**REQUIRED DOCUMENTATION FOR FOOD SAFETY BY EXTERNAL FOOD SUPPLIERS TO ASTON UNIVERSITY CAMPUS**

**Objective**

The purpose of this document is to ensure that catering undertaken by external caterers to Aston University provide food that is safe to eat to protect the University’s Students’ Staff and Beneficiaries.

Caterers must prove that:

* Their food premises are registered with the local Environmental Health Office (EHO) in line with the (registration) Regulations 1991 which demands registration with the local Environmental Health Department 28 days prior to operating.
* Food Safety (General Food Hygiene) Regulations 1995 – Food preparation is undertaken where facilities are properly equipped to undertake this activity.
* Food Safety Act (1990) - All external caterers that incorporate catering and/or provision of food on site will comply with the requirements of this Act.
* The Food Information Regulations 2014 (FIR 2014)

External contractors wishing to be considered for the supply (including preparation, transportation and serving) of food and drink for consumption on the university’s campus must first satisfy the registration procedure by providing satisfactory responses to the following questions. This must be completed and return at least one week prior to the contract being fulfilled.

**Date & time of the event**

**Which location of the University will the food be sold/given away from?**

1. Please indicate what foods will be sold/given away, and the means by which you will ensure appropriate temperature control during the preparation, transportation, labelling and service of all food and drink.
2. Will all food to be served in the university be prepared in premises registered under the Food Premises (Registration) Regulations 1991? YES/NO

If YES, please give the name and address or telephone number of the local Department of Environmental Health who registered the premises and the date it was first registered:

If NO, are your premises used infrequently? (i.e. for less than 5 days in any 5 week period, for which local authority registration is not required) YES/NO

3. With respect to the premises, please provide the following information (details on a

Separate sheet if necessary):-

i) the date when the premises (if registered) were last inspected (enter NONE if

not).

ii) have you ever been served with improvement or prohibition notices? YES/NO

If YES, please provide details.

iii) have you been the subject of legal proceedings in relation to food safety or Other safety matters? YES/NO

If YES, please provide details.

iv) has there been any reported or suspected cases of food poisoning associated

with your catering activities? YES/NO

4. Will all staff involved in the preparation, transportation and service of food have received certificated training in food hygiene and Natasha’s Law (Allergen training)?

YES/NO

If YES, please provide details of training and copies of certification.

If NO, please provide details of other relevant training.

5. Have you completed a hazard analysis or risk assessment exercise of your food preparation and catering activities? YES/NO

(Documentary evidence may be requested).

6. Do you have?

i) Employer/Employee Insurance? YES/NO

ii) Public Liability Insurance YES/NO

If YES please provide information on the level of cover and the policy renewal date

together, with a copy of each document:

ii)

7. Do you have a written Food Safety policy? YES/NO

If YES, please forward a copy.

8. Do you have a written Health & Safety policy? YES/NO

If YES, please forward a copy.

Number of employees in your organisation (note that if less than 5, there is no Legal requirement to have a written Health and Safety policy)

9. Would you have any objection to a visit to your premises (if required) to verify your process control and storage procedures? YES/NO

10. Specify proposed types of function you may be providing catering activities for:

Indoor

Outdoor

Buffet

Lunch

Dinner

Light refreshments

Approximate number of customers .........…......

Name of Company..........................................................................................................

**Address at which the company is registered**. With which local authority is the company registered with?

…………………………………………………………………………………………………..

……………………………………………………………………………………………………

Signed............................................................................................................................

Position...................................................... Date..........................................................

Contact tel. number........................................................................................................

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**THIS PART TO BE COMPLETED BY UNIVERSITY DEPARTMENT CONTRACTING CATERER**

Date received: .................................... Assessed by: …………………………………..

Referred  Rejected  Accepted 

Date: ..............................................……... Signed: ……………………………………..

**Once completed a copy of this Registration Form should be sent to** [**Nourish@aston.ac.uk**](mailto:Nourish@aston.ac.uk) **for approval, at least 7 days prior to the event taking place.**