergies can be found here: (this includes free training, a customer sign and an allergen identification matrix):  [Allergen guidance for food businesses | Food Standards Agency](https://www.food.gov.uk/business-guidance/allergen-guidance-for-food-businesses)  **Please confirm that this requirement will be met by those providing food at the event**. |  |  |

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| 5. | **Claims** If a claim is made about the food to be provided, it will be compliant with the law and will not mislead the consumer. Examples given are:  **Gluten Free:**  [Gluten free and the law - Coeliac UK](https://www.coeliac.org.uk/food-businesses/caterers-and-restaurateurs/gluten-free-and-the-law/?&&type=rfst&set=true#cookie-widget)  **Vegetarian and Vegan**  **GM Foods.** If you provide foods that are **Genetically Modified (GM)** or contain GM ingredientsyou must advise your customers of this.  [Genetically modified foods | Food Standards Agency](https://www.food.gov.uk/safety-hygiene/genetically-modified-foods)  **Health & Nutrition**  [Nutrition and health claims | Business Companion](https://www.businesscompanion.info/en/quick-guides/food-and-drink/nutrition-and-health-claims)  **Please indicate whether Claims will be made: Yes or no claims will be made: No.** | If **Yes-** please provide details of the claim(s) to be made and how these will be compliant.  Or **No** claims will be made. |  |
| 6. | **Open food will be protected from contamination** (sources of contamination include: customers, flying insects, dirt, debris and the elements).  Sneeze guards / and cake covers may be required. If outside, the stall must be suitably enclosed.  Open food will be handled with utensils (such as tongs and serving spoons).  **Please confirm that this requirement will be met.** |  |  |

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|  | **Health & Safety** |  |  |
| 7. | I have undertaken a **Health & Safety Risk Assessment and have provided this to the Parks Service.**  This must identify the risks that my employees / volunteers and members of the public may be exposed to due to my (business) activity **at the event**. The necessary controls must be implemented to control these risks.  \*For further information on each topic, reference has been made to the page number(s) of the Chartered Institute for Environmental Health’s Guidance for Mobile Caterers (see **Point 8**)\*  This may include (but is not limited to):   * **LPG (gas safety)**. Pages 23 and 33.   **Please note:** A current Gas Safe certificate must also be provided (please submit this to the Parks Service) for the gas appliance(s) to be used at the event.   * **Electrical safety**. Pages 23, 34 and 35. * **Fire safety**. Page 23. * **Slips and trips.** * **Burns and scalds**. Page 24. * **Environmental hazards** (such as weather conditions). Page 17 * **Welfare provision** (such as access to WC facilities). Page 21   Staff / volunteers on the day will be trained to implement this risk assessment.  For more information about **Health & Safety Risk Assessments**, please see the **HSE website**:  [Managing risks and risk assessment at work – Overview -HSE](https://www.hse.gov.uk/simple-health-safety/risk/index.htm)  A template risk assessment is available from the Parks Service.  **Please confirm that these requirements will be met.** |  |  |

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|  | **Further sources of advice** |  |  |
| 8. | **Chartered Institute for Environmental Health’s Guidance for Mobile Caterers.** Tradersand event organisers are expected, where applicable to adhere to the guidance provided. For reference, Page 14  [cieh-national-guidance-for-outdoor-and-mobile-catering.pdf](https://www.cieh.org/media/1254/cieh-national-guidance-for-outdoor-and-mobile-catering.pdf)  Pages 14-19 cover Large Events and Pages 20-24 (Street Trading) smaller events. Annexes: Page 32 onwards, provide important safety checklists and advice. |  |  |
| 9. | **The Nationwide Caterers Association NCASS**  **Please note** that this is also a membership scheme with a fee (the Parks Service do **not** require you to join NCASS). Further information (for non-members) is located under **Resources.**  [HOME - The Nationwide Caterers Association - NCASS](https://www.ncass.org.uk/) |  |  |
| 10. | **The Food Standards Agency (FSA)**  Food safety advice for consumers and businesses:  [Homepage | Food Standards Agency](https://www.food.gov.uk/) |  |  |
| 11. | This checklist is not exhaustive and if you require further advice about these topics, please contact **your** local Environmental Health Team or ask our Park Services team, if your query is in relation to this event. |  |  |

**Declaration**

I agree to adhere to the requirements of this checklist and will ensure that all food handlers / volunteers who will be working at the event in this capacity are trained or instructed to meet these requirements and any applicable risk assessments.

**Event Organiser**

**Print Name: Signed:**

**Date:**

**Food Business Operator (for registered food businesses)**

**Print name: Signed:**

**Date:**