

Checklist A

Have you...

Met the notification requirements and received the necessary approvals?

Identified all volunteers helping you run the event?

Provided all helpers with the appropriate information/ fact sheets?

Checked that hand washing facilities will be available?

Checked that drinkable water will be available at the site or an adequate supply will be transported to the site?

Determined how to dispose of waste water and rubbish?

Checked that premises and temporary stalls are clean and appropriate for the activity being undertaken?

Checked that an adequate supply of gas will be available?

Where you are selling food designated a helper to handle money only, while other helpers serve ready-to-eat food using tongs or gloves?

Ensured that outside food stalls are located in a dust-free area, away from toilets and garbage bins?