

## CATERING FOOD AND SAFETY CHECKLIST FOR EVENT ORGANISERS.

<b>Pre-Event</b>	
Have you checked the venue is suitable for your type of event and the number of people attending it?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Have you obtained copies of risk assessments, insurance cover and relevant safety paperwork from exhibitors/vendors?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Have you completed your own risk assessments for the event?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Do you have adequate insurance cover for the event?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Do you have a sufficient numbers of competent and trained stewards, e.g. for car parking, crowd control. Have the stewards been briefed and provided with high visibility clothing ?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Have all structures been inspected and approved by a competent person?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Have you contacted the appropriate local organisations for advice e.g. Police, Fire Service?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Have you applied, if required, for a Premises Licence?	Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>Site Conditions</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Is the site free from tripping hazards, such as cables, potholes, tent pegs?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Are there sufficient entrances/exits clearly marked?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Can emergency vehicles gain access?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Will the site be suitable in the weather conditions expected?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Are there specific hazards at the site, such as open water, overhead power lines, steep changes in level and are the public protected from them?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Is there separate vehicle and pedestrian access?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If you have any perimeter fences are they safe, capable of taking loading on them and designed so they cannot be climbed?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Are safety barriers correctly designed and located?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Is there adequate signage, e.g. for car parks, first aid points, toilets etc?	Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>Traffic Management</b>	
Is there adequate provision for parking?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Are there adequate car parking signs?	Yes <input type="checkbox"/> No <input type="checkbox"/>

Do you have sufficient Stewards to manage parking?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Is there adequate lighting in the car park?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Have you measures to retrieve broken down vehicles or ones that may become stuck due to poor weather conditions?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Do you have plans in place to deal with queuing and the car park becoming full?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Have you obtained the necessary permission to close a road?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Is there adequate signing to your event?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Is there adequate access for Emergency Services?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Has the Traffic Management Officer for the police been informed for events involving the highway?	Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>Electrical Safety</b>	
Has the electrical installation been installed by a competent electrician?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Is the supply protected by a suitable earth leakage device (RCD) with a maximum trip rating of 30mA?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Are all parts of the electrical installation protected from the weather?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Do any cables create a trip hazard?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Are cables and other electrical equipment protected against damage?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Is any generator fenced to prevent access?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Are fixed sockets or fused multi-socket boards used instead of adaptors?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Is the electrical equipment adequately secured, e.g. lighting?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Is any portable electrical equipment adequately maintained and in a safe condition?	Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>Safety of Structures</b>	
Has any seating, staging, lighting been erected by a competent person?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Has the structure been inspected to ensure it is safe?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Are there Stewards in place to prevent overloading of any structure?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If safety barriers are provided, can they withstand the likely loading on them?	Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>Fire Safety</b> <i>You should seek advice from your local Fire Authority regarding specific requirements for your events, but as a general rule you should undertake a fire risk assessment and this would normally include some of the following checks :-</i>	

Are there sufficient exits clearly indicated?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Are exits distributed around the site?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Do you have a documented fire evacuation procedure?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Are the organisers and stewards trained on the fire evacuation procedure and are safe exit routes displayed?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Are there adequate numbers of fire extinguishers?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Are fire points clearly marked?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Is there a means of warning people of fire?	Yes <input type="checkbox"/> No <input type="checkbox"/>
How will disabled persons be evacuated from the site?	Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>Emergency Planning</b>	
Is there a plan to deal with any emergency, e.g. fire, cancellation of events, rules and emergency services?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Are all persons organising the event aware of the plan?	Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>Communication</b>	
Is there means of communication between key organisers and Stewards?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If reliant on mobile phones, do they work in all areas of the site?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Are there adequate methods of communication with the public especially if site needs to be evacuated, e.g. loud speakers?	Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>Fairground Rides</b>	
Is the operator of the ride competent?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Have you seen the current inspection certificate for the equipment?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Does the operator have adequate insurance cover?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Is there adequate space for the ride?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Has the ride been erected safely and in the case of bouncy castles, are they secured?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Are there adequate barriers to prevent access to dangerous parts of the equipment, e.g. bouncy castle blowers?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Have you checked the Company's risk assessment and work methods?	Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>Firework Displays</b>	
Is the display being carried out by a competent person?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Is there sufficient space for the display?	Yes <input type="checkbox"/> No <input type="checkbox"/>

Is the firing area secure?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Are the fireworks stored safety?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Are there adequate Stewards for crowd control?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Is there adequate firefighting equipment in the area?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Are persons handling fireworks provided with, or wearing appropriate protective clothing?	Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>Welfare Facilities</b>	
Are there adequate toilets for the number of people likely to attend the event?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Are toilets visible, well lit and adequately signed?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Are there measures in place to insure they are kept clean and provided with toilet paper, soap, etc?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Is there suitable W.C. provision for people with special needs?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Are there suitable containers for the disposal of sanitary towels and nappies?	Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>Information Points</b>	
Is there a location where people can obtain information about the event or where lost children can go?	Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>Waste Disposal</b>	
Are there adequate rubbish bins around the site?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Do you have suitable arrangements for emptying bins and disposing of the rubbish?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Are waste collectors provided with approved personal protective clothing?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Are there adequate storage and collection facilities for waste from the toilets?	Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>Noise</b>	
Have you contacted any local residents who may be affected by noise?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Are generators located so that they do not create a noise nuisance to local residents?	Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>Facilities for those with Special Needs</b>	
Is the access to the site suitable for those with special needs?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Is disabled parking provided near the event?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Are adequate/accessible toilet facilities provided?	Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>First Aid and Medical Services</b> <i>(It is recommended that you have at least 2 first aiders for up to 3,000 people attending an event)</i>	
Is the first aid provision suitable for the number of people attending the event?	Yes <input type="checkbox"/> No <input type="checkbox"/>

Are first aid centres clearly signposted?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If a voluntary first aid service is to be provided are they aware of your emergency procedures?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Are first aiders clearly identifiable?	Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>Insurance</b>	
Have you adequate public insurance for the event?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Have you checked vendors/exhibitors insurance certificates	Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>Accidents</b>	
Do you have a procedure for dealing with accidents?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Have you a form for recording the details of any accidents and arrangements for notifying the relevant enforcement authority should a major incident occur ?	Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>Crowd Management</b>	
Are there sufficient entry points to the event?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Are Stewards trained and competent to deal with queuing public?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Is there an adequate means of communicating with the public?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Have all pedestrian route pinch points been identified and rectified?	Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>Use of Gas Cylinders</b>	
Are any gas cylinders adequately secured?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Do you have suitable equipment for moving cylinders, e.g. sack barrows?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Are cylinders away from any heat source, or other flammable material?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Is there a person who is competent to change any cylinders?	Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>Catering Operation</b>	
Are food businesses carrying out their work in a safe and hygienic manner?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Have you seen their food hygiene certificates as appropriate?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Have caterers provided proof that their gas and electrical installation is safe?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If any gas cylinders are used, are they adequately secured and located where they cannot be tampered with?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Does the caterer have adequate firefighting equipment?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If they are using their own generator, is it electrically safe and located in a secure position? Is any fuel stored safely?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Have the local authority environmental health team been informed of the event?	Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>Post Event</b>	

Has the site been cleared and left in a safe condition?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Have you carried out a safety review following the event?	Yes <input type="checkbox"/> No <input type="checkbox"/>