METHOD STATEMENT

On receipt of a site plan from the organisers the following method statement has been prepared

Arriving on site

On arrival on site Just Catering will immediately report to the Site office and register its arrival and record the number of vehicles and staff on the site.

Just Catering will provide a list of staff and their duties/which Trailer they will be working on.

All staff members will wear their standard uniform and health and safety purposes where required.

Fire exits and the designated meeting points will be noted and relayed to staff.

Suitable protective clothing and hand washing facilities will be made available for visitors to e.g. food safety inspectors the food preparation areas.

Setting up units

Where applicable, the supervisor will make sure that there is not less than 3 meters space between each unit / trailer.

A designated staff member will carry out a 'Fire Risk Assessment', and make sure that all Health and Safety procedures are being maintained and hazards minimised.

A copy will be handed to the Site manager.

All relevant documentation (such as health and safety policy, fire risk assessment, food safety training, certificates, menu and price list) will be available and displayed if required.

A copy of food hygiene training certificates for all food handling staff will be supplied to the organisers in advance of the event

Health, safety procedures and dealing with waste

There is a strict no smoking policy within food preparation areas, staff are only allowed to smoke away from the catering units and not whilst wearing their aprons

On arrival Just Catering will make themselves and the staff aware of where the waste disposal and wet waste disposal points are.

All food waste and other refuse will be deposited in the correct waste bins on a regular basis throughout the day.

Where applicable, gas cylinders will be protected from interference and away from any hazards.

All catering trailers will have a valid Gas Safe Certificate of conformance.

The public will not have access to any LPG bottles.

Just Catering will provide a I plastic dustbin per catering trailer for the public to dispose of their litter, which will be emptied when required during the day.

Cleaning and equipment preparation

All work areas including all surfaces will be maintained in a good clean condition.

It is Just Catering' policy and practice 'to clean as you go' in addition to any regular cleaning tasks. It includes cleaning up spillages and soiling as they occur during work activities and also includes cleaning surfaces and equipment that have been in contact with food after every use or frequent use.

Where necessary, safety equipment such as gloves, goggles and rubber aprons will be provided to staff.

Just Catering will ensure that all possible health and safety precautions have been taken to minimise the risk to staff and the public.

Food preparation, storage and handling

Regular temperature checks are taken on refrigerators, freezers, and cooked or hot held foods throughout the day. These are recorded in the Daily Recording Diary which is maintained on each trading unit.

Raw and cooked foods kept separate and food conditions are checked regularly to avoid cross contamination and bacteria growth.

A cleaning schedule is maintained and recorded in the Daily Recording Diary.

Serving food

All Just Catering staff are trained in food hygiene matters and have a high level of customer service skills

All Just Catering food handlers will be wearing the company uniform.

Departing from site

When departing from the site, Just Catering food units will be cleaned and waste deposited at the designated waste points.

The site of the trailers will be inspected and cleared of any waste.

Electrical and gas equipment will be checked to ensure correct disconnection, prior to movement.

The site the supervisor will report and record the time of departure, signing any relevant documentation required.