



Catering Safety Risk Assessment Checklist

This check list is for use by catering vendors and authorised persons and should form a part of the catering vendor's safety plan.
A copy of a signed and completed form should be made available to the Event Organiser.

You should undertake a Risk Assessment for any unit/stall, which must be suitable for the circumstances. You do not need to use this form, and may use another method if you wish, however, this form is considered to be suitable for most standard food units where customers do not enter the unit.

Caterer:	Responsible person:
Location:	Contact No.:

General checks If you answer No to any of these questions, then you may need to take action.	Yes	No	N/A	Action Required if No
Do you have suitable hand wash facilities available?				
First aid box on site? A first aid-kit including washable (preferably coloured blue) plasters should be available.				
Gas Appliances If you answer No to any of these questions, then you may need to take action.	Yes	No	N/A	Action Required if No
Are all gas appliances in good working order?				
Are all appliance taps and knobs clearly marked and in good condition?				
Has equipment been verified as gas safe by a suitably qualified Gas Safe registered business/engineer?				
Are all portable and installed gas appliances adequately ventilated?				

Gas Cylinders	Yes	No	N/A	Action Required if No
<p>If you answer No to any of these questions, then you may need to take action.</p>				
<p>Are your gas cylinders stored in a well-ventilated area outside of the marquee/tent? If No, unless you have a single butane cylinder you should move them to the outside area.</p>				
<p>Are your cylinders upright on a firm, level hard ground, stable and secure? Cylinders should be positioned in the upright position on firm, level hard standing. If a suitable rigid structure is not available, then you may use a temporary post driven into the ground to provide support.</p>				
<p>Are the cylinders away from heat sources & flammable materials?</p>				
<p>Gas hoses, piping and regulators. (if you are using LPG)</p> <p>If you answer No to any of these questions, then you need to take action.</p>	Yes	No	N/A	Action Required if No
<p>Are the flexible hoses and clips in good condition? Hoses must be replaced as soon as they show signs of wear, aging, damage, weathering or cracks</p>				
<p>Is the hose length from the regulator to the appliance no more than 1m?</p>				
<p>Are all hoses in use protected from accidental damage? Hoses should be protected from mechanical damage and excessive heat. They should not be routed under temporary flooring.</p>				
<p>Have you checked the hose connections with soapy liquid? Where an appliance is connected to a cylinder via a flexible hose, all joints should be leak tested by brushing with soap solution or leak detection fluid prior to use. The connection between the cylinder and regulator should also be checked.</p>				
<p>Is all piping in good condition?</p>				
<p>Are all regulators in good condition?</p>				
<p>Electrical installation</p> <p>If you answer No to any of these questions, then you need to take action.</p>	Yes	No	N/A	Action Required if No
<p>Are all electrical cables in good condition? Any extension leads in use should not be left coiled up as they are prone to overheating.</p>				
<p>Are all electrical appliances and accessories in good working order?</p>				

Is all electrical equipment that is not suitable for exposure to weather, or other adverse conditions enclosed in a suitable waterproof structure?				
Is all electrical equipment located so that it cannot be touched by members of the public? Note BS6500 cables are for domestic duty and in particular the PVC blue "artic" cables are not considered suitable for work environments outdoors.				
Pressure vessel installations (steam boilers/coffee machines) If you answer No to this question, then you need to take action.	Yes	No	N/A	Action Required if No
Do you have in date thorough examination certificates for pressure vessels?				
Emergency Procedures & Fire safety If you answer No to any of these questions, then you need to take action.	Yes	No	N/A	Action Required if No
Are all staff who use the catering equipment trained in their its proper use and how to carry out visual checks for obvious faults?				
Do you have an adequate number of fire extinguishers/fire blankets available in prominent positions and easily available for use? The following is recommended for: <ul style="list-style-type: none"> • Stalls cooking food - 4kg dry powder or four litres of foam. If deep fat frying is taking place, it is recommended that you fit a flame failure device and also a suitable fire blanket. • Stalls with generators/electrical equipment - 4kg dry powder or Carbon Dioxide CO. • Stalls not cooking food - 4.5 litres of water. 				
Has the fire-fighting equipment been tested within the last 12 months?				
Have your staff been instructed on how to operate the fire-fighting equipment provided?				
Sign Off:				
	I certify that to the best of my knowledge and belief, the system described above is safe and suitable for the intended purpose. Name: <div style="text-align: right;">Date:</div> Signature:			

The fundamental principle of Guernsey's health and safety legislation is that those who create the risks are best placed to manage them. This involves assessing the risks and putting measures in place to reduce or control the risks in the workplace.

The checklist has been produced to help you identify hazards and identify necessary controls to ensure your business is operating safely. If you answer 'no' to any of the questions, then there is a potential problem which will increase the risk of something going wrong.

Most of these checks you have probably been doing for years. Its is a non-exhaustive check list designed to help you document your checks and to provide event organisers and the electrically responsible person who is providing your electrical supply on request.

It does not confirm compliance with any provision of The Health and Safety at Work (General) (Guernsey) Ordinance, 1987, The Health and Safety (Gas) (Guernsey) Ordinance, 2006, The Safety of Employees (Electricity) Ordinance, 1956 and The Safety of Employees (Miscellaneous Provisions) Ordinance 1952 or any of the approved codes of practice made under them. However, the checklist and our guidance will assist you in complying with your health and safety duties.

If there is no specific Guernsey legislation applicable, HSE Guernsey will use [UK legislation](#), [approved codes of practice and guidance](#) as the appropriate standard to benchmark health and safety compliance.