

FOOD SAFETY PAPERWORK FOR CAMBRIDGE FOLK FESTIVAL 2027

This paperwork must be completed for each confirmed catering operation and the event organisers will forward a **copy** of this form to the Environmental and Public Health, Communities, Cambridge City Council.

There are 3 sections – the food safety questionnaire, the gas safety checklist and the Food Safety Management Declaration.

Please complete all three and return these forms to the following address:

Event: Cambridge Folk Festival 2027

Dates: Friday 30, Saturday 31 July & Sunday 1 August 2027

Office Address: 3 Parson's Court, Wheeler Street, Cambridge, CB2 3QE

1. FOOD SAFETY QUESTIONNAIRE

Company Name	
Name of Food Business Operator	
Address & Postcode	
Telephone number	
Email address	
Name and address of Local Authority registered with?	
Date of last food hygiene inspection and score?	
Length of time company has operated this type of catering operation?	
Number of food handlers working at the event? Level of food hygiene training these food handlers have received prior to the event. There must be at least one level 2-3 on site at all times. Please provide evidence of training certificates.	
Do you use a written Food Safety Management System (FSMS) and sufficient training in its use? We recommend the Food Standard Agency's 'Safer food, Better Business'. If yes, then this and all verification/monitoring records must be made available at the event.	
Please indicate which of the listed unit types you use and the number you will bring to site:	Stall: Tent: Marquee: Purpose built unit: Converted vehicle: Other (please state):
Please indicate the unit size in metres: (length, width, height)	
On 13 December 2014, new legislation (the EU Food Information for Consumers Regulation 1169/2011) will require food businesses to provide allergy information on all food sold unpackaged; please provide proof of your allergen lists and staff training.	
Please list the names and addresses of the main food/drinks suppliers to be used for the event	

Please indicate which of the listed products are intended to be carried for sale or as an ingredient:	<table> <tr><td>Milk</td><td>☐</td></tr> <tr><td>Cream</td><td>☐</td></tr> <tr><td>Ice-cream</td><td>☐</td></tr> <tr><td>Salad</td><td>☐</td></tr> <tr><td>Egg products</td><td>☐</td></tr> <tr><td>Raw meat/poultry</td><td>☐</td></tr> <tr><td>Cooked meat/poultry</td><td>☐</td></tr> <tr><td>Shellfish</td><td>☐</td></tr> <tr><td>Fish</td><td>☐</td></tr> <tr><td>Other (please state)</td><td>☐</td></tr> </table>	Milk	☐	Cream	☐	Ice-cream	☐	Salad	☐	Egg products	☐	Raw meat/poultry	☐	Cooked meat/poultry	☐	Shellfish	☐	Fish	☐	Other (please state)	☐						
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Please indicate which of the listed equipment will brought on site:	<table> <tr><td>Refrigerator(s)</td><td>☐</td></tr> <tr><td>Freezer(s)</td><td>☐</td></tr> <tr><td>Cooking Hob(s)</td><td>☐</td></tr> <tr><td>Microwave(s)</td><td>☐</td></tr> <tr><td>Oven(s)</td><td>☐</td></tr> <tr><td>Grill(s)</td><td>☐</td></tr> <tr><td>Sink(s)</td><td>☐</td></tr> <tr><td>Hot water supply to sink</td><td>☐</td></tr> <tr><td>Wash hand basin(s)</td><td>☐</td></tr> <tr><td>Hot water supply to wash hand basin</td><td>☐</td></tr> <tr><td>Soap & hand drying facilities</td><td>☐</td></tr> <tr><td>First aid kit</td><td>☐</td></tr> <tr><td>Other (please state)</td><td>☐</td></tr> </table>	Refrigerator(s)	☐	Freezer(s)	☐	Cooking Hob(s)	☐	Microwave(s)	☐	Oven(s)	☐	Grill(s)	☐	Sink(s)	☐	Hot water supply to sink	☐	Wash hand basin(s)	☐	Hot water supply to wash hand basin	☐	Soap & hand drying facilities	☐	First aid kit	☐	Other (please state)	☐
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Please highlight which power source will be used:	<table> <tr><td>LP</td></tr> <tr><td>Diesel</td></tr> <tr><td>Petrol</td></tr> <tr><td>Electrical generator</td></tr> <tr><td>Mains</td></tr> <tr><td>Other (please specify)</td></tr> </table>	LP	Diesel	Petrol	Electrical generator	Mains	Other (please specify)																				
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By what means will potable water be provided to the unit?																											
How will hot water be provided on the unit for hand and equipment washing? <i>Where only low risk foods such as biscuits, sweets etc are for sale and utensils are used for handling food or where the food is fully wrapped, antiseptic wipes will be acceptable. Where high risk foods are handled, a fully equipped wash hand basin must be available. Alcohol based hand gel/hand sanitiser must only be used as a supplement to handwashing.)</i>																											
Will food be prepared or stored in a place other than the catering unit? <i>If stored elsewhere this must be protected against risk of contamination. All perishable items must be kept at or below 8 ° C, Preferably 5 ° C</i>																											
How will open food on display be protected from risk of contamination? Please describe how this will be achieved.																											
Please outline the delivery arrangements for food/drinks supplies to the site?																											

What measures will be taken to monitor and record the temperatures of high-risk food (hot and cold) being stored and displayed for service? Hot Food on display must be kept at or above 63 ° C if it is to be held hot for more than two hours. Suitable working thermometers with probes are required. Cold food must be kept at or below 8 ° C (preferably 5 ° C). Cold food maybe be displayed unrefrigerated for a one off period of up to four hours.	
List the 2 most recent outdoor event functions the business has catered at (please give event name and address)	1. 2.
Name of person & position completing questionnaire	
Address & Postcode	
Signature	

Please note:

All food handlers are required to have suitable protective clothing, eg hat, uniform, white coat etc. hair must be tied back, and nails must be short.

It is not acceptable to have false/acrylic or polished nails when handling open food

Cambridge City Council Outdoor Event Gas Safety Checklist		Yes	No
1	Does the gas installation consist of only 1 appliance (& associated pipe work)? (E.g. gas cooker, fire, water heater, etc.)		
2	Does the gas installation consist of multiple gas appliances (& associated pipe work)? (E.g. gas cooker, fire, water heater, etc.)		
3	Do the gas appliance(s) belong to the stall owner?		
4	Are the gas appliance(s) rented from a reputable supplier?		
5	Is there a gas inspection certificate for each gas appliance?		
6	Is the gas certificate less than 12 months old?		
7	Is the issuing gas engineer authorised to certificate each LPG gas appliance?		
8	Is there a full flame safety device on each burner of the appliance(s)?		
9	Are the gas appliances standing on a secure, non-flexible, fire-resistant base (for ground/floor mounted appliances), or secured to a stable fire-resistant upright (for wall-mounted appliances)?		
10	Are the areas surrounding (by at least 600mm) and above the appliances shielded by non-combustible, heat-resistant material?		
11	Is there an air-gap of at least 600mm between the appliance and any marquee or tent material or any other combustible material?		
12	Are the LPG cylinders outside of the tent or marquee, or occupied part of the food mobile?		
13	If the LPG cylinders are stored on a food mobile, are they in a secure and ventilated container?		
14	Is there sufficient ease of access to the LPG cylinders to allow their isolation in the event of an emergency?		
15	Are the LPG cylinders vertical and prevented from falling?		
16	Are the LPG kept clear of any entrances or emergency exits?		
17	Are the LPG cylinders kept out of reach of the public?		
18	Is there an isolation valve or regulator fitted to the gas cylinder to allow the gas to be isolated when not in use?		
19	Are there excessive gas cylinders present at the unit? (There should be 1 cylinder in use & 1 spare for each gas supply line)		
20	Are additional spare gas cylinders available but stored in a secure, remote, external location away from ignition sources?		
21	Is the gas pipe entirely a flexible (rubber) pipe?		
22	Is the gas pipe partially rubber but significantly a metal pipe?		
23	Is the gas pipe securely fastened to the cylinder and appliance by use of a single use crimp? (Jubilee clips should be discouraged)		
24	Have you checked that no combustible materials can be blown against, or fall onto the apparatus?		
25	Is a member of staff, appropriately trained in the safe use of LPG, present in the unit / stall at all times?		

Food Safety Management Declaration

From 1 January 2006 new European Community Food Hygiene Regulations replaced the previous Food Safety (General Food Hygiene) Regulations under retained EU Food Law and The Food Safety and Hygiene (England) Regulations 2013. Proprietors of food businesses are still required to identify food safety hazards and risks relevant to their business, and to put in place procedures to prevent problems. However, you are now **also** required to provide written evidence that your procedures to ensure food safety have been thought through carefully and are being properly applied.

To comply with this law you must have in place the following. **Please provide copies of these with application.** These will also be checked on site.

- Public, product and employers liability insurance.
- A written health and safety risk assessment is required covering the activities undertaken by the business
- A written Food Safety Management System (FSMS) should be in place covering all aspects of the food business. It should include details of the training required and undertaken as well as the cleaning practices, stock rotation, food traceability and your opening and closing checks. The Food Standard Agency's 'Safer food, better business' document meets this requirement and may be suitable for your purposes. A copy of this can be downloaded via the Council Food Safety web pages <https://www.cambridge.gov.uk/starting-a-food-business>.
- Copies of food hygiene/allergen training certificates for employees working at the event. These will be checked on site.
- A copy of your allergen information and proof of any training your staff have done.
- Please enclose a copy of your fire risk assessment

Prior to accepting your company to trade, we require you to undertake to comply with the law.

DECLARATION

I _____ on behalf of _____ declare that all above listed documentation and systems are in place and will be available for inspection at any time during the named event.

I confirm that this food business is registered with (insert name Local Authority) _____

Signed Date