

# FOOD SAFETY CHECK LIST

This check list is to ensure that you know what information, certificates etc we require prior to going onsite to ensure you are permitted to sample on your stand. It also details what you must have to hand when our Food Safety Advisor visits you onsite.

To ensure the below requirements make sense please read through the following documents first:

|                                                     |                                                       |
|-----------------------------------------------------|-------------------------------------------------------|
| 1. <a href="#">High Risk Food Sampling Activity</a> | 2. <a href="#">Additional Food Safety Information</a> |
|-----------------------------------------------------|-------------------------------------------------------|

| High Risk Check List |                                                                                                                                            |                                                    |       |          |                                                                                                                                                                                                                                                                     |
|----------------------|--------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------|-------|----------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| No.                  | Item                                                                                                                                       |                                                    |       | Tick Box | Notes                                                                                                                                                                                                                                                               |
| 1                    | Detail on your product, how you are serving it, how you are storing it, what cooking equipment you will be using and your sampling method. |                                                    |       |          | Completed this through the Health & Safety Declaration Form                                                                                                                                                                                                         |
| 2                    | EU Businesses - Name & contact details of Local Authority (LA) where you are registered as a Food Business                                 |                                                    |       |          | Completed this through the Health & Safety Declaration Form                                                                                                                                                                                                         |
| 3                    | Monitoring/Recording Forms to support the HACCP                                                                                            | 3.1                                                | HACCP |          | This is a food risk assessment which contains procedures and monitoring documents relating specifically to your sampling. <a href="#">Click here</a> for your template <a href="#">Click here</a> for an example <a href="#">Click here</a> for the Recording Forms |
| 3.2                  |                                                                                                                                            | Food Delivery Record                               |       |          |                                                                                                                                                                                                                                                                     |
| 3.3                  |                                                                                                                                            | Fridge/Cold Room/Display Chill Temperature Records |       |          |                                                                                                                                                                                                                                                                     |
| 3.4                  |                                                                                                                                            | Cooking/Cooling/Reheating Records                  |       |          |                                                                                                                                                                                                                                                                     |
| 3.5                  |                                                                                                                                            | Hot Hold/Display Records                           |       |          |                                                                                                                                                                                                                                                                     |
| 3.6                  |                                                                                                                                            | Hygiene Inspection Checklist                       |       |          |                                                                                                                                                                                                                                                                     |
| 4                    | Evidence of latest Food Hygiene Rating Score (FHRS)                                                                                        |                                                    |       |          |                                                                                                                                                                                                                                                                     |
| 5                    | Evidence of the Food Hygiene Training received by food handlers                                                                            |                                                    |       |          | e.g., Food Safety Level 2 or above. <a href="#">Click here</a> to book training.                                                                                                                                                                                    |
| 6                    | Evidence of the temperature control measures to be followed                                                                                |                                                    |       |          |                                                                                                                                                                                                                                                                     |
| 7                    | Confirmation that you will be using your own temperature control record sheets                                                             |                                                    |       |          | <a href="#">Click here</a> for templates                                                                                                                                                                                                                            |
| 8                    | Details of the equipment and facilities to be provided on the stand (including wash hand basins, hand towels etc)                          |                                                    |       |          | There are many hand basins options, but we recommend: Handeman Xtra via the <a href="#">Teal Wash Website</a>                                                                                                                                                       |
| 9                    | Allergen information specific to the food/drink being sampled                                                                              |                                                    |       |          | <a href="#">Click here</a> for your template                                                                                                                                                                                                                        |
| 10                   | You know where the Communal Wash Up Areas are in the hall                                                                                  |                                                    |       |          | The organisers will confirm their locations 6 weeks out from the show                                                                                                                                                                                               |
| 11                   | Organise Onsite Food Safety Folder including:                                                                                              |                                                    |       |          | You will need to show all of these documents to our Food Safety Advisors onsite.                                                                                                                                                                                    |
| 11.1                 | Copy of full HACCP document for the activity on the stand                                                                                  |                                                    |       |          |                                                                                                                                                                                                                                                                     |
| 11.2                 | HACCP monitoring/recording sheets                                                                                                          |                                                    |       |          |                                                                                                                                                                                                                                                                     |
| 11.3                 | Copy of Food Hygiene Certificates                                                                                                          |                                                    |       |          |                                                                                                                                                                                                                                                                     |
| 11.4                 | Copy of Food Hygiene Rating certificate/letter from LA                                                                                     |                                                    |       |          |                                                                                                                                                                                                                                                                     |
| 11.5                 | Probe Thermometer                                                                                                                          |                                                    |       |          |                                                                                                                                                                                                                                                                     |
| 11.6                 | Antibacterial Probe Wipes                                                                                                                  |                                                    |       |          |                                                                                                                                                                                                                                                                     |
| 11.7                 | Washing facilities                                                                                                                         |                                                    |       |          |                                                                                                                                                                                                                                                                     |
| 11.8                 | Sanitizer to clean surfaces ( <a href="#">BS EN 1276</a> <a href="#">BS EN 13697</a> compliant).                                           |                                                    |       |          |                                                                                                                                                                                                                                                                     |
| 11.9                 | Fridges/Freezers with 24-hour power where required                                                                                         |                                                    |       |          |                                                                                                                                                                                                                                                                     |
| 11.10                | Allergy Advice Sign ( <a href="#">click here</a> for a basic allergy advice sign)                                                          |                                                    |       |          |                                                                                                                                                                                                                                                                     |
| 11.11                | Detailed Allergen Information (template in No.9)                                                                                           |                                                    |       |          |                                                                                                                                                                                                                                                                     |
| 11.12                | Sneeze Guards                                                                                                                              |                                                    |       |          |                                                                                                                                                                                                                                                                     |
| 11.13                | Cocktail Sticks/disposable spoons etc. for sampling                                                                                        |                                                    |       |          |                                                                                                                                                                                                                                                                     |

To ensure the below requirements make sense please read through the following documents first:

|                                                       |                                                       |
|-------------------------------------------------------|-------------------------------------------------------|
| 1. <a href="#">Medium Risk Food Sampling Activity</a> | 2. <a href="#">Additional Food Safety Information</a> |
|-------------------------------------------------------|-------------------------------------------------------|

| Medium Risk Check List |                                                                                                                                            |                                                                                                  |          |                                                                                                                                                                                                                                                                           |
|------------------------|--------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------|----------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| No.                    | Item                                                                                                                                       |                                                                                                  | Tick Box | Notes                                                                                                                                                                                                                                                                     |
| 1                      | Detail on your product, how you are serving it, how you are storing it, what cooking equipment you will be using and your sampling method. |                                                                                                  |          | Completed this through the Health & Safety Declaration Form                                                                                                                                                                                                               |
| 2                      | EU Businesses - Name & contact details of Local Authority (LA) where you are registered as a Food Business                                 |                                                                                                  |          | Completed this through the Health & Safety Declaration Form                                                                                                                                                                                                               |
| 3                      | HACCP                                                                                                                                      |                                                                                                  |          | This is a food risk assessment which contains procedures and monitoring documents relating specifically to your sampling. <a href="#">Click here</a> for your template<br><a href="#">Click here</a> for an example<br><a href="#">Click here</a> for the Recording Forms |
|                        | Monitoring/Recording Forms to support the HACCP                                                                                            | Food Delivery Record                                                                             |          |                                                                                                                                                                                                                                                                           |
|                        |                                                                                                                                            | Fridge/Cold Room/Display Chill Temperature Records                                               |          |                                                                                                                                                                                                                                                                           |
|                        |                                                                                                                                            | Cooking/Cooling/Reheating Records                                                                |          |                                                                                                                                                                                                                                                                           |
|                        |                                                                                                                                            | Hot Hold/Display Records                                                                         |          |                                                                                                                                                                                                                                                                           |
|                        |                                                                                                                                            | Hygiene Inspection Checklist                                                                     |          |                                                                                                                                                                                                                                                                           |
| 4                      | Evidence of latest Food Hygiene Rating Score (FHRS)                                                                                        |                                                                                                  |          |                                                                                                                                                                                                                                                                           |
| 5                      | Evidence of the Food Hygiene Training received by food handlers                                                                            |                                                                                                  |          | e.g. Food Safety Level 2 or above.<br><a href="#">Click here</a> to book training.                                                                                                                                                                                        |
| 6                      | Evidence of the temperature control measures to be followed (when applicable)                                                              |                                                                                                  |          |                                                                                                                                                                                                                                                                           |
| 7                      | Confirmation that you will be using your own temperature control record sheets                                                             |                                                                                                  |          | <a href="#">Click here</a> for templates                                                                                                                                                                                                                                  |
| 8                      | Details of the equipment and facilities to be provided on the stand (including wash hand basins, hand towels etc)                          |                                                                                                  |          | There are many hand basins options but we recommend: Handeman Xtra via the <a href="#">Teal Wash</a> Website                                                                                                                                                              |
| 9                      | Allergen information specific to the food/drink being sampled                                                                              |                                                                                                  |          | <a href="#">Click here</a> for your template                                                                                                                                                                                                                              |
| 10                     | You know where the Communal Wash Up Areas are in the hall                                                                                  |                                                                                                  |          | The organisers will confirm their locations 6 weeks out from the show                                                                                                                                                                                                     |
| 11                     | Organise Onsite Food Safety Folder including:                                                                                              |                                                                                                  |          | You will need to show all of these documents to our Food Safety Advisors onsite.                                                                                                                                                                                          |
|                        | 11.1                                                                                                                                       | Copy of full HACCP document for the activity on the stand                                        |          |                                                                                                                                                                                                                                                                           |
|                        | 11.2                                                                                                                                       | HACCP monitoring/recording sheets                                                                |          |                                                                                                                                                                                                                                                                           |
|                        | 11.3                                                                                                                                       | Copy of Food Hygiene Certificates                                                                |          |                                                                                                                                                                                                                                                                           |
|                        | 11.4                                                                                                                                       | Copy of Food Hygiene Rating certificate/letter from LA                                           |          |                                                                                                                                                                                                                                                                           |
|                        | 11.5                                                                                                                                       | Probe Thermometer                                                                                |          |                                                                                                                                                                                                                                                                           |
|                        | 11.6                                                                                                                                       | Antibacterial Probe Wipes                                                                        |          |                                                                                                                                                                                                                                                                           |
|                        | 11.7                                                                                                                                       | Washing facilities                                                                               |          |                                                                                                                                                                                                                                                                           |
|                        | 11.8                                                                                                                                       | Sanitizer to clean surfaces ( <a href="#">BS EN 1276</a> <a href="#">BS EN 13697</a> compliant). |          |                                                                                                                                                                                                                                                                           |
|                        | 11.9                                                                                                                                       | Fridges/Freezers with 24-hour power where required                                               |          |                                                                                                                                                                                                                                                                           |
|                        | 11.10                                                                                                                                      | Allergy Advice Sign ( <a href="#">click here</a> for a basic allergy advice sign)                |          |                                                                                                                                                                                                                                                                           |
|                        | 11.11                                                                                                                                      | Detailed Allergen Information (template in No.9)                                                 |          |                                                                                                                                                                                                                                                                           |
|                        | 11.12                                                                                                                                      | Sneeze Guards                                                                                    |          |                                                                                                                                                                                                                                                                           |
|                        | 11.13                                                                                                                                      | Cocktail Sticks/disposable spoons etc. for sampling                                              |          |                                                                                                                                                                                                                                                                           |

This check list is to ensure that you know what information, certificates etc we require prior to going onsite to ensure you are permitted to sample on your stand. It also details what you must have to hand when our Food Safety Advisor visits you onsite.

To ensure the below requirements make sense please read through the following documents first:

|                                                    |                                                       |
|----------------------------------------------------|-------------------------------------------------------|
| 1. <a href="#">Low Risk Food Sampling Activity</a> | 2. <a href="#">Additional Food Safety Information</a> |
|----------------------------------------------------|-------------------------------------------------------|

| Low Risk Check List |                                                                                                                                            |                                                                                                  |          |                                                                                                                                                                                                                                                                                  |
|---------------------|--------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------|----------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| No.                 | Item                                                                                                                                       |                                                                                                  | Tick Box | Notes                                                                                                                                                                                                                                                                            |
| 1                   | Detail on your product, how you are serving it, how you are storing it, what cooking equipment you will be using and your sampling method. |                                                                                                  |          | Completed this through the Health & Safety Declaration Form                                                                                                                                                                                                                      |
| 2                   | EU Businesses - Name & contact details of Local Authority (LA) where you are registered as a Food Business                                 |                                                                                                  |          | Completed this through the Health & Safety Declaration Form                                                                                                                                                                                                                      |
| 3                   | HACCP                                                                                                                                      |                                                                                                  |          | This is a food risk assessment which contains procedures and monitoring documents relating specifically to your sampling.<br><a href="#">Click here</a> for your template<br><a href="#">Click here</a> for an example<br><a href="#">Click here</a> for the recording templates |
|                     | If necessary – Monitoring/Recording Forms to support the HACCP                                                                             | Food Purchase Receipts                                                                           |          |                                                                                                                                                                                                                                                                                  |
|                     |                                                                                                                                            | Food Delivery Record                                                                             |          |                                                                                                                                                                                                                                                                                  |
|                     |                                                                                                                                            | Hygiene Inspection Checklist                                                                     |          |                                                                                                                                                                                                                                                                                  |
| 4                   | Evidence of latest Food Hygiene Rating Score (FHRS)                                                                                        |                                                                                                  |          |                                                                                                                                                                                                                                                                                  |
| 5                   | All staff involved in handling and sampling food have had appropriate training and instruction on food safety.                             |                                                                                                  |          | <a href="#">Click here</a> for Food safety Information                                                                                                                                                                                                                           |
| 6                   | Evidence of the temperature control measures to be followed (when applicable)                                                              |                                                                                                  |          |                                                                                                                                                                                                                                                                                  |
| 7                   | Confirmation that you will be using your own temperature control record sheets                                                             |                                                                                                  |          | <a href="#">Click here</a> for templates                                                                                                                                                                                                                                         |
| 8                   | Details of the equipment and facilities to be provided on the stand (including wash hand basins, hand towels etc)                          |                                                                                                  |          | There are many hand basins options but we recommend: Handeman Xtra via the <a href="#">Teal Wash Website</a>                                                                                                                                                                     |
| 9                   | Allergen information specific to the food/drink being sampled                                                                              |                                                                                                  |          | <a href="#">Click here</a> for your template                                                                                                                                                                                                                                     |
| 10                  | You know where the Communal Wash Up Areas are in the hall                                                                                  |                                                                                                  |          | The organisers will confirm their locations 6 weeks out from the show                                                                                                                                                                                                            |
| 11                  | Organise Onsite Food Safety Folder including:                                                                                              |                                                                                                  |          | You will need to show all of these documents to our Food Safety Advisors onsite.                                                                                                                                                                                                 |
|                     | 1                                                                                                                                          | Copy of full HACCP document for the activity on the stand                                        |          |                                                                                                                                                                                                                                                                                  |
|                     | 2                                                                                                                                          | Copy of Food Hygiene Certificates                                                                |          |                                                                                                                                                                                                                                                                                  |
|                     | 3                                                                                                                                          | Copy of Food Hygiene Rating certificate/letter from LA                                           |          |                                                                                                                                                                                                                                                                                  |
|                     | 4                                                                                                                                          | Sanitizer to clean surfaces ( <a href="#">BS EN 1276</a> <a href="#">BS EN 13697</a> compliant). |          |                                                                                                                                                                                                                                                                                  |
|                     | 5                                                                                                                                          | Sanitising hand-wipes/anti-bacterial hand gel/ a supply of food grade gloves                     |          |                                                                                                                                                                                                                                                                                  |
|                     | 6                                                                                                                                          | Allergy Advice Sign ( <a href="#">click here</a> for a basic allergy advice sign)                |          |                                                                                                                                                                                                                                                                                  |
|                     | 7                                                                                                                                          | Detailed Allergen Information (template in No.9)                                                 |          |                                                                                                                                                                                                                                                                                  |
|                     | 8                                                                                                                                          | Disposable containers/ Cocktail Sticks/disposable spoons etc. for sampling (when applicable)     |          |                                                                                                                                                                                                                                                                                  |

This check list is to ensure that you know what information, certificates etc we require prior to going onsite to ensure you are permitted to sample on your stand. It also details what you must have to hand when our Food Safety Advisor visits you onsite.

Any questions, please contact us on:

|                                                                                                                                                                                                                                                                                                                     |                                                                                                                         |
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| <b>Organisers</b><br>T: +44 (0)20 7886 3003 (IFE/IFEM)<br>+44 (0)20 7886 3065 (HRC/PUB/HT360)<br>E: <a href="mailto:ops.fdhwnorth@montgomerygroup.com">ops.fdhwnorth@montgomerygroup.com</a> (IFE/IFEM)<br><a href="mailto:ops.fdhwsouth@montgomerygroup.com">ops.fdhwsouth@montgomerygroup.com</a> (HRC/PUB/HT360) | <b>Food Safety Officer</b><br>E: <a href="mailto:eventsteam@eventfoodsafety.co.uk">eventsteam@eventfoodsafety.co.uk</a> |
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