

3.4.3 USE OF EXTERNAL CATERERS

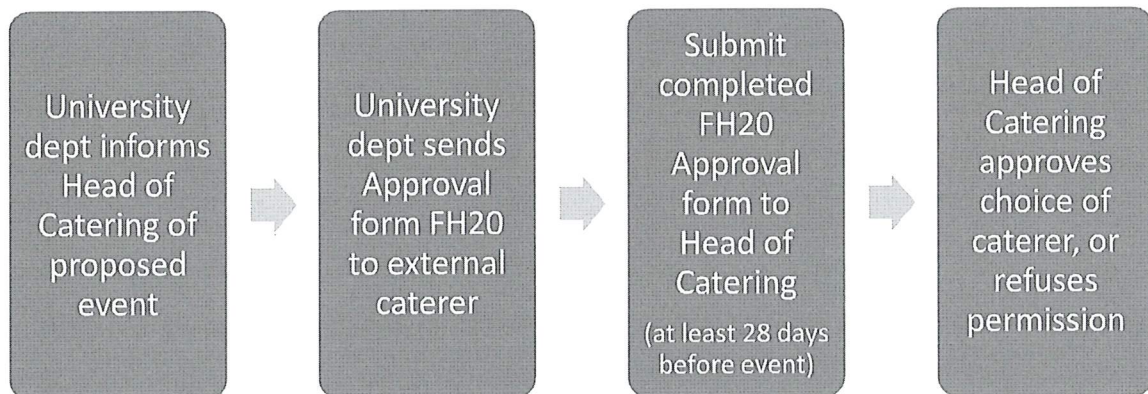
USE OF EXTERNAL CATERERS ON UNIVERSITY PREMISES

People eating at functions, summer schools or other events at the University have an expectation that the food they receive will be safe and will comply with the law.

From time to time, Schools or Departments within the University may want to use external caterers to provide for religious festivals/events. Our responsibility for food safety remains so it is essential that we put adequate controls in place.

Only external caterers which have been approved by the University Catering department are permitted to provide food to events. In the first instance, University Schools or Departments who want to run an event should contact the University Catering department to discuss their requirements. The Catering Department should provide them with a copy of the minimum standards required as set out below.

To ensure that the University Catering department's management team and staff minimise any potential food safety risk, the following procedure, for any request to bring in any external catering, must be adhered to:



1. The supplier FH20 Food Safety and Quality questionnaire must be fully completed. Any sections not completed will result in the questionnaire being returned.
2. The completed questionnaire is to be returned to the Head of Catering at least 28 days before the date on which food is to be supplied.
3. The Head of Catering will acknowledge receipt of the questionnaire within 2 working days. A maximum of 28 days is required for the questionnaire to be reviewed and an assessment made.
4. Assuming that the supplier response indicates that control measures are adequate, the external supplier will be able to bring food onto University premises. This authorisation will come in writing from the Head of Catering.

5. Where control measures are NOT considered adequate, either further control measures may be required to be implemented by the supplier, or permission will not be given for food to be brought onto University premises. The reasons why the control measures are considered inadequate will be provided to the supplier in writing from the Head of Catering.
6. All food served must comply with current food safety regulations and legal compliance will be the responsibility of the supplier.
7. The University reserves the right to carry out inspections of premises where food is prepared or supplied from, prior to approval being given.
8. Responsibility for the safety and quality of food provided by the external caterer remains solely with them. However, as an added precaution the University may require that a member of the Catering Management team be on site to monitor the event and ensure food safety is maintained. This will depend upon the nature and size of the event. The charge for this is to be borne by the event organiser/supplier who will be notified of any costs prior to the event. Where a catering presence is not required the school/department will be provided with basic guidance and advice on food hygiene and safety by the catering department. If at any stage during the event the Catering Management considers that food safety regulations are not being adhered to, they reserve the right to stop the food being served.
9. The University will only provide the external caterer with an area for the service of food to take place. No other catering facilities or equipment will be available. Any equipment brought onto the University premises must be safe to use, and MUST be approved by the Head of Catering.

In the event of the Head of Catering being on leave, then the decision will be made by a nominated deputy.

A copy of the Food Safety & Quality Questionnaire can be seen in the Annex.

MINIMUM STANDARDS - KEY GUIDANCE FOR CHOOSING EXTERNAL CATERERS

The University will only approve caterers with a high standard of food hygiene. Any caterer approved to provide food to the University must comply with the following minimum standards and general hygiene guidance:

1. GENERAL

- All caterers must be registered with the local Environmental Health Department
- The company must be in possession of public liability insurance.
- The catering business should have a 5 star Food Hygiene Rating (evidence)

2. PREMISES STANDARDS

- There should be clear segregation of raw and cooked foodstuffs particularly during preparation and storage.
- There must be sufficient serviceable fridges and freezers.
- All walls, floors and ceilings in food areas should be suitable material and easy to clean and repair.
- All storage areas must be kept in well maintained clean and tidy condition.

3. PERSONAL HYGIENE STANDARDS

- All food handlers must wash hands before handling food
- All members of staff should wear protective clothing
- Wash hand basins must be supplied in food production areas.
- Smoking must be strictly prohibited.
- Food handlers suffering from sickness must not be allowed to prepare or serve food.

4. FOOD SAFETY

- A food safety management system must be in place and documented evidence available – e.g. Assured Safe Catering/Safer Food Better Business.
- Staff working at the event must be trained to at least Level 2/Basic/Foundation Food Safety standard within the last 3 years, and records/certificates for their training should be available for scrutiny.
- Staff must have received allergen awareness training.
- There must be correct allergen labelling and accurate communication (including Natasha's Law if applicable)
- Fridge and freezer temperature records, cleaning schedules and pest control records must be kept and should be available.
- Food must be stored, handled and served in such a way to ensure food safety.
- All cross contamination risks must be properly managed

5. TRANSPORTATION

- Prepared chilled foodstuffs must be transported under temperature controlled conditions and must not exceed 5°C.
- Prepared hot foodstuffs must be transported under temperature controlled conditions and must not go below 63°C without adequate refrigeration before point of service.
- Drivers must wear clean protective clothing
- Vehicles must be clean and dedicated for food transportation uses.
- All foodstuffs and equipment are to be adequately covered during transportation.

Checklist for caterers

The following checklist is available for external caterers to ensure they are prepared for events

Business standards	Yes	No
Have you registered your business with your local Environmental Health Department?		
Have you got a copy of your written food safety document available?		
Do all your staff have appropriate level 2 food hygiene certificates within the last 3 years?		
Do you have allergen information written down for <u>all</u> the items you are serving?		
Is your vehicle in good condition, and which ensures food is not exposed to contamination or temperature abuse?		
Food preparation/service		
Have you got enough sinks? Are they supplied with hot and cold water?		
Have you got cleaning materials and cloths?		
Is there somewhere to wash your hands? Are sinks supplied with hot and cold water, soap and paper towels?		
Have you got bins/refuse sacks for rubbish?		
Have you got adequate chilled and frozen food storage at the event?		
Is the equipment capable of keeping food at the correct temperatures? (chilled food must be stored below 5°C, and frozen food below -18°C)		
Are raw and cooked/ready-to-eat foods kept separate?		
Have you got a probe thermometer? Can it be properly cleaned?		
Is food cooked to at least 75°C (and kept hot above 63°C)?		
Do you and staff have washable, clean overalls?		
Do you have a first aid kit?		