



**TOWN OF HALIFAX
COMMONWEALTH OF MASSACHUSETTS**

Board of Health

499 Plymouth Street, Halifax, MA 02338
Telephone (781)293-6768 * Fax (781)293-1738

**Halifax Board of Health Safety & Sanitation
Checklist and Application for Large Outdoor Events**

*** All permit applications must be submitted to the Halifax Board of Health at least 30 days prior to any planned event opening date. ***

*** It is the responsibility of the facility owner to inform any and all event organizers and/or food vendors of the 30 day application submittal policy. ***

*** All mobile food vendors participating in mobile food events are required to have a "Massachusetts" Hawkers and Peddlers license unless the organizer of the event has a promoter's permit with the Division of Standards in Boston, MA. If a vendor is licensed in another state, they are still required to have one for Massachusetts *** <http://www.mass.gov/ocabr/government/o-ca-agencies/dos-lp/dos-licensing/hawker-and-peddler-license/>

*** Liability Insurance is a requirement for the Halifax Board of Health. If you have any questions, please contact our office at 781-293-6768.

Event Date: _____

Permit Fee: \$200.00

Event Name: _____

Event Location: _____

Responsible Party: _____

Contact Info: Address: _____

Phone: _____

Email: _____

I. General Oversight:

- Signage: water supply, food, toilets, designated smoking/non-smoking areas
- Housekeeping (cleaning materials, barrels, brooms, shovels, etc.)
- Enter & Exit Signs: clear & visible
- Restrooms and hand-washing facilities availability
- Food or smoking in designated areas only
- Aisles and exits clear
- Parking lot and walkways smooth and wide enough
- IPM (Integrated Pest Management) plan in writing

- PIC (Person in Charge) for environment, including removing standing water.
- PIC: Name and contact information: _____

Notes: _____

II. Sanitation Plan:

- Map of toilet and hand washing locations.
- Sufficient number of portable toilets.
- Appropriate locations for portable toilets.
- Sufficient number of hand washing stations.
- Appropriate locations for hand washing station.
- Rubbish barrels/dumpsters: Who will be emptying them? _____
- PIC (Person in Charge) Sanitation Plan: Name & Contact Information:

Notes: _____

III. Food Safety:

- Permit from Board of Health
- Building clean
- Hand washing signage
- Potable water source?
- Hand washing station: close enough? If not feasible or for a few people only (say, food handlers), they can set up their own. (Coffee urn over a bucket, soap and paper towels.)
- PIC (Person in Charge) food safety: Name & Contact Information:

Notes: _____

IV. Emergency Response:

- Check with Police Department to see if Police Detail is required.
- Check with Fire Department to see if EMT and/or ambulance is required.
- First aid/emergency station(s) identified.
- First aid kits available.
- Telephones or radios available and in working order.
- Emergency Response Plan in a binder.
- Contact information up to date.
- PIC (Person in Charge) for Emergency Response: Name & Contact Information:

Notes: _____

V. Fire/Electrical Safety:

- Storage and use of flammable/combustible materials. (Such as fuel for generators)
- Condition of electrical system.
- All fuses/circuit breakers labeled.
- GFCI where required.
- Smoke detectors.
- Fire extinguishers.
- Alarms.
- Proper clearances from Fire Department and/or Building Department.
- PIC (Person in Charge) for environment, including removing standing water.
- PIC: PIC (Person in Charge) of Fire, Electrical Safety: Name & Contact Information:

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- **Check with Fire Department for this section prior to event.

Notes: _____

VI. Selectmen's Office:

- Live Entertainment Permit. Yes or No
- Liquor License. Yes or No
- Caterer Permit. Yes or No

VII. Hazardous materials:

- Access denied to customers/visitors.
- MSDS available.
- Warning signs in place.
- Containers labeled.
- Proper storage.
- Proper use.
- Proper disposal.
- High pressure gas cylinders supported & in safe location & at least ten feet of flexible hose, getting the tank away from heat source.
- Proper ventilation.
- PIC (Person in Charge) of Hazardous Equipment: Name & Contact Information:

Notes: _____

VIII. Training:

- Records of training available.
- Knowledge of safe work practices.
- Selection and use of protective equipment.
- Emergency procedures.
- First Aid.
- CPR.
- Other.
- PIC (Person in Charge) of Training: Name & Contact Information:

Notes: _____

IX. Map:

An accurate map of the event location, identifying all structures and significant hazards can be helpful during planning, training and emergency response and should be included in your plan.

Include in your drawing, entry, exit, food, first aid station, porta-pottie, hand washing stations, the event attractions, and buildings on the property. (Add anything you think might be useful to this list.)

Write street addresses on the map for the driveway or entrance to each farm, field or section. Having these addresses on a map can improve response times from emergency personnel. There have also been reports of emergency agencies failing to respond to life-threatening

Emergencies because the caller on a cell phone was unable to provide a street address.

Keep copies of the maps at the office, at telephones and in vehicles so they can be readily accessed for use during emergencies.

*** Give a copy to B.O.H., Fire, Police before event, along with contact information.

X. All Required Documents: (No permit will be issued without the submission of all required documents.)

Completed, dated and signed Permit Application.

Workers Compensation Insurance Affidavit.

- Application, Forms and Documents can be found at: <https://www.halifax-ma.org/board-health/pages/permit-applications-forms-and-information>

Liability Insurance Certificate.

- Liability Insurance is a requirement for the Halifax Board of Health to issue a permit.
- Insurance certificates must be submitted prior to an event and must pertain to the event listed on the permit application.
 - If an event is repeated, the date(s) on the insurance certificate must cover all of the events or the entire event period.

Workers Compensation Insurance Certificate.

Promotor's License. (If applicable)

Food Safety Certificate from food venders.

Allergen Awareness Certificate from food venders.

Application fee for event food venders *** \$75.00 per event or \$250.00 for the Season.

Sign-Off: The following have read the Application/Checklist, seen the map of activities, and approve the plan:

Event Responsible Party Signature:

Police Department

Fire Department

Board of Health

Selectmen's Office

Building Maintenance

Highway Department

Other: