

The County Council of the City & County of Cardiff  
Public Protection  
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## Outdoor Catering Checklist

The checklist is intended to help you ensure that your food business operates to the highest standards of hygiene throughout the event. This checklist is based upon the Chartered Institute of Environmental Health's Guidelines for Outdoor Catering Events.

You should work through the checklist and ensure that you have everything in place prior to the event.

If you answer "No" to any of the questions, you must ensure that the matter, or potential problem, is addressed before the event takes place.

**Food Business Name:** .....

**Event:** .....

**Date:** .....

|                                                                                                                                                                                                                                                                                                          | Yes | No |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|----|
| <b>Food Safety Management System</b>                                                                                                                                                                                                                                                                     |     |    |
| <b>Have you developed a food safety management system for your outdoor catering? (e.g. Safer Food Better Business Pack).</b><br>Your management system must be relevant to your food handling practices <u>at the event</u> .<br>You must also ensure that you take this document with you to the event. |     |    |
| <b>Do you have a supply of monitoring sheets for use at the event?</b>                                                                                                                                                                                                                                   |     |    |
|                                                                                                                                                                                                                                                                                                          |     |    |
| <b>Food Handling Staff</b>                                                                                                                                                                                                                                                                               |     |    |
| <b>Are all of your food handlers (including temporary staff) adequately trained, supervised and given instruction in their expected duties?</b>                                                                                                                                                          |     |    |
| <b>Do you have staff hygiene training records to verify the above?</b><br>Evidence must be supplied.                                                                                                                                                                                                     |     |    |
| <b>Have your staffs been given a supply of clean personal protective clothing to wear at the event?</b><br>Staff must be provided with protective over-clothing. It is not acceptable for staff to handle/serve food in outdoor/everyday clothing.                                                       |     |    |
| <b>Do you have a supply of separate aprons for those staff engaged in raw food preparation?</b><br>Disposable plastic aprons are recommended for raw food handling and preparation                                                                                                                       |     |    |
| <b>Are your staffs aware that they should not handle food if they are suffering from certain illnesses?</b><br>They must be symptom-free for 48 hours if suffering from sickness and diarrhoea.                                                                                                          |     |    |

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Yes | No |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|----|
| <b>Is your unit adequately protected from inclement weather?</b><br>If not, you will need to consider what protection can be provided for the site in question                                                                                                                                                                                                                                                                                                                                                                                                                       |     |    |
| <b>Is your unit in good repair, capable of being cleaned and pest-proofed?</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |     |    |
| <b>Are all work surfaces and preparation tables sealed, or covered, with an impervious, washable material</b> ( <i>e.g. stainless steel, formica, washable table cloth</i> )                                                                                                                                                                                                                                                                                                                                                                                                         |     |    |
| <b>Have you adequately protected the floor surface in your food preparation areas?</b><br>Where the event is taking place on grass, it is not acceptable to operate without some form of washable floor covering.                                                                                                                                                                                                                                                                                                                                                                    |     |    |
| <b>Do you have adequate refrigeration available, and as it capable of keeping high-risk foods below +8°C throughout the event?</b><br>You must have good separation between raw and ready-to-eat foods at all times<br>The use of cool boxes for storing high-risk foods for long periods of time is not recommended                                                                                                                                                                                                                                                                 |     |    |
| <b>Do you have adequate freezer storage space available, and does it work properly?</b><br>You must have good separation between raw and ready-to-eat foods at all times                                                                                                                                                                                                                                                                                                                                                                                                             |     |    |
| <b>Do you have suitable equipment for cooking and hot holding your food?</b><br>Food must be cooked above +75°C for 30 seconds (or equivalent)<br>Food must be hot held above +63°C                                                                                                                                                                                                                                                                                                                                                                                                  |     |    |
| <b>Do you have sufficient preparation space so that cross-contamination can be avoided?</b><br>You must strive to have complete separation between areas used for preparing raw products (particularly meat) and ready-to-eat foods.                                                                                                                                                                                                                                                                                                                                                 |     |    |
| <b>Do you have colour-coded chopping boards that are in a good state of repair?</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |     |    |
| <b>Do you have separate, or colour-coded, utensils for both raw and ready-to-eat foods?</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |     |    |
| <b>Are there sufficient wash hand basins for your unit considering its size; number of staff and anticipated food handling practices?</b><br><br><i>(NOTE: a bowl on its own is not acceptable as a wash hand basin. There must be an effective means of drainage into a waste water container from the wash hand basin).</i><br><br>Where staffs are split between raw and ready-to-eat products, ideally there should be separate wash hand basins for each area. If not, there should at least be means of disinfecting the wash hand basin after raw food handlers have used it. |     |    |
| <b>Are the wash hand basins supplied with hot and cold running water?</b><br>Using hot water directly from an urn or kettle is not recommended since staffs are unlikely to wash hands properly.                                                                                                                                                                                                                                                                                                                                                                                     |     |    |
| <b>Does your wash hand basin have a suitable waste water container?</b><br>An open bucket is not suitable. The waste water container should have a screw neck on which a lid can be screwed.                                                                                                                                                                                                                                                                                                                                                                                         |     |    |

|                                                                                                                                                                                                                                                                               | Yes | No |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|----|
| <b>Have you got an adequate supply of liquid anti-bacterial soap to last the whole event?</b>                                                                                                                                                                                 |     |    |
| <b>Have you got an adequate supply of paper towels for hand drying?</b><br>Cloth hand towels are not recommended                                                                                                                                                              |     |    |
| <b>NB: The use of disposable gloves at an event does not excuse businesses from hand washing. Gloves should be changed on a regular basis and hands should be washed each time gloves are changed.</b>                                                                        |     |    |
| <b>Do you have a large enough sink to accommodate all of your food equipment and utensils?</b>                                                                                                                                                                                |     |    |
| <b>Does your sink have an adequate supply of hot and cold running water?</b>                                                                                                                                                                                                  |     |    |
| <b>Does the waste water drain into a suitable container?</b><br>Not an open bin or bucket.                                                                                                                                                                                    |     |    |
| <b>Have you got separate and suitable waste water containers?</b><br>These must be clearly marked "waste water containers".                                                                                                                                                   |     |    |
| <b>Have you got enough fresh water containers?</b><br>These must be marked "fresh water only".                                                                                                                                                                                |     |    |
| <b>Are your fresh water containers clean?</b><br>Fresh water containers must be disinfected using a Milton type solution and rinsed prior to use. They must also have caps on them to prevent contamination.                                                                  |     |    |
| <b>Has your unit been thoroughly cleaned since your last event?</b>                                                                                                                                                                                                           |     |    |
| <b>Do you have an adequate supply of clean cloths?</b><br>Ideally these should be disposable single use only cloths                                                                                                                                                           |     |    |
| <b>Do you have an adequate supply of food-safe sanitiser, or disinfectant, which complies with BS EN 1276 &amp; BS EN 13697?</b><br>It is recommended that you use pre-diluted, ready-to-use products.<br>Your staff must also be aware of the minimum required contact time. |     |    |
| <b>Do you have lidded bins for food and other waste?</b>                                                                                                                                                                                                                      |     |    |
| <b>Do you have arrangements for the collection and disposal of waste oil?</b>                                                                                                                                                                                                 |     |    |
| <b>Do you have a working digital probe thermometer?</b><br>You must have one on site and it must be in good, clean condition and be working.                                                                                                                                  |     |    |
| <b>Are sanitising probe wipes available to clean and disinfect the thermometer?</b>                                                                                                                                                                                           |     |    |
| <b>Do you have a first aid box with brightly coloured plasters?</b><br>(Usually blue – skin tone is not acceptable).                                                                                                                                                          |     |    |

**Corrective action to be taken before the event takes place**

**You are likely to receive a visit from one of the Food Safety Team Officers during the event. If any of the points described in this checklist have not been addressed, you may be instructed to temporarily close until corrective actions have been taken.**

**If you are failing to control the risk of cross-contamination, or high-risk foods are not being maintained under proper temperature control, you will be instructed to close until the problem has been resolved. This may also require you to dispose of potentially contaminated food.**

**You may wish to bring your completed checklist to the event to show the Officer what steps you have taken to ensure that your food is safe.**