Dear Sir or Madam,

**PRE-ATTENDANCE CHECKLIST FOR EVENT FOOD VENDORS. THIS MUST BE COMPLETED AND RETURNED WITH ALL THE INFORMATION WITHIN 14 DAYS OF THE EVENT.**

To operate at any licenced Council event (for example public entertainment or market operators) in Highland, you must comply fully with the food safety and/or health and safety requirements detailed in the attached checklist and guidance. Failure to do so may be deemed an offence in terms of food safety and health and safety legislation and may breach the event’s licence conditions.

Please note that only food businesses that are registered with a Local Authority and have obtained a “pass” under the Food Hygiene Information Scheme or “4 or 5 “under the Food Hygiene Rating Scheme can attend events within the Highland Council area. If you do not have this prerequisite, then you must contact your Local Authority as soon as possible to arrange an inspection.

You are therefore requested to confirm that **ALL** the requirements as detailed in the enclosed checklist have been addressed by indicating on the attached form. It is essential that you carefully read and understand these requirements and refer to the guidance document prior to completing the checklist.

Where relevant, any necessary supporting documentation must be provided to the event organiser at the same time you submit your food vendor form. You must provide evidence of your Pass or 4/5 rating, Food Safety Management System, training, allergen assessment and gas/electrical certificate.

**The completed, signed document along with supporting information stated above must be submitted to the event organiser who will collate all forms/paperwork and forward them to Corporate Services Licensing Section** [**licensing@highland.gov.uk**](mailto:licensing@highland.gov.uk)

**Please note that if you do not provide the information within 2 weeks of the event date you may not be allowed to trade.**

If you have any other specific food enquiries, then please contact Environmental Health by **email to** [**envhealth@highland.gov.uk**](mailto:envhealth@highland.gov.uk) **.**

**PLEASE NOTE THAT FAILURE TO MEET THE REQUIREMENTS MAY RESULT IN THE PROHIBITION OR SUSPENSION OF YOUR OPERATIONS, AND ULTIMATELY REMOVAL FROM THE EVENT.**

Yours sincerely,

Environmental Health Officer

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| **Details of Licensed Event** | |
| Name of Licensed Event |  |
| Location of Licensed Event |  |
| Date(s) of Licensed Event |  |
| Name of Business (Vendor) |  |
| Contact Address (Vendor) |  |
| Name of proprietor or manager (Vendor) |  |
| Mobile Telephone Number  Email address |  |
| Please state **types of foods sold** e.g., burgers, fried food, ice-cream, etc.)  **Please state if prepacked or loose** | **Please circle:** Pre-packed Only Loose Only Both |
| Name and contact number of Local Authority with whom the food business is registered. **Refer to Section 1 of the Guidance Document.** |  |
| Category of the food business in terms of the Food Hygiene Information Scheme or Food Hygiene Rating Scheme. **Refer to Section 2 of the Guidance Document**  *If you tick “pass” or “4/5” , then evidence must be supplied with your checklist* | **PASS**    *with your checklist*  **IMPROVEMENT REQUIRED**  **AWAITING INSPECTION**  **FOOD HYGIENE RATING SCHEME SCORE** |

**Section 2 – Food Safety**

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| **1.FOOD SAFETY MANAGEMENT SYSTEM**  See *Section 3 of the Guidance Document.* *If you tick yes, then a copy must be supplied with your checklist* | **Yes** | **No** |
| CookSafe, SFBB, HACCP or in-house system? |  |  |
| Temperature records |  |  |
| **2.TRAINING**  *See to Section 4 of the Guidance Document***.** *If you tick yes, then details must be supplied with your checklist* | **Yes** | **No** |
| Have Elementary Food Hygiene training (Level 2 online) |  |  |
| Have allergen training |  |  |
| Have HACCP training |  |  |
| **3.ALLERGENS**  See *Section 5 of the Guidance Document. If you tick yes, then copies must be supplied with your checklist* | **Yes** | **No** |
| A point of display notice at the point of sale requesting customers to ask a member of staff if they require further information on allergens |  |  |
| Have an allergen assessment of the unwrapped foods sold. |  |  |
| **4.LABELLING**  See *Section 6 of the Guidance Document* | **Yes** | **No** |
| Do you wrap or package food as part of your food business? |  |  |
| I comply with attached guidance on labelling and Natasha’s Law |  |  |
| **5.WHAT TYPE OF FOOD BUSINESS ARE YOU?**  *See Section 7 of the Guidance Document* | **Yes** | **No** |
| **Vendor Type 1** Low risk pre-packed foods |  |  |
| **Vendor Type 2a** Handling/Preparation of low-risk foods |  |  |
| **Vendor Type 2b** Handling/preparation of high-risk foods where there is no raw meat/dirty veg |  |  |
| **Vendor Type 2c** Handling/preparation of high-risk foods where there is raw meat and dirty veg |  |  |
| **6.HAND WASHING FACILITIES -** *See Section 8 of the Guidance Document* | **Yes** | **No** |
| Have a wash hand basin available at the stall with running hot and cold water, antibacterial soap, and paper towels. |  |  |
| Have a wash hand basin in proximity and have wipes and sanitizer available |  |  |

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| **7.WASH UP FACILITIES***- See Section 8 of the Guidance Document* | **Yes** | **No** |
| Have adequate wash up facilities for equipment as per your type stated within the guidance document. i.e., type 4 must have 2 sinks |  |  |
| If you have selected no to the above, please provide details of the alternative procedures you will follow to demonstrate equivalence. |  |  |
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| *8.***AMENITIES** - *See Section 9 of the Guidance Document* | **Yes** | **No** |
| Sufficient containers will be provided to contain refuse |  |  |
| Sufficient clean, covered containers will be supplied for clean water storage. |  |  |
| No wastewater will be disposed of onto the ground or be allowed to escape. |  |  |
| Adequate artificial lighting will be provided if operating out with daylight hours |  |  |

**Section 3 – Health & Safety**

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| **9 .Health & Safety** | **Yes** | **No** |
| Gas appliances and pipework, valves etc have been inspected and tested within the previous 12 months by a Gas Safe registered engineer holding a current Non-Domestic Catering Qualification (copy of the certificate held on site). Pipework connections should be checked as soon as installation is set up for any gas leaks and again prior to any working day or if an appliance or cylinder are moved. |  |  |
| All electrical systems and appliances have been examined and tested by a competent electrical specialist within the previous 12 months and appliances are regularly checked for damage etc (copy of certificate held on site) |  |  |
| No young person under the age of 16 years will be employed to work. |  |  |
| Adequate access will be provided at the entrance opening or door to the stall / vehicle as well as to any external storage / work area or vehicle. |  |  |
| A First Aid box containing items assessed as needed for the work activity must be accessible close to the unit |  |  |
| 8.6All tripping hazards must try to be kept to a minimum e.g., carefully route any trailing cables / pipes or hoses. Any ground or floor coverings should be placed and secured so as not to introduce any additional trip hazard. |  |  |
| 8.7My name and contact number will be clearly and securely displayed on the front of my stall/ vehicle |  |  |

**Section 3 – Declaration**

**I confirm that I will adhere to the above food and health & safety requirements and acknowledge that failure to do so may lead to curtailment of my operations or removal from site:**

Signed: ………………………………………………………. Date: ………………

Position: ……………………………………………………………………………...

A copy of this form will be forwarded to Highland Council Enforcement Officers for information prior to the licensed event.

Note: If you have any queries, please do not hesitate to contact Highland Council, Environmental Health on Email: [envhealth@highland.gov.uk](mailto:envhealth@highland.gov.uk) for assistance.