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| **Islington Council. Parks Service. Event App. Catering**  **Notes.** This application process is aimed at events which will be providing **high-risk** foods.  **High risk food:** Is food that supports the growth of harmful bacteria and viruses. These foods need to be kept under temperature control (either hot or cold). Examples include: meat, poultry, fish, egg and any products containing these ingredients, cooked rice and dairy products.  The event organiser (in consultation with the Food Business Operator / caterer), will be required to complete and submit this checklist. A separate checklist is required for each food business / caterer.  **Event Application Number: Event Name:**   |  |  |  | | --- | --- | --- | | **Food Business Operator’s name and \*home address (\*if a sole trader)** | **Business trading name, company name (if applicable) and registered address** | **Food to be provided (or please provide menu)** | |  |  |  | | | | |
|  | **Food Safety, Hygiene and Standards requirements** | **Completed** (please tick) | **Notes / Comments** |
| 1. | I have registered my food business with my Local Authority (your **Registering Authority** is usually where you live or if you have a catering business, where this business is located). Food business registration - GOV.UK (www.gov.uk)  **I must be registered at least 28 days before I trade.**  **If you believe that you are not required to register; please speak to the Parks Service for further advice.** |  |  |
| 2. | I have been inspected and have achieved a Food Hygiene Rating of at least **3 Generally Satisfactory** or above.  The Food Hygiene Rating awarded is for the food that I will be providing at the event. **Please note** that if you have been inspected for low-risk food (such as cakes), you will not be permitted to provide high-risk (such as cooked foods) at the event. This will be verified with the Local Authority who awarded your Food Hygiene Rating.  **Please provide confirmation of your Food Hygiene Rating to the Parks Service.**  **Please note:** If you have not been inspected yet or do not have proof of your Food Hygiene Rating, you will not be permitted to provide food at the event. Please advise the Parks Service. |  |  |
| 3. | **Allergens.** I have identified the 14 allergens in the food that I will be providing at the event and this information will be available at the stall / mobile unit 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.  My staff are trained and know what to do if a customer advises them that they have a food allergy or intolerance.  Further information about food allergies and intolerances 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.** |  |  |
| 4. | **Claims.** If I make a claim about the food I sell, it is compliant with the law and does not mislead my customers. 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**  **Halal**  **GM Foods.** If you sell foods that are **Genetically Modified (GM)** or contain **GM ingredients** (including cooking oil),you 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. |  |
| 5. | **Open food will be protected from contamination** (sources of contamination include: customers, flying insects, dirt, debris and the elements).  My stall will consist of a roof and 3 full sides. Sneeze guards and covers may also be required.  Open food will be handled with utensils (such as tongs and serving spoons).  **Please confirm that this requirement will be met by those providing food at the event.** |  |  |
| 6. | **Hand washing and washing facilities**. For those handling **open high-risk foods**. I will have a fully equipped wash hand basin (with hand hot water, soap and paper towels).  I may also require a separate sink for washing-up and cleaning purposes (this is generally required for caterers, unless alternative provision is made).  **Please confirm that this requirement will be met by those providing open high-risk food at the event.** |  |  |

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|  | **Health & Safety** | **Completed** | **Notes / Comments** |
| 7. | I have undertaken a **Health & Safety Risk Assessment and provided this to the Parks Service.** This is a legal requirement and must identify the risks that my employees and members of the public may be exposed to due to my business activity. The necessary controls must be implemented to control these risks.  For further information on each topic, reference has been made to the page number 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. * **Deep fat frying**. Pages 23 and 33. * **BBQ charcoal cooking**. Page 22. Solid fuel cooking must be conducted in the open air (not inside a gazebo) due to the risk of carbon monoxide.   **Please also note:** that only Defra approved fuel (compliant with the Clean Air Act 1993) should be used. A list is provided here: [Fuels - Defra, UK](https://smokecontrol.defra.gov.uk/fuels.php?country=england)   * **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   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 also available from the Parks Service.  My staff have been trained to implement my risk assessment.  **Please confirm that these requirements will be met.** |  |  |

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|  | **Further sources of advice and guidance** |  |  |
| 8. | **Chartered Institute for Environmental Health’s Guidance for Mobile Caterers.** Traders and event organisers are expected to adhere to the guidance provided:  [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:**