

FOOD SAFETY QUESTIONNAIRE FOR THIRD PARTY CATERERS

Please send the completed questionnaire to Deliveredservice@lboro.ac.uk

Name of Event:	
Date of Event:	
Name of Organiser:	
Location of Event:	
Contact details of organiser including department and position:	
Signature:	
Will you be the main point of contact during the event?	
Third Party Caterer Company Name:	
Third Party Caterer Contact Details <i>(Contact Name Address including postcode Telephone Number Email address):</i>	

Please confirm that you have read the Third Party Caterer Policy and can comply with the same.	Yes / No
Will there be a monetary transaction between the company and the University?	Yes / No
Will the third party caterer be selling goods to the general public?	
Are you aware of any conflict of interest?	
For completion by the Third Party Caterer:	
Name and address of Local Authority registered with?	
Date of last food hygiene inspection? (Relevant to the type of catering provided on campus) (Please provide copies)	
Food Hygiene Rating (Relevant to the type of catering provided on campus) (Please provide copies)	
Length of time company has operated this type of catering operation?	

<p>Please confirm that the intention to provide catering at the University premises has been registered with the appropriate local authority at least 28 days before the first instance of trade and provide a copy of the registration document.</p>	
<p>Valid copy of your Public Liability Insurance certificate displayed during event (Please provide copies)</p>	
<p>Has the company implemented a documented food safety management system based on the principles of HACCP? If yes, then this and all verification/monitoring records must be made available at the event.</p>	
<p>Please confirm that all staff members are trained to at least food hygiene level 2.</p>	
<p>Please indicate which of the listed unit types will brought on to site and the number of each:</p>	<p>Stall, marquee, purpose built unit, converted vehicle, tent, other (please state)</p>
<p>Please indicate the unit size: length, width, height:</p>	
<p>Main types of food and drinks to be offered at the event:</p>	
<p>Please indicate which of the listed equipment will brought on site:</p>	<p>Refrigerator(s), freezer(s), cooking hob(s), microwave(s), oven(s), grill(s), sink(s), hot water supply to sink, wash hand basin(s), hot water supply to wash hand basin, soap & hand drying facilities, first aid kit, other (please state)</p>

Please confirm that you agree to the University Catering Management team carrying out risk assessments on any equipment and activities.	
Please provide us with assurance that all of your portable electrical equipment has been PAT tested.	
Please provide us with a copy of the annual service certificate for all portable fire extinguishing equipment so to ensure that the equipment is compliant and maintained to the appropriate regulations and guidance.	
Please provide us with assurance that all of your catering equipment is compliant and is being maintained in accordance with the appropriate regulations and guidance.	
Please indicate which power source will be used and provide us with a copy of the pre-event check list for the equipment.	LPG, diesel, petrol, electrical generator, mains, other (please specify)
By what means will potable water be provided to the unit?	
How will hot water be provided on the unit for hand and equipment washing?	
What provision will be made to dispose of foul water?	
Will any food be prepared or stored in a place other than the catering unit?	
Please outline the delivery arrangements for food/drinks supplies to the site?	
What measures will be taken to monitor and record the temperatures of high-risk food (hot and cold) being stored and displayed for service?	
<p>What provision will be made for the collection and disposal of waste given the conditions of the policy:</p> <p>a. for production / provision of the service?</p> <p>b. for service waste?</p>	
Does the third party caterer pay its staff the National Minimum Wage? (Desirable)	
List the 2 most recent outdoor event functions the company has catered at (please give event name and address)	