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 or Local Authority inspector visits you onsite.

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

1. High Risk Food Sampling Activity	2. Additional Food Safety Information

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.				Complete this through Show Checked, the health and safety forms.
2	EU Businesses - Name & contact details of Local Authority (LA) where you are registered as a Food Business				Complete this through Show Checked, the health and safety forms.
3		3.1	HACCP		This is a food risk assessment which contains procedures and monitoring documents relating specifically to your sampling. Click here for your template Click here for an example Click here for the Recording Forms
	Monitoring/Recording Forms to support the HACCP	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 (UK businesses, or FHIS in Scotland)				
5	All staff involved in handling and sampling food have had appropriate training and instruction on food safety. Please follow this link to our Level 2 online course, https://eventfoodsafety.co.uk/product/level-2-food-hygiene-safety-for-catering/ (code MONTGOMERY for 20% off). We recommend Level 3 or above for Medium and High-Risk stands.				e.g., Food Safety Level 2 or above. Click here 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				Click here for templates
8	Details of the equipment and facilities to be provided on the stand (including wash hand basins, hand towels etc) Wash hand basins are required for Medium and High risk stands. These can be rented through the Excel webshop				There are many hand basins options, but we recommend: Handeman Xtra via the Teal Wash Website
9	Allergen information specific to the food/drink being sampled				Click here 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		If cooking, suitable fire extinguishers and fire blankets must be readily available on the stand and suitably trained staff must be present. If deep fat frying, both a fire blanket and a 'wet chemical' fire extinguisher are required.
	11.6	Antibacterial Probe Wipes		
	11.7	Washing facilities		
	11.8	Sanitiser to clean surfaces (BS EN 1276 BS EN 13697 compliant).		
	11.9	Fridges/Freezers with 24-hour power where required		
	11.10	Allergy Advice Sign (click here 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. Medium Risk Food Sampling Activity	2. Additional Food Safety Information

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.			Complete this through Show Checked, the health and safety forms.
2	EU Businesses - Name & contact details of Local Authority (LA) where you are registered as a Food Business			Complete this through Show Checked, the health and safety forms.
3	HACCP			This is a food risk assessment which contains procedures and monitoring documents relating specifically to your sampling. Click here for your template Click here for an example Click here 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 (UK businesses, or FHIS in Scotland)			
5	All staff involved in handling and sampling food have had appropriate training and instruction on food safety. Please follow this link to our Level 2 online course, https://eventfoodsafety.co.uk/product/level-2-food-hygiene-safety-for-catering/ (code MONTGOMERY for 20% off). We recommend Level 3 or above for Medium and High-Risk stands.			e.g. Food Safety Level 2 or above. Click here 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			Click here for templates
8	Details of the equipment and facilities to be provided on the stand (including wash hand basins, hand towels etc) Wash hand basins are required for Medium and High risk stands. These can be rented through the Excel webshop			There are many hand basins options but we recommend: Handeman Xtra via the Teal Wash Website
9	Allergen information specific to the food/drink being sampled			Click here 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. If cooking, suitable fire extinguishers and fire blankets must be readily available on the stand and suitably trained staff must be present. If deep fat frying, both a fire blanket and a 'wet chemical' fire extinguisher are required.
	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 (wash hand basin with hot water, soap and paper towels on the stand)		
	11.8	Sanitiser to clean surfaces (BS EN 1276 BS EN 13697 compliant).		
	11.9	Fridges/Freezers with 24-hour power where required		
	11.10	Allergy Advice Sign (click here 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. Low Risk Food Sampling Activity	2. Additional Food Safety Information

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.			Complete this through Show Checked, the health and safety forms.
2	EU Businesses - Name & contact details of Local Authority (LA) where you are registered as a Food Business			Complete this through Show Checked, the health and safety forms.
3	HACCP			This is a food risk assessment which contains procedures and monitoring documents relating specifically to your sampling. Click here for your template Click here for an example Click here 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 (UK businesses, or FHIS in Scotland)			
5	All staff involved in handling and sampling food have had appropriate training and instruction on food safety.			Click here for Food safety Information

	Please follow this link to our Level 2 online course, https://eventfoodsafety.co.uk/product/level-2-food-hygiene-safety-for-catering/ (code MONTGOMERY for 20% off).		
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		Click here for templates
8	Details of the equipment and facilities to be provided on the stand (including wash hand basins with hot water, soap and paper towels etc)		There are many hand basins options but we recommend: Handeman Xtra via the Teal Wash Website
9	Allergen information specific to the food/drink being sampled		Click here 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. If cooking, suitable fire extinguishers and fire blankets must be readily available on the stand and suitably trained staff must be present. If deep fat frying, both a fire blanket and a 'wet chemical' fire extinguisher are required.
	11.1 Copy of full HACCP document for the activity on the stand		
	11.2 Copy of Food Hygiene Certificates		
	11.3 Copy of Food Hygiene Rating certificate/letter from LA		
	11.4 Sanitiser to clean surfaces (BS EN 1276 BS EN 13697 compliant).		
	11.5 Sanitising hand-wipes/anti-bacterial hand gel/ a supply of food grade gloves		
	11.6 Allergy Advice Sign (click here for a basic allergy advice sign)		
	11.7 Detailed Allergen Information (template in No.9)		
	11.8 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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