**Event Name 2025 : Food Safety Information**

Complete and return to [admin@gagehs.co.uk](mailto:admin@gagehs.co.uk) by **date**

Company:

Trading as: Stand Number:

**PLEASE ANSWER ALL QUESTIONS & SEND TO THE ABOVE EMAIL ADDRESS WITH ANY ADDITIONAL DOCUMENTATION REQUESTED BELOW**

1. **Description of food or drink** to be sold or sampled (including packaged items):
2. **Basic HACCP Plan** for event activities (this can also be provided as a separate document if preferred):

|  |  |  |  |
| --- | --- | --- | --- |
| **STEP**  (delete as appropriate) | **HAZARD**  (delete as appropriate) | **CONTROLS** | **MONITORING/ ACTIONS** |
| Purchase | Biological  Chemical  Physical  Allergens |  |  |
| Transport/ delivery to event | Biological  Chemical  Physical  Allergens |  |  |
| Storage at event | Biological  Chemical  Physical  Allergens |  |  |
| Preparation | Biological  Chemical  Physical  Allergens |  |  |
| Cooking | Biological  Chemical  Physical  Allergens |  |  |
| Cooling | Biological  Chemical  Physical  Allergens |  |  |
| Reheating | Biological  Chemical  Physical  Allergens |  |  |
| Hot holding | Biological  Chemical  Physical  Allergens |  |  |
| Serving/ Sampling  (hot or cold) | Biological  Chemical  Physical  Allergens\*  (\*detail how allergen information will be communicated to visitors. Please also consider ‘Natasha’s law requirements for pre-packed foods) |  |  |
| Dealing with leftover food/ over production | Biological  Chemical  Physical  Allergens |  |  |
| Cleaning schedule:  Please ensure disinfectant/ sanitiser complies with BS EN 1276:1997 or 13697 | | | |

1. **Confirmation of** **arrangements for hand hygiene** on the stand (in-line with flow chart):

|  |  |  |
| --- | --- | --- |
| **Low Risk**  Serving pre-packed, ambient foods e.g. crisps, drinks, chocolate, snack bars, single-serving cakes, and products portioned off-site. |  | Sanitising hand wipes or anti-bacterial hand gel |
|  |  |  |
| **Medium Risk**  Handling and portioning of ready to eat foods requiring heating up or portioning on stand e.g. pre-packaged sauces, tinned ingredients, ready to eat foods including ice cream/sorbet, reheated soups and cheese. |  | Dedicated hand-wash basin with adequate supply of hot water, liquid soap and hand drying facilities. **This should be set up before any food preparation begins** |
|  |  |  |
| **High Risk**  Cooking with raw ingredients or altering the food’s properties with temperature e.g. rice, fish, shellfish, eggs, meat (including burgers and sausages), poultry, plant-based foods, pulses, grains and sushi. |  | Dedicated hand-wash basin with adequate supply of hot water, liquid soap and hand drying facilities. **This should be set up before any food preparation begins** |

Fillable handwash units such as the Teal Handeman Xtra are commonly used in the industry, for example <https://www.tealwash.com/shop/handeman-xtra-portable/>

1. **Details of food hygiene training** of all food handlers attending the event (provide evidence e.g. Level 2 certificates or confirmation of in-house briefing):
2. **Local Authority registration** or approval and Current Food Hygiene Rating, or confirmation of exemption (provide evidence e.g. letter from local council):

This is relevant to all food and drink businesses. Further information on registration is available at <https://www.gov.uk/food-business-registration>

1. I confirm that I have read and will follow the guidance in the catering section of the eguide available at <https://www.aev.org.uk/resources/e-guide>
2. I confirm that the above information will also be available for inspection at the event.

**Completed by (name and position): Date:**

**Contact details:**