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|  West Lothian Council | Environmental Health | | SUBJECT: ARE YOU READY FOR INSPECTION |
| | ✓ | Food Safety/Food Hygiene | NUMBER: FH18 |
| ISSUED DATE: 08/12/03 | | Health & Safety | KEYWORDS: INSPECTION STREET TRADER |
| STATUS: TRADE ADVICE | | Public Health | |
| | | Pollution Control | |
| | | Pest Control/Dog Warden | |

Information Sheet FH18

Are you ready for inspection? Guidance for Food Businesses

It is to everyone's benefit that your vehicle is ready for inspection and to trade. This note is to help you to be well prepared.

The Certificate of Compliance relates only to the vehicle's compliance with the structural requirements of the General Food Hygiene Regulations. It does not relate to the food preparation equipment, food safety management or workplace health and safety.

Matters below marked '*' must be dealt with. If you haven't got to grips with these points before your inspection, you will not get a Certificate of Compliance for your vehicle. This means that you cannot trade. The other matters relate to complying with food safety and workplace safety laws.

Remember that the vehicle should be in 'ready to trade' condition. This means that all equipment should be working at the time of the inspection. You may need to have run the engine, connected up gas supplies and / or connected up a generator.

Food Safety

Food Safety Management

1. Can you show:

- That you are aware of all potential food safety problems?;
- How you will control these problems, i.e. What steps have you taken to keep food safe?; and
- How you are going to check that food is safe?

You need to be able to do this before Environmental Health can have confidence in the safety of your operations. It is also a legal requirement.

Food Safety Knowledge

2. Knowledge of food safety and hygiene is essential to running a safe food business. If you have not had any recent food hygiene training, we would expect you to attend the Elementary Food Hygiene course.

Food hygiene training courses are available from West Lothian College in Livingston. For details of courses, contact the College on 01506 418181. Other colleges or training providers may hold similar courses.

The Royal Environmental Health Institute of Scotland will be able to provide you with details of other training centres who run Food Hygiene Courses. They can also provide details of trainers who run courses in languages other than English. Their telephone number is 0131 225 6999.

Structure*

3. Is the vehicle:
 - Clean?
 - Easy to keep clean?
 - In good condition?
4. Is the layout adequate to allow safe food preparation, including good separation of raw and ready to eat foods?
5. Is the lighting adequate, easy to keep clean and not likely to contaminate food?
6. Is there adequate ventilation for the type of food being prepared?

Equipment*

7. Is all equipment on the vehicle:
 - Clean?
 - Easy to keep clean?
 - In good condition?
 - Working properly? Remember that fridges will need time to get to the correct operating temperature **before** they are inspected.

Cleaning and Disinfection*

8. Is the vehicle clean, with all food and hand contact surfaces sanitised?
9. Does the vehicle have at least one sink for washing equipment, which is distinct from the one used for hand washing? (Two sinks side by side are recommended for cleaning equipment, along with a drying /draining area.)
10. Have you got the correct cleaning materials available? These will include:
 - Bactericidal detergent and / or bactericidal grease cutter for food contact surfaces.
 - Bactericidal surface cleaner
 - Detergent / grease cutter for non-food contact surfaces
 - Cloths, which can be laundered or disposed of. (Disposable cloths or paper towels are recommended)
11. Are all the sinks supplied with hot water? This should be piped and not rely on the use of bottles or other containers to transfer water from an urn.

Storage*

12. Do you have adequate facilities for storing chilled and frozen food at a safe temperature?

Can you prove that the food is always at a safe temperature?

13. Can you keep raw and ready to eat foods safely apart?

14. How do you protect food stored at room temperature from contamination?

Preparation Facilities*

15. Is there enough space for food preparation?

16. Are there separate areas for the handling of raw and ready to eat foods?

Personal Hygiene

17. Do you have enough protective clothing for a full week's trade? This should include a clean coat, tunic, uniform or similar, plus head covering. The protective clothing should cover any warm clothing worn, such as fleeces or pullovers.

18. How often are you going to change your protective clothing and how will you clean it?

19. Can you demonstrate to the inspector that you know what is meant by 'good personal hygiene'?

20. Have you got:

- A dedicated hand wash basin with piped hot water at a safe temperature? (Approximately 40°C is recommended)
- Materials for cleaning your hands, which will not taint the food?
- A way of drying your hands which will not carry bacteria? (Disposable paper towels are recommended)

Waste

21. Are bins available for use both inside and, where appropriate, outside the van?

22. What are your arrangements for disposing of the waste?

23. Do you have wastewater container(s)?

Water Supply*

24. Have you got a safe supply of cold water to fill the containers for the vehicle?

25. Are the water containers and pipe-work:

- Clean and easy to keep clean
- In good condition
- Distinguished from those used for waste water?

26. What do you use for routine cleaning of the water containers? If you are not sure, more information is available in Information Sheet FH04 (Water Containers)

Workplace Health, Safety and Welfare

Equipment

27. Is all equipment, which could burn or scald secured to stop it coming loose accidentally?

Fire safety

28. Do you have:

- A fire blanket if you fry foods on the vehicle
 - A dry powder fire extinguisher, which must be within its expiry date.
- Are these easily accessible?

First Aid

29. Do you have a well stocked first aid kit, with contents all within their expiry date?

Gas Safety

30. Do you have a current Gas Safety Certificate for the LPG installation on your vehicle? If you haven't, you'll need to have it inspected by an appropriately qualified CORGI registered engineer. Call CORGI on 01256 372300 for up to date details of engineers in your area. The certificate must be renewed each year.

31. Are gas cylinders, including empties, well restrained?

32. Is the compartment for the gas cylinders:

- Ventilated at high and low level to the outside of the vehicle;
- Sealed to the inside with 30 minutes fire resistance; and
- Marked as containing LPG?

33. Are the gas pipes:

- Protected against damage from rubbing against other fixings during movement of the vehicle; and
- Where flexible, as short as possible and away from areas where knives are used?

Remember, we are here to help you run your business safely, so ask for help if you are unsure of any aspect. Call us on 01506 775400.