



YOURIMBAH Club Food Safety Plan

As part of the governance and support structure for YOURIMBAH Clubs are required to demonstrate diligence, planning and care in the events and activities they organise. Using this template as a guide, please provide information regarding the precautions around food at your proposed event.

If you have any questions regarding any aspect of the Food Safety Plan, please contact the Student Experience and Events Manager at info@yourimbah.com.au

Club:	Activity/Event/Function:
Activity/Event/Function Date:	Activity/Event/Function Location:
Submitted by:	Executive Position:

Have you read the [NSW Government Food Authority - Guidelines for food businesses at temporary events \(283.41 KB\)](#) ? YES/NO

Have you included Food Handling processes as part of your Risk Assessment for this event? YES/NO

Food Transportation and Storage
Please provide details on: <ul style="list-style-type: none">• The date and time the food transportation will take place.• How will the food be transported from the place of purchase to the place of storage and/or event?• If the purchases are not made on the day of the function, where and how will the food be stored?• How will the food be stored at the function?

Food Preparation and Serving Food Preparation and Serving
Please provide details on each of the following: <ul style="list-style-type: none">• What hand-washing facilities will be accessible at the preparation and service site/s?• How will you prepare the area and utensils that will be used in the food preparation and service?• Where will the food be prepared?• Who will be involved in the preparation and service of the food?• What personal hygiene measures will be taken by those preparing and serving the food?• How will the food be prepared?• How will the food be served?



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Clean Up

Please provide details on:

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| <ul style="list-style-type: none">• The clean-up procedure for the area, utensils and equipment used?• How and where will leftover food and other rubbish be disposed of? |
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Please submit your completed YOURIMBAH Club Food Safety Plan to info@yourimbah.com.au along with your Risk Assessment.