



Food & Drink Safety Declaration Form

October 2024

To be completed by ALL caterers and exhibitors providing food and drink

COMPANY NAME:

STAND NUMBER:

CONTACT NAME:

EMAIL ADDRESS:

We accept our responsibilities as detailed in current food safety legislation and guidance provided by the UK's Food Standards Agency and all other legislation covering the event and venue.

Our principal food safety representative for the stand is:

Name:

Mobile No:

If you are attending multiple shows, please indicate which shows you wish this declaration to apply to.

NOTE: If your products or services change at any time, a new form MUST be submitted.

Applicable shows:

Crafting Live Sandown 28 February-1 March ☐

Creative Craft Show Glasgow 6-8 March ☐

Creative Craft Show Birmingham 13-16 March ☐

Weald of Kent Country Craft Show 3-5 May ☐

Makers Central 17-18 May ☐

Crafting Live Doncaster 12-13 July ☐

Henley Country Craft Show 22-25 August ☐

Creative Craft Show Farnborough 4-6 September ☐

Creative Craft Show Exeter 25-27 September ☐

Simply Christmas Glasgow 23-26 October ☐

Simply Christmas Birmingham 30 October-2 November ☐

Cake International 31 October-2 November ☐ Bake International 31 October-2 November ☐

Questionnaire – please fill out all sections applicable to the food product you are selling onsite		YES	NO
1.	Is the food or alcohol being sold for consumption onsite? (If Yes, please ensure you have confirmation that you are permitted to do so at indoor venues)	<input type="checkbox"/>	<input type="checkbox"/>
2.	Does the food require refrigeration? (If Yes, please complete Section 1 – Refrigeration)	<input type="checkbox"/>	<input type="checkbox"/>
3.	Are you cooking or reheating any products on your stand? If Yes, please complete Section 2 – Cooking and Reheating	<input type="checkbox"/>	<input type="checkbox"/>
4.	Will you be providing sampling of your food or alcohol products? (If Yes, please complete Section 3 – Food Sampling)	<input type="checkbox"/>	<input type="checkbox"/>
5.	Does your product contain any of the 14 food allergens that must always be labelled in prepacked and non-prepacked foods? (please see section 4 for a full list of allergens). (If Yes, please complete Section 4 – Allergens)	<input type="checkbox"/>	<input type="checkbox"/>
6.	You must be registered with your local authority as a food business. Please enter the local authority:		
7.	Do you have a Star Rating (FHRS Inspection Result)? Please Select your rating below and have this clearly displayed on your stand. (All traders must have a minimum hygiene rating of 4 to trade onsite)		
8.	4 <input type="checkbox"/> 5 <input type="checkbox"/> Pass (Scotland only)		

Section 1 - Refrigeration		YES	NO
1.	Will you ensure all foods requiring refrigeration to remain safe, are kept below 8°C?	<input type="checkbox"/>	<input type="checkbox"/>
2.	Will your food arrive in refrigerated transport?	<input type="checkbox"/>	<input type="checkbox"/>
3.	Will you have records of the temperature it has been stored at for the journey? (These records must be made available onsite on request)	<input type="checkbox"/>	<input type="checkbox"/>
4.	You should maintain records of the temperature it has been stored at onsite. (These records must be made available onsite on request)	<input type="checkbox"/>	<input type="checkbox"/>
5.	Will you be storing food onsite overnight in fridges/freezers?	<input type="checkbox"/>	<input type="checkbox"/>
6.	If you have answered "Yes" to question 5, have you arranged 24-hour power?	<input type="checkbox"/>	<input type="checkbox"/>
7.	Will you have raw and cooked products on your stand?	<input type="checkbox"/>	<input type="checkbox"/>
8.	If you have answered "Yes" to question 7, will you have separate refrigeration for raw and cooked products?	<input type="checkbox"/>	<input type="checkbox"/>
9.	Will you have a calibrated temperature probe to investigate and record actual temperature your stock is stored at? (These records must be made available onsite on request)	<input type="checkbox"/>	<input type="checkbox"/>
Section 2 – Cooking & Reheating		YES	NO
Please note: LPG Gas is not permitted within buildings or Marquees.			
1.	Will you ensure your cooked product has been heated through to over 75° centigrade? (These records must be made available onsite on request)	<input type="checkbox"/>	<input type="checkbox"/>
2.	Will you ensure the holding temperature of your product remains above 63° centigrade? (These records must be made available onsite on request)	<input type="checkbox"/>	<input type="checkbox"/>
3.	Will you have a calibrated temperature probe to ensure your food is being cooked / held at the correct temperature?	<input type="checkbox"/>	<input type="checkbox"/>
4.	Will the public / adjacent stand holders be protected from any hot surfaces?	<input type="checkbox"/>	<input type="checkbox"/>
5.	Is the area surrounding your cooking appliances a minimum of 30 minutes fire resistant construction?	<input type="checkbox"/>	<input type="checkbox"/>
6.	Have you completed a Fire Risk Assessment? (A copy <u>MUST</u> be returned with this form).	<input type="checkbox"/>	<input type="checkbox"/>
7.	Will you have a Fire Extinguisher/Fire Blanket within 3 metres of the appliance?	<input type="checkbox"/>	<input type="checkbox"/>
8.	Will you have a person trained to use the Fire Fighting Equipment on the stand?	<input type="checkbox"/>	<input type="checkbox"/>
9.	Have you arranged sufficient power for your appliances? Please enter total wattage below	<input type="checkbox"/>	<input type="checkbox"/>
Total wattage of all appliances:			
10.	Are you planning to use a deep fat fryer? If "Yes" please answer questions 11 & 12.	<input type="checkbox"/>	<input type="checkbox"/>
11.	Is your fryer fitted with thermostatic controls that will cut out above 200° centigrade? (In compliance with BSEN 60335 – 2 37: 1996)	<input type="checkbox"/>	<input type="checkbox"/>
12.	Is the fryer going to be placed on a firm level surface, out of reach of members of the public?	<input type="checkbox"/>	<input type="checkbox"/>
Section 3 – Food Sampling		YES	NO
1.	Are you planning to offer food or alcohol samples on your stand?	<input type="checkbox"/>	<input type="checkbox"/>
2.	Have you put control measures in place to prevent cross contamination of sample products?	<input type="checkbox"/>	<input type="checkbox"/>
3.	Have you put control measures in place to ensure any sample products are rotated regularly to ensure the product does not become unsafe for consumption?	<input type="checkbox"/>	<input type="checkbox"/>
4.	If the product is freshly cooked or hot, have you ensured customers cannot receive burns?	<input type="checkbox"/>	<input type="checkbox"/>
5.	Have you provided a facility for washing serving items and ensure all containers are thoroughly cleaned before being replenished?	<input type="checkbox"/>	<input type="checkbox"/>
6.	Will you make provision for items to be discarded, e.g. sticks/spoons/ food items?	<input type="checkbox"/>	<input type="checkbox"/>
7.	Will you ensure samples are provided in single use disposable containers/on cocktail sticks or otherwise, to ensure they are only touched by the person consuming the sample?	<input type="checkbox"/>	<input type="checkbox"/>

Section 4 – Allergens – Please highlight below if your products contain any of the following	YES	NO
1. Cereals containing gluten, namely: Wheat (such as Spelt & Khorasan Wheat), Rye, Barley or Oats	<input type="checkbox"/>	<input type="checkbox"/>
2. Crustaceans, e.g. Prawns, Crab, Lobster or Crayfish	<input type="checkbox"/>	<input type="checkbox"/>
3. Eggs	<input type="checkbox"/>	<input type="checkbox"/>
4. Fish	<input type="checkbox"/>	<input type="checkbox"/>
5. Peanuts	<input type="checkbox"/>	<input type="checkbox"/>
6. Soybeans	<input type="checkbox"/>	<input type="checkbox"/>
7. Milk	<input type="checkbox"/>	<input type="checkbox"/>
8. Nuts, namely: Almonds, Hazelnuts, Walnuts, Cashew, Pecan, Brazil, Pistachio or Macadamia (Queensland)	<input type="checkbox"/>	<input type="checkbox"/>
9. Celery (Including celeriac)	<input type="checkbox"/>	<input type="checkbox"/>
10. Mustard	<input type="checkbox"/>	<input type="checkbox"/>
11. Sesame	<input type="checkbox"/>	<input type="checkbox"/>
12. Sulphur dioxides/sulphates, where added and at a level above 10mg/kg in the finished product. This can be used as a preservative in dried fruit	<input type="checkbox"/>	<input type="checkbox"/>
13. Lupin, which includes lupin seeds & flour which can be found in types of Bread, Pastries & Pasta	<input type="checkbox"/>	<input type="checkbox"/>
14. Molluscs such as Clams, Mussels, Whelks, Oysters, Snails & Squid	<input type="checkbox"/>	<input type="checkbox"/>
15. An allergen sign must be displayed on you stand. You MUST also provide clear signage on your stand highlighting you are selling or offering samples of anything containing the above allergens. Please confirm you will do this?	<input type="checkbox"/>	<input type="checkbox"/>
16. Do your packaged products contain clear labelling of any of the above allergens being contained in your product?	<input type="checkbox"/>	<input type="checkbox"/>
17. Have you ensured that all of your products are free from cross contamination of allergens from other products in your range by using correct storage and packaging?	<input type="checkbox"/>	<input type="checkbox"/>
PPE & Equipment contained on stand	YES	NO
• Disposable Gloves	<input type="checkbox"/>	<input type="checkbox"/>
• Hat or Hair Net	<input type="checkbox"/>	<input type="checkbox"/>
• Aprons	<input type="checkbox"/>	<input type="checkbox"/>
• First Aid Kit with Detectable Plasters	<input type="checkbox"/>	<input type="checkbox"/>
• Calibrated Temperature Probe and Cleaning Wipes	<input type="checkbox"/>	<input type="checkbox"/>
• Hand Wash Facilities (See Annex A)	<input type="checkbox"/>	<input type="checkbox"/>
• Equipment Washing Facilities	<input type="checkbox"/>	<input type="checkbox"/>
• A Sneeze Guard must be in place when displaying unpackaged food. Please confirm you will have sufficient in place to protect all your displayed products.	<input type="checkbox"/>	<input type="checkbox"/>
• Sanitizer to clean surfaces (compliant to EN 1276/EN 13697)	<input type="checkbox"/>	<input type="checkbox"/>
• Fridges/Freezers with 24-hour power where required	<input type="checkbox"/>	<input type="checkbox"/>
• Allergen Advice Sign	<input type="checkbox"/>	<input type="checkbox"/>
• Detailed allergen information for all food and drink	<input type="checkbox"/>	<input type="checkbox"/>
• A copy of all food safety documents and records as indicated above	<input type="checkbox"/>	<input type="checkbox"/>
• If a deep fat fryer is used, a wet chemical fire extinguisher or fire blanket	<input type="checkbox"/>	<input type="checkbox"/>

Labelling of Packaged Food	YES	NO
• Is all food provided in packed, completely sealed bags/ containers labelled in accordance with all legal requirements?	<input type="checkbox"/>	<input type="checkbox"/>
• Do packs include the name of the food?	<input type="checkbox"/>	<input type="checkbox"/>
• Do packs include a list of ingredients?	<input type="checkbox"/>	<input type="checkbox"/>
• Do packs include the Allergy Information?	<input type="checkbox"/>	<input type="checkbox"/>
• Do packs include a Quantitative Declaration of Ingredients (QUID)?	<input type="checkbox"/>	<input type="checkbox"/>
• Do packs include the Net Quantity?	<input type="checkbox"/>	<input type="checkbox"/>
• Do packs include the Storage Condition and Date Labelling?	<input type="checkbox"/>	<input type="checkbox"/>
• Do packs include the Name and Address of the business/manufacturer?	<input type="checkbox"/>	<input type="checkbox"/>

Please provide Training Levels of all food handlers attending this event and attach copies of certification		
Name	Training Level	Date of Certification

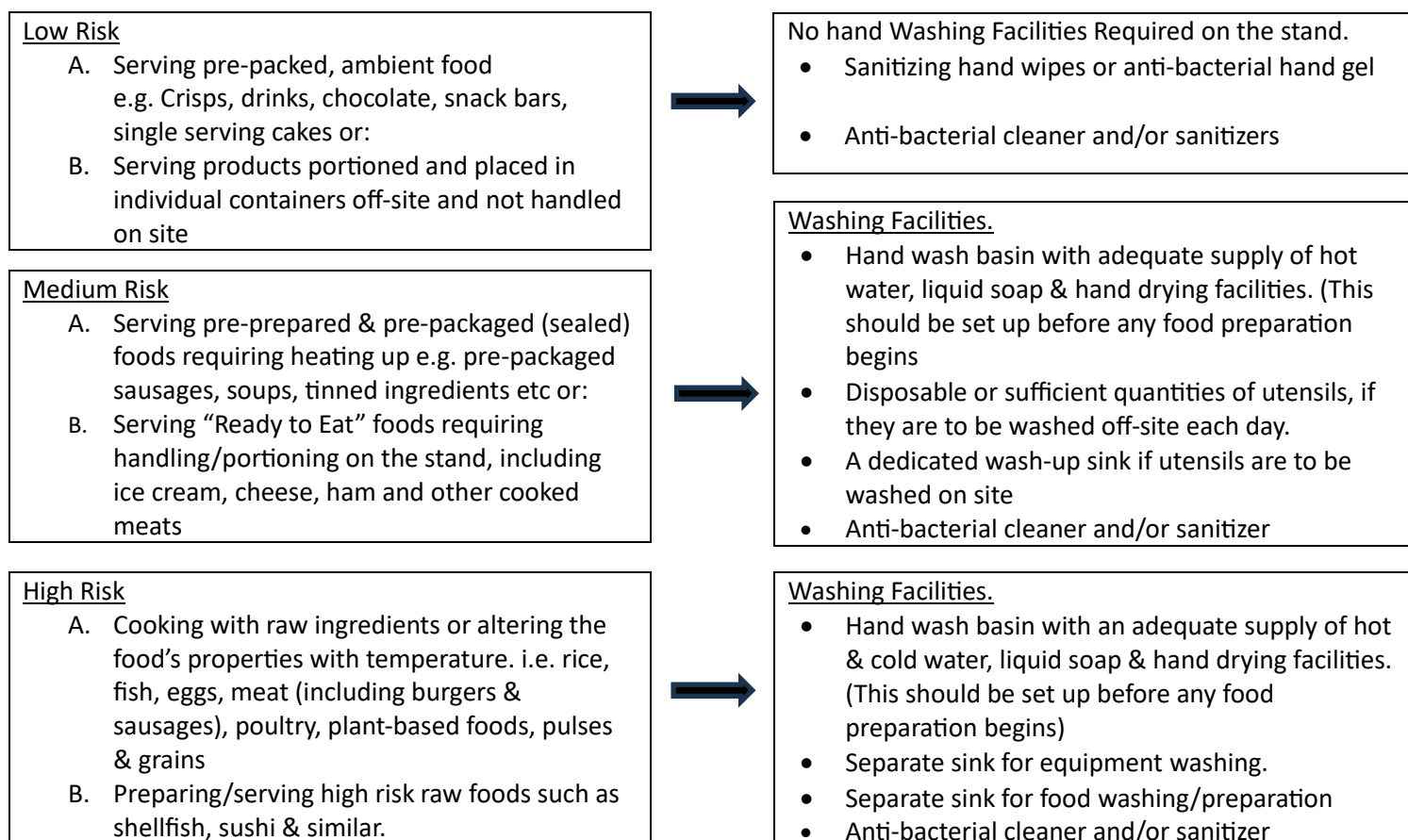
ANNEX A

Confirmation of arrangements for hand hygiene on the stand (Please refer to the flow chart below):

NB: Foods such as cheese, ice cream and reheated soup are considered to be medium risk.

Food Safety Risk on your stand, Please select:

Low Risk ☐ Medium Risk ☐ High Risk ☐



Signed	Print Name	Date

Return this form ASAP to operations@ichf.co.uk

Once received we will acknowledge receipt and request any further information required specific to your activity at the event.