

FOOD SAFETY FORM FOR ROYAL NORTHERN SPRING SHOW

The organisers of the show are required by Food Safety Legislation to ensure that any companies, providing hospitality on their stand and food that will be held for stand holder's lunch e.g. food that requires refrigeration. As a food business operator or a company providing hospitality, you have a responsibility to ensure that food is kept safe and free from contamination. Please read the enclosed food safety guidance.

Please answer the questions honestly and to the best of your knowledge. All submitted forms will be reviewed and your stand may be inspected on the day of the show by Aberdeenshire Council's Environmental Health Officers or an appointed person from the Show.

Company and Food Details
Name of Company:
Are you having any Refreshments served to Members of Staff or Public at the Show? This includes Tea/Coffee and pre-packed Biscuits - Yes <input type="checkbox"/> No <input type="checkbox"/>
If NO, please sign the form and return. If YES, please complete the form fully and sign before returning it to the Show Secretary.
Name of Person Responsible for Food Safety:
Will they be present on the day of the show: Yes <input type="checkbox"/> No <input type="checkbox"/>
What Catering Service/Vehicle/ Equipment will you be providing at the show? Please tick all that is relevant: Mobile Unit <input type="checkbox"/> Static in Marquee <input type="checkbox"/> Providing Hospitality to the Public <input type="checkbox"/> Providing food for employees <input type="checkbox"/>
Is your food? Hot <input type="checkbox"/> Cold <input type="checkbox"/> Both <input type="checkbox"/> Please describe below the type of food you are providing e.g. sandwiches, soup, cakes, biscuits etc.
Will you be preparing, storing or holding food on site? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please provide details below: Please answer, for example: <ul style="list-style-type: none">• How will you be storing food including Milk?• If you have refrigeration, is it capable of maintaining food at 5°C or less?• Re-heating food (this must be >82°C) at the show, how is this carried out?• How do you regularly monitor food temperatures to ensure food is below 5°C or above 63°C?

- How are all surfaces, which come into contact with food, kept clean?
 - How is the food protected from contamination including transportation?
 - How are you supplying clean and adequate water to your stand?
 - If you are cooking on site, how are you carrying this out?
 - How will you carry out suitable hand washing?
 - Have you read the Aberdeenshire Council guidance Notes provided on -
 - a) Guide for Stall Operators providing Food at Outdoor/Temporary Events - Yes ☐ No ☐
 - b) Allergens Labelling – Guidance for Caterers - Yes ☐ No ☐
- Please see [RetailSafe - Allergen Management Insert Update September 21.pdf \(foodstandards.gov.scot\)](#) for more information

*****Please note if you are providing hospitality or food for your own/employees consumption, you must have controls in place e.g. refrigerated storage for milk, equipment to reheat soup to above 82°C and no food is to be placed directly on the ground*****

If the food has been prepared off site, please provide details of the name of the company or individuals (if applicable).

Food Hygiene Training

Have you/your staff/persons preparing, supplying food completed appropriate food hygiene training? Yes ☐ No ☐

Please provide details. If your training is certified, please provide a copy of the certificate or provide name of training organisation, date of training etc.

Registered Food Business – Please complete

Which Local Authority are you registered for Food Safety? e.g. Aberdeenshire, Moray?

Name of Business _____

This form must be signed on behalf of your company.

Company Name			
Responsible Person			
	<i>Signature</i>	<i>Print Name</i>	<i>Date</i>

Please note: *This document does not preclude you from possible prosecution or removal from the venue from the event organisers, should a subsequent inspection reveal unsatisfactory standards.*

RNAS FOOD SAFETY GUIDANCE AT THE ROYAL NORTHERN SPRING SHOW

1. APPLICATION FOR SHOW

Exhibitors attending the show wishing to have complementary food at the stand must abide by the conditions as detailed below.

2. INSPECTION

Exhibitors may be inspected before or during the show by food enforcement officers from the Environment

Health section or a show representative to ensure legislative requirements have been complied with.

3. GENERAL FOOD HYGIENE REQUIREMENTS (FOOD HYGIENE (SCOTLAND) REGULATIONS 2006)

The following is a list of legal requirements which you must comply with and it is also recommended that advice be sought from local Environmental Health Service where required.

Requirements:

1. Food handlers must be trained to a level commensurate with their duties.
2. All displayed food must be covered or wrapped and transported under hygienic conditions.
3. High risk chilled food must be transported and stored on site under temperature controlled conditions [target 5°C or less (tolerance 0°C to 8°C)] e.g. ready to eat sandwiches.
4. Frozen food must be transported and stored on site under temperature controlled conditions [target -18°C or colder (tolerance -12°C to -25°C)].
5. If food requires to be cooked or reheated prior to service, cooking equipment must be adequate to cook food to a minimum temperature of 75°C (or equivalent time/temperature combination) and to reheat the food to a temperature of not less than 82°C.
6. If food is held hot, then it must be held at a minimum of 63°C after being thoroughly cooked and/or reheated.

All above temperature requirements must be monitored throughout the day of the show, recorded on appropriate record sheets and made available for inspection, if required.

7. Adequate facilities, e.g. a portable probe thermometer, and arrangements for monitoring temperatures must be available.
8. Food handlers must maintain a high degree of personal hygiene, including the wearing of suitable protective clothing and thorough hand washing at the appropriate times.
9. A suitable means of hand washing must be provided. This may be provided by a mobile hand wash unit with adequate supplies of hot and cold or warm water, soap and towels.
10. Foodstuffs must be so placed as to avoid the risk of contamination.
11. Work surfaces and food equipment must be kept clean and be constructed in such a way that they are smooth, impervious to moisture, and capable of being easily cleaned.
12. Adequate cleaning equipment must be provided to ensure effective cleaning and disinfection takes place.
13. Smoking must not be permitted.
15. A first aid box must be provided including a supply of waterproof coloured dressings.
16. Suitable facilities for the disposal of waste and waste water are required.

Allergens

It is recommended that where foods contain any of the declarable categories of food allergens that this be highlighted (or information be readily available). See guidance Allergens Notes.