

# APPENDIX B

## ENVIRONMENTAL HEALTH - FOOD SAFETY EVENTS FORM

### FOOD VENDORS:

Please note that all relevant supporting documentation requires to be supplied to Environmental Health:- **Gas Safe inspection Certificate / Food Hygiene Certificate / Public Liability Insurance / Certificate of Compliance / food hygiene training certificate(s).**

Please ensure **all** questions on this form are answered fully as incomplete forms will not be accepted.

### ORGANISERS:

**Please use the attached table to ensure that all relevant documentation is received from each food vendor. Please submit the completed table to Environmental Health with the food vendor information. Your application will not be considered until all of the relevant documentation is available-applications submitted with inadequate documentation will not be considered by Environmental Health.**

Name of Event	
Date of Event	
Name of Food Outlet	
Vehicle Registration Number (if applicable)	
Type of Food served	
Type of outlet e.g. vehicle or stall	
Food business operators name	
Food business operators telephone number	
Food business operators email address	
Contact name of manager of vehicle/stall for this event	
Telephone number for above manager	
Email address for above manager	
Is the vehicle/stall you intend to take to the above event subject to current or outstanding food hygiene enforcement notices?	
Local Authority your vehicle/stall is registered with	
Name of Environmental Health officer (EHO) who carried out the last food hygiene inspection of your vehicle/stall	
Contact telephone number for above EHO	
Email address for above EHO	

### Food Safety Management System

Do you have documentation on the food safety controls you adopt to ensure the food you prepare is safe to eat? e.g. CookSafe, RetailSafe, own system.	
If you answered yes to the above question, what system do you use? e.g. CookSafe, RetailSafe, own system.	
Do you keep monitoring record sheets, training records, etc.?	
I confirm that the completed food safety management system for the vehicle/stall will be available to inspect on the vehicle/stall on the day(s) of the event.	<b>Signed:</b>

### Food Hygiene Training (Staff members who will be present on the day of the event)

Name staff member	Job Title/Duties	Level of Food Hygiene Training	Date completed
I confirm that on the day(s) of the event a copy of each food handlers training certificate will be available for inspection. (Please note this is applicable for all food handlers working at the event)			<b>Signed:</b>

### Food Storage & Preparation

1	Are you purchasing ingredients or food products from reputable companies?	
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2	Do you have suitable and sufficient storage facilities for food?	
3	Do you have suitable and sufficient facilities for storing/displaying chilled food below 5°C?	
4	Do you keep temperature records for the storage/display of chilled food below 5°C?	
5	Do you have suitable and sufficient facilities for storing frozen food below -18°C?	
6	Do you keep temperature records for the storage/display of frozen food below -18°C?	
7	Are your employees trained how to effectively wash their hands?	
8	Are hands always washed before preparing food, and after handling raw food?	
9	Is all frozen meat and poultry (if applicable) thoroughly thawed before cooking?	
10	Do you have a working temperature probe and disinfectant wipes?	
11	Do you have suitable and sufficient facilities for cooking food to above 75°C?	
12	Do you keep temperature records for cooking?	
13	Once cooked is food protected from contact with raw food and foreign bodies?	
14	Do you have suitable and sufficient facilities for reheating food to above 82°C?	
15	Do you keep temperature records for reheating?	
16	Do you have suitable and sufficient facilities for holding food hot above 63°C?	
17	Do you keep temperature records for hot holding?	
18	Do you have adequate separation procedures in place and enough work surfaces/facilities for the storage and preparation of raw and ready-to-eat foods?	
19	Are separate utensils used for raw and cooked food, e.g. tongs, knives, etc.?	
20	Do you use separate chopping boards for raw and cooked food?	
21	Is good stock rotation carried out? e.g. a first in, first out system, buying supplies as required.	
22	Are all foods within their best before and use by dates?	
23	Do all your staff wear clean protective clothing, including head coverings where applicable?	
24	What allergen information will you have available on the day of the event?	Answer:
25	Do you and your employees know the action to take if a customer advises they have an allergy/intolerance?	

### **Structure & Cleaning**

18	Is your unit and any other storage area clean and in a good state of repair?	
19	Have you got precautions to keep mud out of the vehicle/stall in wet weather?	
20	Have you allowed time for thorough cleaning of vehicle/stall, equipment between events?	
21	Do you have a written cleaning schedule? Are all areas kept clean?	
22	Are all work tops and tables sealed or covered with an impervious washable material?	
23	Do you have suitable and sufficient hand washing facilities with hot and cold water, liquid soap and paper towels?	
24	Do you have separate sinks and are they large enough for washing food and equipment?	
25	Do your food and equipment sinks have a piped supply of hot and cold water?	
26	Do you have a suitable detergent and a disinfectant that complies with BSEN 1276 or BSEN 13697 for cleaning and disinfecting equipment and utensils?	
27	Have employees been trained on the use of products for a 2 stage cleaning process and know the correct contact time and how to dilute (if applicable) accurately?	
28	Are cleaning materials stored away from food?	
29	Do you have sufficient separate disposable cloths for cleaning surfaces that are used for preparation of raw and ready to eat foods?	
30	Do you have suitable and sufficient clean containers, with caps that are in good condition for drinking water?	
31	Do you have suitable and sufficient containers for waste water?	
32	Do you have suitable and sufficient lighting?	

### **I acknowledge that I have enclosed copies of:**

1.	Food hygiene training certificates for all food handlers working at the event.	
2.	In date food hygiene information scheme certificate for my vehicle/stall- not for the fixed premises.	
3.	In date certificate of compliance for my vehicle/stall (if applicable).	
4.	In date public liability insurance certificate for my vehicle/stall.	
5.	In date gas safety certificate (if applicable) for my vehicle/stall	
I confirm that a copy of the food safety management system I use for my vehicle/stall will be available on my vehicle/stall at all times during the event.		
I confirm that copies of the food hygiene training certificates for all food handlers working during the event will be available on my vehicle/stall at all times during the event.		

**Completed by - please print name:**

**Signed:**

**Date:**

### **Food Labelling and Composition**

You are required to ensure that all products sold from your vehicle/stall at the event comply with all of the relevant food labeling regulations. Some guidance can be found below:

## Food Labelling Laws

**European Food Information to Consumers Regulation 1169/2011 and the Food Information (Scotland) Regulations 2014 set out clear requirements for labeling of foodstuffs. Labelling requirements are split into three categories:**

1. **Prepacked-** prepacked foods are defined as foods which have been put into packaging before sale where there is no opportunity for direct communication between the producer and customer and the contents cannot be altered without opening or changing the packaging. Prepacked foods require to have the following information on the label:
  - a. Name or description of the food
  - b. List of ingredients (in descending order, by weight)
  - c. Percentage, quantity indication for certain ingredients or categories of ingredients e.g. meat products
  - d. A 'use by' 'best before' or 'best before end' date, or possibly a lot or batch number
  - e. Any special storage conditions
  - f. The name and address of the manufacturer, packer or seller
  - g. Place of origin, if its omission could mislead
  - h. Any instructions that is necessary to use the food.
  - i. Allergen information-highlighted in the ingredients list
  - j. Alcohol % if equal or greater than 1.2%
  - k. Nutritional declaration if applicable
2. **Prepacked for direct sale-** foods wrapped on the same premises/vehicle/stall as they are prepared e.g. a sandwich or meat pie. Foods prepacked for direct sale require to have the following information on the label or available to the customer at the point of sale:
  - a. Name or description of the food
  - b. Allergen information
  - c. Percentage, quantity indication for certain ingredients or categories of ingredients e.g. meat products
3. **Loose-** foods without any packaging. You are required to provide the following information at the point of sale:
  - a. Name or description of the food
  - b. Allergen information
  - c. Percentage, quantity indication for certain ingredients or categories of ingredients e.g. meat products
  - d. Variety of melon/potato

The above is a brief summary of the requirements. In addition there are specific rules for presentation of the information, additional labeling requirements for certain food types e.g. jam and specific rules relating to any claims made.

**For further information on the above, please contact the Business Regulation Team:-  
Telephone No: 01786 233613, email: [regulatoryservices@stirling.gov.uk](mailto:regulatoryservices@stirling.gov.uk)**

**Alternatively further information can be found on the Food Standards Scotland Website: [www.food.gov.scot](http://www.food.gov.scot)**

## GIVING AWAY FREE SAMPLES

You will want to introduce your customers to as wide a range of your foods as possible and having tasting samples available is a good way to get their attention. Please bear in mind that even though you may give samples away free of charge, the law sees this transaction as a sale, and their production and handling is still subject to legal control.

Samples need to be protected from contamination such as undue handling; usually either from inquisitive pets or equally inquisitive children, so ensure samples are stored high up. If your customers have to handle your food, try and make sure they don't touch other samples on the plate - cocktail sticks or tongs help to stop this. Most importantly, don't leave food that must be chilled for safety reasons out of chill control for long periods, so keep quantities to a minimum and throw out uneaten food if it has been out of refrigeration for a long time. Guidance permits a maximum of four hours in most cases but it is best if high-risk food is disposed of after one hour out of chill control. Bear in mind that for some foods, such as hard cheeses, temperature control is not critical to safety and longer periods are acceptable, so seek advice if in any doubt.