



Catering Event Risk Assessment Check

Use this self-inspection checklist to ensure you're following proper food safety guidelines, your equipment is serviced and in working order, and more. We recommend completing this risk assessment **before every event you work** to ensure a safe environment for your staff, your clients, and guests.

Pre-Event Planning	Yes	No
Have you visited the venue and inspected the site to identify potential hazards and assess the layout?		
Have you obtained all necessary permits and licenses?		
Do you have an emergency response plan that includes contact information for emergency services and evacuation routes?		
Have you coordinated with your client and/or event organizers to understand and agree upon the schedule and specific event requirements?		
Do you have an adequate amount of staff scheduled to work the event?		

Venue Safety	Yes	No
Is the event site free of potential trip hazards, such as loose cables, uneven flooring, and debris?		
Are all walkways and exits clear and accessible?		
Are fire exits and extinguishers clearly marked and unobstructed?		
Is there proper ventilation in cooking and serving areas?		
Are electrical outlets and power supplies safe for catering equipment?		

Food Safety	Yes	No
Do you have insulated containers and refrigeration units to transport and store perishable food items?		
Have you implemented proper food storage practices to maintain safe temperatures?		
Have you designated separate areas for raw and cooked foods to prevent cross-contamination?		
Are you recording regular food temperature checks and recording them each time?		
Does your staff adhere to strict handwashing and hygiene protocols?		

Equipment Safety	Yes	No
Is your staff trained on the safe use of all equipment?		
Do you have fire extinguishers and first aid kits nearby and readily accessible?		
Are you using surge protectors for electrical equipment?		
Are gas lines and connections for cooking appliances secure and leak-free?		
Is all cooking and serving equipment clean and in working order?		

Staff Safety	Yes	No
Is your staff properly outfitted in PPE (gloves, aprons, non-slip shoes, etc.)?		
Is your staff trained in safe lifting techniques and do they have the equipment necessary for moving heavy objects (dollies, carts, etc.)?		
Have you scheduled regular breaks for your staff to prevent fatigue?		
Have you reviewed emergency procedures with all staff prior to the start of the event?		
Do you have a designated safety coordinator to oversee compliance with safety protocols during the event?		

Guest Safety	Yes	No
Are all food items clearly labeled to highlight potential allergens?		
Are there alternative food options for guests with dietary restrictions and allergies?		
Do you have signage for potential hazards, such as hot surfaces and wet floors?		
Do you have designated members of your staff to manage crowd control and prevent congestion around serving areas?		
Are all serving stations stable and monitored to avoid spillage and contamination?		

Transportation and Setup	Yes	No
Have you inspected your vehicle(s) for cleanliness and functionality before transporting food and equipment?		
Have you planned your delivery routes to minimize delays and ensure a timely arrival?		
Are all items packed securely to prevent spillage or damage while in transit?		
Are your staff trained in proper handling and setup of equipment?		

Vehicle Safety	Yes	No
Is the emergency brake in working order?		
Are the headlights and tail lights in working order?		
Are the turn signals in working order?		
Have you checked the coolant levels?		
Have you checked the engine oil?		
Are all mirrors in working order?		
Are all seat belts in working order?		
Are windshield wipers in working order with sufficient fluid?		
Is the horn in working order?		
Are all drivers properly licensed?		

Waste Management	Yes	No
Have you or the venue provided sufficient waste bins for food scraps, recyclables, and general waste?		
Do you have a waste removal plan to prevent overflow and maintain cleanliness?		
Are all staff members trained on proper waste segregation and disposal practices?		