

This checklist aims to provide event organisers some information of what should be considered from an environmental health perspective.

Food Stalls

If you are having food stalls or mobile food vans at your events the following should be confirmed:

- Is the food business notified with a Council?** All food businesses must be notified with their home Council. A notification acknowledgment or number should be able to be provided.
- Has the business completed a temporary food stall acknowledgment form with Council or has the event organiser provided a list of food stalls to Council?**
- Does the stall/van meet the minimum design requirements?**
 - Do they have handwashing facilities?** This includes warm water, soap and paper towel.
 - Are they storing/displaying food appropriately?** This includes cold and hot storage devices.
 - Do they have a digital probe thermometer?**

A Council Environmental Health Officer may inspect the food operators at your event. It is important to ensure that all food safety requirements are met, and failure to meet these requirements may result in the inspecting officer taking further enforcement action.

Amenities

- Are there sufficient toilets facilities, urinals and handwashing basins?**

Refer to the Guidelines for the Management of Public Health & Safety at Public Events for further information on event requirements.

Animals on display

If your event has animals on display, where people can play with and touch them, the following should be available:

- Are handwashing facilities available?** Information should be provided advising people to wash and dry their hands after contact with animals.
- Is there someone supervising this area?**

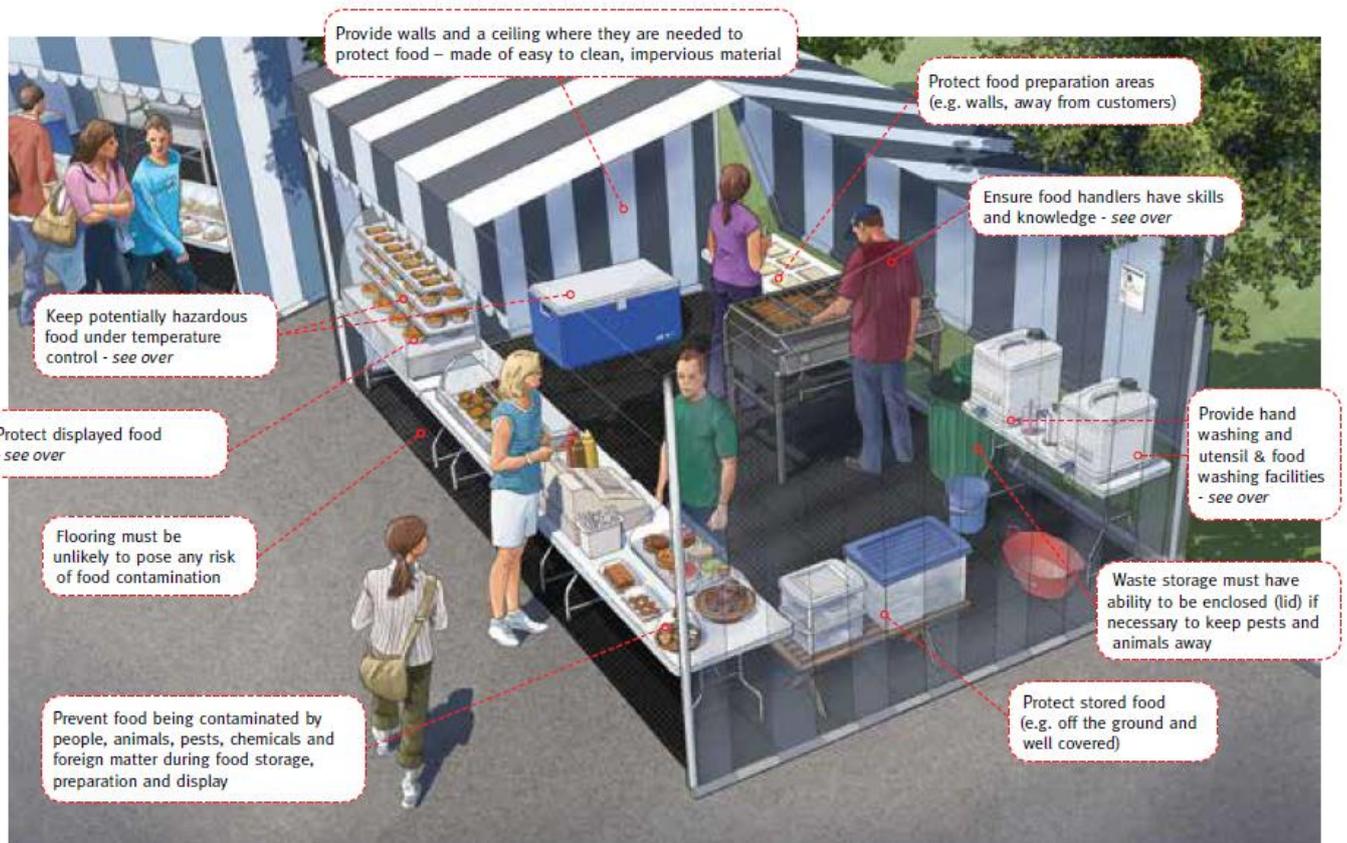
There are 'animal contact guidelines' available that can provide further information on reducing the risk of illness, associated with animal contact.

Local Nuisance

If a local nuisance (noise, odour, dust, smoke etc.) is expected to be created at your event an exemption form may be required to be completed and provided to Council. The following should be considered:

- Is there expected to be excessive noise, odour, smoke or dust at your event?** For example, noise from a music festival.
- When will the nuisance be created (duration and times)?** For example, will it be late at night or during the day.
- How will you communicate with impacted residents or businesses?**

GUIDE FOR THE DESIGN AND OPERATION OF A TEMPORARY FOOD PREMISES (STALL)



This document is for guidance only and is not legally binding. Each premises will be assessed on its own individual food safety risks by the relevant local enforcement agency. Other requirements may also apply (e.g. LPG use, fire control, waste disposal) – seek advice from your local enforcement agency.

Hand washing facilities

Container of sufficient size (e.g. 20 litres) with tap and potable water (warm running water is required unless written approval from enforcement agency)

Liquid soap and paper towels

Container for waste water. The waste water is to be disposed of appropriately (e.g. to sewer or without risk of entering stormwater/waterways)



Utensil and food washing facilities

Container of sufficient size (e.g. 20 litres) with tap and potable water

Hot water and/or food grade chemical sanitiser for sanitising if needed

Provide separate washing and rinsing containers for food and for utensils, as needed

Food handlers

Ensure food, utensils and food contact surfaces are not contaminated by hands, hair, jewellery, wounds, coughs, etc.

Clean person, attire and habits

No smoking in stall

Money and food handled separately



Must have skills & knowledge in food safety and food hygiene matters

Exposed wounds covered with waterproof covering

Avoid unnecessary contact with food by using utensils or gloves

Hands must be washed whenever they are likely to contaminate food

Food display, single use items and condiments

Protect displayed food from contamination (e.g. using lids, cling wrap or sneeze barriers)

Protect single use utensils from contamination (e.g. store handle up) and do not reuse

Clean the outside and top of dispenser bottles and do not top-up bottles

Provide separate serving utensils for each self-serve food



Temperature control of potentially hazardous food

Cold food – ensure 5°C or below

Check food temperature with thermometer (accurate to +/- 1°C)

Hot food – ensure 60°C or above



Please seek advice from your local enforcement agency if planning to use an alternative to appropriate temperature control for display of potentially hazardous food.