

**St Albans Arts, Sport and Health Development Team  
Special Events - Mobile Caterer Questionnaire / Food Journey**



**Safety Checklist**

<b>Electrical Safety</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
Will you be using generators?			
If yes, will all generators be earthed using an earth spike?			
Will generators be fenced off from the general public?			
Is all electrical equipment PAT tested?			
Are all cables suitable for outdoor use?			
Are RCDs fitted to electrical equipment?			
Will cables be covered/dug in to remove trip hazards?			
<b>Gas Safety</b>			
Will you be using LPG?			
Will LPG containers be kept with proper ventilation?			
Will LPG containers be stored securely?			
Are LPG containers clearly labelled?			
<b>Fire Safety</b>			
Will you provide a fire extinguisher?			
Will you provide a fire blanket?			
Have you carried out a Fire Risk Assessment?			
<b>General Health &amp; Safety</b>			
Have you carried out a Risk Assessment?			
Will you provide a First Aid Box?			
Do all staff hold relevant Food Hygiene qualifications?			
Are all staff aware of emergency procedures?			

**General Details**

<b>Company Name &amp; Address:</b>	
<b>Contact name &amp; telephone number:</b>	
<b>Registration details for food preparation premises (Local Authority and date):</b>	
<b>Date(s) of event:</b>	
<b>Location of event:</b>	
<b>Journey time to event:</b>	
<b>Names of staff working on event:</b>	
<b>Food Hygiene certificates for each member of staff provided?</b>	
<b>Do you use a temperature probe?</b>	

**Completed by (Name):** .....

**Signature:** ..... **Date:** .....

**Please return this form together with your booking form to:**

**HG18 Stalls, c/o John Powell, 22 Leycroft Way, Harpenden, Herts, AL5 1JW**

Enquiries: e-mail [hlc.gathering.stalls@gmail.com](mailto:hlc.gathering.stalls@gmail.com), Tel: John Powell 01582 760671; David Cowan 01582 712957;

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**Food Journey**

	<b>Raw Produce (Chicken, meat, fish, eggs etc.)</b>	<b>Fresh Prepared Produce (Creams, pastries etc.)</b>	<b>Dry Products and other food items (please specify)</b>
<b>What is the produce?</b>			
<b>Will the produce be cooked before or during the event?</b>			
<b>If before the event, when will the produce be cooked?</b>			
<b>How will it be stored before the event and at what temperature?</b>			
<b>How will the food be transported?</b>			
<b>What temperature will the produce be kept at during transport?</b>			
<b>What temperature will the produce be stored at during the event?</b>			
<b>How will the produce be cooked? (Pan, grill?)</b>			
<b>What temperature will the produce be cooked to?</b>			
<b>What is the shelf life of the products?</b>			
<b>How long will the food be displayed before being thrown away?</b>			
<b>How will the food be served? (Napkin, bowl etc.)</b>			

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