

## Community Services - Environmental Health

### Checklist for Vendors

Dear Sir or Madam,

**PRE-ATTENDANCE CHECKLIST FOR EVENT VENDORS. THIS MUST BE COMPLETED AND RETURNED WITH ALL THE INFORMATION WITHIN 14 DAYS OF THE EVENT.**

To operate at any licenced Council event (for example public entertainment or market operators) in Highland, you must comply fully with the food safety and/or health and safety requirements detailed in the attached checklist and guidance. Failure to do so may be deemed an offence in terms of food safety and health and safety legislation and may breach the event's licence conditions.

Please note that only food businesses that are registered with a Local Authority and have obtained a "pass" under the Food Hygiene Information Scheme can attend events within the Highland Council area. If you do not have a "pass" or are classified as "awaiting inspection" then please contact us as soon as possible on the email below and you will be offered an inspection if resources permit. This will be on a first come, first served basis.

You are therefore requested to confirm that **ALL** the requirements as detailed in the enclosed checklist have been addressed by indicating on the attached form. It is essential that you carefully read and understand these requirements and refer to the guidance document prior to completing the checklist. Food vendors must complete both parts. Non-food vendors need only complete the second part covering health and safety.

Where relevant, any necessary supporting documentation must be provided to Environmental Health within 14 days of the event. (**See Questions 1,2,3,8 or 9 on checklist**). This should be done by emailing the information to the email address below. Please state the event details in the subject line of the email.

The completed, signed document should be submitted to the event organiser who will collate all forms and forward them to Environmental Health. These forms and supporting documentation must reach this office by no later than 2 weeks before the event preferably by email to [envhealth@highland.gov.uk](mailto:envhealth@highland.gov.uk) or post to **Highland Council, Environmental Health, Harbour Road, Inverness, IV1 1UF**

**PLEASE NOTE THAT FAILURE TO MEET THE REQUIREMENTS MAY LEAD TO THE PROHIBITION OR SUSPENSION OF YOUR OPERATIONS, AND ULTIMATELY REMOVAL FROM THE EVENT.**

Yours sincerely,

Environmental Health Officer

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### Section 1 – Details of Event and Vendor Contact Details

Details of Licensed Event	
Name of Licensed Event	
Location of Licensed Event	
Date(s) of Licensed Event	
Name of Business (Vendor)	
Contact Address (Vendor)	
Name of proprietor or manager (Vendor)	
Mobile Telephone Number	
Is this a food business? If yes, please state <b>types of foods are sold</b> (e.g., burgers, fried food, ice-cream, etc.) <b>Please state if prepacked or loose</b>	<b><u>Please circle:</u></b> Pre-packed Only            Loose Only            Both
Name and contact number of Local Authority with whom the food business is registered. <b>Refer to Section 1 of the Guidance Document.</b>	
Category of the food business in terms of the Food Hygiene Information Scheme or Food Hygiene Rating Scheme. <b>Refer to Section 2 of the Guidance Document</b>	<div> <b>PASS</b> <input type="checkbox"/> </div> <div> <b>IMPROVEMENT REQUIRED</b> <input type="checkbox"/> </div> <div> <b>AWAITING INSPECTION</b> <input type="checkbox"/> </div>

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### Section 2 – Food Safety

<b>FOOD SAFETY MANAGEMENT SYSTEM</b> <i>See Section 3 of the Guidance Document. If you tick yes, then a copy must be supplied with your checklist</i>	<b>Yes</b>	<b>No</b>
CookSafe, SFBB, HACCP or in-house system?		
Temperature records		
<b>TRAINING</b> <i>See to Section 4 of the Guidance Document. If you tick yes, then details must be supplied with your checklist</i>	<b>Yes</b>	<b>No</b>
Have Elementary Food Hygiene training (Level 2 online)		
Have allergen training		
Have HACCP training		
<b>ALLERGENS</b> <i>See Section 5 of the Guidance Document. If you tick yes, then copies must be supplied with your checklist</i>	<b>Yes</b>	<b>No</b>
A point of display notice at the point of sale requesting customers to ask a member of staff if they require further information on allergens		
Have an allergen assessment of the unwrapped foods sold.		
<b>LABELLING</b> <i>See Section 6 of the Guidance Document</i>	<b>Yes</b>	<b>No</b>
Do you wrap or package food as part of your food business?		
I comply with attached guidance on labelling and Natasha's Law		
<b>WHAT TYPE OF FOOD BUSINESS ARE YOU?</b> <i>See Section 7 of the Guidance Document</i>	<b>Yes</b>	<b>No</b>
<b>Category 1</b> Low risk pre-packed foods		
<b>Category 2</b> Low risk non-prepacked foods		
<b>Category 3</b> High risk open foods		
<b>Category 4</b> High risk Prepacked foods		
<b>HAND WASHING FACILITIES</b> - <i>See Section 8 of the Guidance Document</i>	<b>Yes</b>	<b>No</b>
Have a wash hand basin available at the stall with running hot and cold water, antibacterial soap, and paper towels.		
Have wipes and sanitizer available		

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<b>AMENITIES</b> - See Section 8 of the Guidance Document	<b>Yes</b>	<b>No</b>
Sufficient containers will be provided to contain refuse		
Sufficient clean, covered containers will be supplied for clean water storage.		
No wastewater will be disposed of onto the ground or be allowed to escape.		
Adequate artificial lighting will be provided if operating out with daylight hours		

### **Section 3 – Health & Safety**

<b>Health &amp; Safety</b>	<b>Yes</b>	<b>No</b>
Gas appliances and pipework, valves etc have been inspected and tested within the previous 12 months by a Gas Safe registered engineer holding a current Non-Domestic Catering Qualification (copy of the certificate held on site). Pipework connections should be checked as soon as installation is set up for any gas leaks and again prior to any working day or if an appliance or cylinder are moved.		
All electrical systems and appliances have been examined and tested by a competent electrical specialist within the previous 12 months and appliances are regularly checked for damage etc (copy of certificate held on site)		
No young person under the age of 16 years will be employed to work.		
Adequate access will be provided at the entrance opening or door to the stall / vehicle as well as to any external storage / work area or vehicle.		
A First Aid box containing items assessed as needed for the work activity must be accessible close to the unit		
All tripping hazards must try to be kept to a minimum e.g. carefully route any trailing cables / pipes or hoses. Any ground or floor coverings should be placed and secured so as not to introduce any additional trip hazard.		
My name and contact number will be clearly and securely displayed on the front of my stall/ vehicle		

### **Section 3 – Declaration**

**I confirm that I will adhere to the above food and health & safety requirements and acknowledge that failure to do so may lead to curtailment of my operations or removal from site:**

Signed: ..... Date: .....

Position: .....

A copy of this form will be forwarded to Highland Council Enforcement Officers for information prior to the licensed event.

Note: If you have any queries please do not hesitate to contact Highland Council, Environmental Health on Email: [envhealth@highland.gov.uk](mailto:envhealth@highland.gov.uk) for assistance.