**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
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| 1. Equipment washing facilities with hot water?
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| 1. Adequate lighting?
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| 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 TeamEnvironmental HealthPlanning and Regulatory ServicesOxford City CouncilSt. Aldate’s Chambers109 St. Aldate’sOX1 1DS | Tel: 01865 252862Email: foodsafety@oxford.gov.ukWebsite: [www.oxford.gov.uk](http://www.oxford.gov.uk)  |