**Appendix 4**

**Basic Trader Checklist for Event Organisers**

Date and Time:

Name of Unit:

Operator:

|  |  |
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| **FOOD SAFETY** | |
|  | **Satisfactory?** |
| 1. All food stored hygienically?  * No food stored directly on the floor * All food stored under cover * All food requiring refrigeration stored in a fridge below 8°C (food can only be kept out of the fridge for one period of 4 hours) |  |
| 1. Wash hand basin used solely for washing hands?  * Must be supplied with warm water, liquid soap and paper towels |  |
| 1. Equipment washing facilities with hot water? |  |
| 1. Adequate lighting? |  |
| 1. Separate chopping boards and utensils for raw meat and ready to eat food? |  |
| 1. Adequate cleaning materials available?  * Must have a food safe sanitiser or disinfectant (antibacterial spray) |  |
| 1. Unit clean and in good repair? |  |
| 1. Temperature records kept? |  |
|  | |
| **HEALTH AND SAFETY** | |
|  |  |
| 1. Gas canisters  * Tamper proof? * Well ventilated area? * Protected from falling? E.g. chained |  |
| 1. Electrics used appropriately and protected from weather? |  |
| 1. Slip/trip hazards? E.g. No uncovered trailing cables |  |
|  | |
| **Concerns to flag to Environmental Health?** | |

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| **Environmental Health Contact Details**  Business Regulation Team  Environmental Health  Planning and Regulatory Services  Oxford City Council  St. Aldate’s Chambers  109 St. Aldate’s  OX1 1DS | Tel: 01865 252862  Email: [foodsafety@oxford.gov.uk](mailto:foodsafety@oxford.gov.uk)  Website: [www.oxford.gov.uk](http://www.oxford.gov.uk) |