



UNIVERSITY OF BIRMINGHAM



FARMERS MARKET **PRODUCER'S HANDBOOK**



Producers Handbook For The University of Birmingham Farmers' Market

This form is for eligible producers to book University of Birmingham's Farmers' Markets.

Priority is given to businesses in the West Midlands Area. Completion of the form does not guarantee acceptance.

Once completed this form should be returned to:

Erika Malone
The University of Birmingham
Retail Operations
Room 103 Old Gym
Edgbaston
Birmingham
B15 2TT

Please complete this form once you have read the Market Rules and have completed the registration form for the University of Birmingham



Producer's Handbook For The University of Birmingham Farmers' Market

INFORMATION PACK FOR PRODUCERS

This pack contains the following information:

1. Market Rules and Fact Sheet
2. Registration, Application & Product Information Forms
3. Food Safety Guidelines & University Policy Statement
4. Product Information Request Form
5. Market Day – Information and Guidelines For Producers
6. Guide to Standards of Operation for Outside Caterers.

If you need further information, please feel free to contact

Erika Malone on telephone no. 0121 414 3362 or email:

E.J.Malone@bham.ac.uk



University of Birmingham Market Rules and Fact Sheet

The purpose of this Fact Sheet is to:

- give some background information on the market,
- state the criteria for participation
- detail how the market works on the actual day
- outline how to apply

The Farmers' Market Purpose:-

The University of Birmingham Farmers' Market has been established to:

- enable local farmers & producers to sell their produce direct to the public
- give consumers the chance to buy fresh, locally grown fruit and vegetables, locally reared meat and home made products
- raise public awareness on issues such as GM foods, land management and organic farming

Location:-

University of Birmingham
Ring Road South
Edgbaston
Birmingham
B15 2TT

Frequency:- Fourth Wednesday of each month commencing 24th October 2007 Between 9.00am and 3.00pm

Criteria for Participation:-

- *no Genetically Modified (GM) produce or produce containing GM ingredients may be sold at the market*
- all produce must be grown, raised, caught, baked or made within 50 miles of University of Birmingham. Exceptions are made for products that cannot be sourced locally but this must be within maximum of 150 miles distance and preference will be given to local producers.
- stall holders must grow, rear or produce the products they are selling
- no bought in produce is allowed
- priority will be given those producers whose businesses are closest to the market
- your business must comply with all local and national laws and regulations regarding the production, labelling, display, storage and sale of goods.



Market Rules and Fact Sheet

- all stalls must display the business name and address and where the product was produced
- producers may only describe their products as organic if they have a relevant certificate and display the certificate on their stall. There are two categories of producer recognised by this market. In order to participate you must fit into one of these categories.
- The principal producer, a representative directly involved in the production process or a close family member must attend the stall.
- *Category 1 - primary farm produce*
 - includes eggs, fruit, vegetables, herbs, meat, fish, seafood, cheese, milk, butter, ice cream, honey and bee products, wine, cider, fruit juices, flowers and plants. Plants may include planted baskets if wholly grown and arranged by the producer.
 - the produce must have been reared or grown by the producer/business named, on the application form and have spent at least 50% of it's life on the producers land
 - exceptions may be made for products which are not available locally, or to respond to customer demand
- *Category 2 - hand-made consumable products*
 - includes ready-made meals, condiments, confectionery, preserves, cakes, and desserts whose principal ingredients are primary farm produce from category 1.
 - this market does not permit/support the purchasing/re-packaging/selling on of finished or imported goods e.g. olives, tea & coffee.



Market Organisation

The following points outline how the market is organised and managed on the day. By your participation in the market we ask you to respect these arrangements. Failure to do so may affect your participation in the market.

- the market is open to staff, students and local public at University of Birmingham from 9:00am to 2:00pm
- no stall holders to arrive before 7.00am
- all vehicles must be removed from the market area by 9:00am
- stalls must not be cleared away before the published end of the market without the prior agreement of the Market Co-ordinator.
- no vehicles may enter the market area before the end of the market.
- fees are payable in cash on the day of the market.
- Cancellations must be made at least seven days before each market. otherwise the University has the right to invoice in full.
- there is a designated area for producers to park their vehicles once unloaded, details will be provided by the Market Co-Ordinator.
- producers should display trading names clearly on their stalls, together with a contact address & phone number.
- producers must dispose of all rubbish carefully taking it with them.
- producers should bring their own chillers or refrigerators as required
- there is a No Smoking and No Dogs policy for those stalls selling food
- the allocation of stalls is solely at the discretion of the Market Manager
- whilst every effort will be made to allocate a regular spot this will not always be possible.
- pitch area – approximately 3.2 metres x 2.4 metres
- each market is run as a separate event.
- it is hoped that 3 months notice will be given if the market is to move location or stop trading.

If you have any questions about how to apply or whether your business/products meets the criteria please do not hesitate to contact us. We are more than happy to discuss your application with you.



Disclaimer of Liability

The organisers, their officers and servants shall not be responsible to any person or persons whilst upon the market area, the on-site parking area or the access routes off the public highway, for personal injury, fatal or otherwise suffered by such person unless due to any claim or action in respect of any such injury suffered by any person or persons whom the organisers may formally employ or engage.

The organisers, their officers and servants shall not be responsible to any person whomsoever for any damage, theft or loss however caused in respect of any exhibits, produce or other property in transit to or from the market or upon the market area or onsite parking area at any time. Stall holders shall indemnify the organisers from and against all claims and actions in respect of any personal injury whether fatal or otherwise, damage, theft or other loss which may be caused or occasioned in connection with their attendance at and use of or presence at the market and against all costs and proceedings arising therefrom.

The organisers, their officers or servants shall not be in any way responsible or accountable for anything that may happen to visitors, members, stall holders or their employees or to any stall or property brought to or used at the market.

The above disclaimers are subject to statute and common law.



Application Procedure

Enclosed with this sheet should be:

- registration form
- market application form
- trading standards information
- environmental health information

To take part in our market please:

- complete the registration form, filling in all sections of the form
- complete the market application form, this confirms which market(s) you wish to participate in and what produce you will be bringing
- enclose *all* the relevant paperwork/certificates applicable to your business, as specified on the forms
- ensure a cheque is included payable to University of Birmingham
- forward your application to:

Erika Malone
Farmers' Market Co-ordinator
University of Birmingham
Room 103 Old Gym
Edgbaston
Birmingham. B15 2TT



Registration Form

Business Name:.....

Proprietor's Name:.....

Agriculture Holding Number:

Organic Licence/Certification Details:

Other Certification:

Local Environmental Health contact (if appropriate)

Public Liability Insurance and expiry date

We recommend you should have a minimum of £2m public liability insurance

VAT Registration No. (if applicable)

Contact Name:

Postal Address:

Post Town:

Post Code:

Telephone: Day/Business:

Eve/Home: Mobile:.....

Fax Number:

Email Address:

Business Details

Contact Details



Review of Applications

Each application is considered on an individual basis and any application which is considered to be uncertain or where there is product duplication will be considered by the Head of Retail Operations and Market Co-Ordinator.

As well as the criteria stated at the beginning, there are other factors taken into consideration upon the review of your application. These are:

- your business details will be forwarded to the Environmental Health department
- the number of stalls selling the same product (e.g. horticultural products), will be limited, to try and maintain the viability of producers attending and the variety of produce on sale
- if applications are received from several producers offering the same or similar goods, priority will be given to local producers closest to the market. Please note: this may mean that a participating producer is asked to withdraw and join the waiting list should a more local producer wish to sell the same product at the market
- consideration will also be given to the size of the business, and priority will be given to smaller developing businesses and those who rely on farmers' markets for the success of their business.
- a waiting list for participation will operate where numbers in one product area have been reached
- the waiting list will be reviewed before every market, along with all the current applications and as soon as an appropriate space is available you will be contacted and offered the chance to participate
- producers on the waiting list will receive regular news and updates relating to the University of Birmingham's Farmers' Market

You will be informed by telephone of the outcome of your application, and this will be followed up in writing.

The Committee's decision will be final regarding which applicants take part in each market.

All the above are subject to change. As and when they change a new set of rules will be issued. These supersede any previous rules issued.



Please detail the full range of your products, including any seasonal variation throughout the year, Product Description, Months Available, % of Produce on Day

| Product Description | Category (see page 5) | Months Available | % of Produce on day |
|---------------------|--------------------------|------------------|---------------------|
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Where your products contain bought-in ingredients please detail your suppliers:

| Ingredient | Supplier Details (including organic certification if applicable) |
|------------|--|
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The above information helps the organisers minimise conflict between producers as a result of an overlap of produce. The organisers reserve the right to request that you refrain from selling a specific product where it does not conform to the Farmers' Market rules, or would be detrimental to the market and producers. Your cooperation in this matter is requested. The organisers reserve the right to visit your business to ensure the products meet the criteria for participation. Failure to comply with the market rules could lead to your exclusion from the market. By submitting an application to attend the market, you confirm that you agree to comply with the rules of the market and are eligible to attend.

Should you have any questions on any section of this form or have a query not covered here please do not hesitate to contact us.



To ensure prompt processing of your application please:

- complete all sections of this form
- enclose a copy of your public liability insurance certificate (NB if you do not yet have one, please contact us for advice)
- enclose copies of any other certifications given at the top of this form
- sign and date below
- return to Erika Malone University of Birmingham Retail Operations, Room 103, Old Gym, Edgbaston Birmingham. B15 2TT. Tel. No. 0121 414 3362, 0121 414 8953. Email:- E.J.Malone@bham.ac.uk

I confirm that-

1. The above details are correct
2. I/we have read the criteria and rules for participation and agree to conform to them
3. I am/we are eligible to participate in the University of Birmingham Farmers' Market
4. I understand that I will be excluded from the market if I break the rule of participation

Signed: Date:.....

By signing this form you confirm that you have read and conform to the criteria for participation.



Booking Form

Business Name:.....

Producers Name:.....

Contact Telephone number:.....

We will attend the following markets and confirm that our products comply with the rules of the Farmers' Market and we are eligible to attend:

| Dates | Pitch @ £30 each | Electricity @ £5.00 | Additional Table | Trailer/van |
|--------------------------------|---------------------|------------------------|---------------------|-------------|
| 28 th January 2009 | | | | |
| 25 th February 2009 | | | | |
| 25 th March 2009 | | | | |
| 22 nd April 2009 | | | | |

Please note that if less than seven days notice is given for cancellations you will be liable for the full fee. Please also note that we exchange information with Trading Standards and Environmental Health and that you may be inspected.

Notes on terms used on this form

Pitch – the area of the market which will be allocated (based on a size of approximately 3.2 metres x 2.4 metres)

Electricity – electrical hook up. Please indicate power requirement above.
We confirm that we understand and comply with the rules of the University of Birmingham's Farmers' Markets. Failure to abide by the market rules may result in expulsion from the market.

Signature: _____
(applications without signatures will not be processed)

Please return this form to:

Erika Malone, Market Co-ordinator, University of Birmingham,
Retail Operations, Room 103 Old Gym Edgbaston, Birmingham. B15 2TT



GUIDE TO STANDARD OF OPERATION FOR SUPPLIERS

INTRODUCTION

This document is provided as a guide to all suppliers and prospective suppliers to The University of Birmingham. It gives a brief guideline of the standards of manufacturing and hygiene practices expected of companies supplying The University of Birmingham.

MONITORING SYSTEMS

Monitoring is of benefit to both the producer/supplier and the user. The University of Birmingham seeks to develop relationships with suppliers who can demonstrate that they operate such systems within their organisation.

To provide a consistent product or to deliver it to the specification requires constant monitoring.

There should be a defined quality control system in operation.

All monitoring is to be documented for examination by representatives from the University who may call from time to time.

Each supplier must be able to demonstrate that adequate controls are in operation at each stage of the manufacturing process. Records must be kept to show that the controls are checked regularly. These controls should take the form of, for example regular temperature checks. Ingredient audit trail.

EXPECTED STANDARDS OF OPERATION

Suppliers would be advised to have a Quality Assurance System & Environmental policy. Membership of Professional organisation to supply The University of Birmingham would be preferable.

- There should be a clear segregation of raw and cooked materials. Food production should follow a logical flow from the delivery of goods through to despatch.
- All walls, floors and ceilings in the food areas should be of a suitable material and easy to clean and repair.
- The level of lighting should be adequate at all times for the type of operation that is being carried out. Lighting should be protected by plastic covers which should be clean at all times.



- A specialist Pest control company should be used to regularly inspect the premises. Records of their visits should be available for inspection.
- All storage areas must be kept in a well maintained, clean and tidy condition.
- Areas for the receiving and despatch of goods must be separate from each other. Facilities for loading and unloading should be under cover.
- All members of staff must wear protective clothing appropriate for the job they are doing.
- Hand wash basins must be provided for staff in production areas in compliance with the Food Hygiene Regulations.
- Smoking should be strictly prohibited on the premises. "No Smoking" signs should be displayed.
- Eating in food preparation areas should be strictly prohibited.
- All members of staff ideally should be trained or undergoing training, in basic food hygiene, to certificate standard.



DISTRIBUTION

- All distribution should be carried out in vehicles which are appropriate to the products in question.
- All vehicles used should comply with the relevant Food Safety (General Food Hygiene) Regulation 1995.
- Vehicles must be cleaned regularly
- Drivers must wear clean protective clothing.
- All vehicles must be open to inspection and temperature checks at the point of delivery.

Records must be kept by the companies concerned to show that all vehicles are keeping to within the specified temperatures. These records must be available for inspection and kept for a minimum of twelve months.

TEMPERATURE GUIDELINES:-

| <u>Food Type</u> | <u>Recommended Temperature</u> | <u>Maximum Temperature</u> |
|------------------|--------------------------------|----------------------------|
| Chilled | +5°C | +8°C |
| Frozen | -18°C | -12°C |
| Dry | +15°C to 25°C | +25°C |



PERSONAL AND FOOD HYGIENE: As issued to All University staff. This document represents the importance of food hygiene and is for your INFORMATION ONLY

INTRODUCTION:

The personal hygiene of all staff working within catering is an important factor in reducing the risks of food poisoning and maintaining high standards. The Food Safety (General Food Hygiene) Regulations 1995 and the Food Safety (Temperature Control) Regulations 1995 give food handlers direct responsibility in relation to hygiene and the prevention of contamination. Additional regulations have come into force including the Food Safety Act 1990 amendment regulations 2004, General Food Regulations 2004, EC regulation 852/2004 & the Food Safety Act (England) 2005.

Non compliance of the new regulations means that a Manager and all food handlers can be prosecuted. The regulations are now law & not just a way of recording due diligence.

RESPONSIBILITY: All staff working in food handling areas.

GOOD HYGIENE: PRACTICE CHECKLIST

- Wash and dry hands especially before and after handling food and using the toilet
- Report any illness. If you have to visit a doctor remember to say you are a food handler
- Do not work in any food preparation or food service area if you are suffering regular vomiting or diarrhoea.
- Do not handle food if suffering from infected open wounds on skin which cannot be totally covered during food handling
- Cover cuts and abrasions with waterproof, blue dressing.
- Do not spit, smoke or chew gum in food handling areas.
- Do not wear jewellery, false nails, nail varnish or excessive perfume.
- Wear clean, protective clothing and adequate head covering
- Keep your workplace, especially surfaces and utensils clean
- If latex gloves are worn they must be changed between tasks. Do not wash or re use latex gloves. Gloves must always be removed before leaving the work area. It is the responsibility of the employee to report any latex allergy.



1. FOOD HYGIENE

- Smoking is not allowed in food production areas and behind service areas. This includes bars and cellars.
- Eating is not allowed in kitchens and food production areas. Germs can be transferred from the mouth to the hands causing food contamination. Chefs using the correct utensils are permitted to taste.
- Food must not be left exposed to the atmosphere. All food should be covered to prevent contamination by bacteria, insects and foreign bodies
- High-risk food (i.e. sauces, meat dishes etc), which is not required for service, should be cooled in a blast chiller within 30 minutes of cooking. If no blast chiller is available the product must be cooled and placed in a refrigerator within 60 minutes of cooking. More information is contained in Code of Practice 5 (measurement points).
- Cooked food and uncooked food must not be stored together. Raw foods are often contaminated with germs and cross contamination can occur if they are brought into contact with cooked items. More information is contained in Code of Practice 6 Storage of All Food Products.
- Prior to service, store food at the temperature it is intended to be served. Hot food must be kept in a hot place designed for the purpose and cold food should be kept in a refrigerator or freezer.



2. PERSONAL HYGIENE

A high standard of personal hygiene is essential. The following points are important:

- Always wear a clean uniform. Uniform should be changed daily where applicable. Outdoor clothing should never be kept or worn in work areas by food production and service personnel. Uniform should be changed into at work and not worn outdoors unless your duties permit.
- Always wear clean sensible footwear at work Shoes should be covered at the back and front, have a non-slip sole and low, stable heel & steel protective toecaps for all kitchen and store personnel. Many accidents can be prevented if this simple precaution is observed.
- Finger nails should be kept short and well manicured. Nail varnish must never be worn at work (it chips) nor nail extensions or nail jewellery.
- Hair must be kept clean and tidy and contained within the headgear provided. Use of a hairnet may aid this process. Do not wear hair accessories such as clips, grips etc.
- Hands must be thoroughly washed before handling food. It is especially important that hands and nails are washed well after visiting the toilet, smoking, handling rubbish or dirty dishes and scratching your head or blowing your nose and carrying out cleaning duties. Always use the wash hand basin not the food or washing up sinks. Hand wash basins must be used exclusively for washing hands. Notices stating 'please wash your hands' must be displayed in staff toilets and by kitchen wash hand basin. All hand wash sinks must provide hot water, anti bacterial liquid hand soap dispenser and paper towels for drying hands.
- After washing hands and drying with a paper-towel will use alcohol rub before entering kitchen.
- Work clothing should always be kept in designated locker or storage area. Soiled work clothing must be deposited in the receptacle for soiled laundry & kept separate from the clean.



- According to legislative guidance from Hygiene Consultants, Environmental Health Officers and the Food Safety (General Food hygiene) Regulations 1995 food handlers may wear plain gold stud (not hooped) sleepers with safety backs in pierced ears. **UNIVERSITY POLICY INSISTS THAT NO SUCH ITEMS ARE WORN IN THE WORKPLACE FOR FOOD PREPARATION, KITCHEN & COUNTER SERVICE STAFF.** A plain gold wedding band may also be worn. Watches must **NEVER** be worn.

In addition to the guidance under legislation the University are prepared to permit the following:

- Necklaces – These may be worn on condition they are kept under high collared uniforms and are not visible to the naked eye. They must be plain in design and made of non-tainting metal (e.g. Gold). This will help to avoid the possibility of cross contamination and the danger of jewellery being caught in machinery. The University recommends that jewellery is not worn at all when operating machinery.
- Religious Observation – Jewellery which, as a **REQUIREMENT** of a person's religion, must be worn for the purpose of religious observation **ONLY** & will be considered on a case by case basis and should be discussed with the Manager before it is worn in the workplace. If such jewellery is permitted in a particular case, it must be plain in design and made of a non-tainting metal (e.g. Gold) and must be worn so it is not visible to the naked eye. Any bangle or bracelet must be worn under a long sleeved uniform, worn high up on the arm and must be taped to the skin to avoid it moving.
- Food handlers wearing jewellery that does not conform to the provisions set out above must be asked to remove it.
FAILURE TO COMPLY WITH THESE REGULATIONS COULD RESULT IN DISCIPLINARY ACTION.

3. MINOR INJURIES AND LOCALISED INFECTIONS

- All hand injuries must be covered by a totally waterproof blue adhesive dressing and fingers with a plastic finger cot or plastic glove whilst at work. Central Kitchen staff must sign a blue plaster issue sheet (CK Appendix 14) when being issued blue plasters or dressings and sign to say they have been disposed of before the end of their shift.
- Staff with septic cuts, sores, boils, whitlows or discharges from the ear or nose must not, under any circumstances handle food.
- Staff with colds are to use disposable tissues which are to be disposed of in the refuse bin used for soiled hand towels.
- A supply of blue plasters must be held within the First Aid box.



PRODUCT INFORMATION REQUEST FORM

Please indicate which products you intend to bring to market over the coming season, using the key below to describe each product as fully as possible. Please indicate in the first column whether a product is a main line or a subsidiary line. A main line is your core business. The 3 producer per category maximum will be applied to products forming your core business. You will not be protected from competition on subsidiary lines.

- M = Main Line
- Su = Subsidiary Line
- O = Organic Product (in conversion)
- C = derived from Cow's Milk
- F = Free Range Product
- S = derived from Sheep's Milk
- G = derived from Goat's Milk
- FR = Fresh
- FZ = Frozen

| Product | M/Su | O/C/ F/G/ S | FR/FZ | Months Produce available (if all year round leave blank) | |
|---------|------|-------------------|-------|--|---------|
| | | | | Current | Planned |
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Thank you for taking the time to complete this form. Kindly return it to:
Erika Malone, Market Co-ordinator, University of Birmingham, Retail Operations,
Room 103 Old Gym Edgbaston, Birmingham. B15 2TT

Tel:- 0121 414 3362. Fax:- 0121 414 6958. email:- E.J.Malone@bham.ac.uk

Name of Organisation:.....
Contact Name:.....
Telephone Number:.....
Address:.....
.....
.....



Market Day Information and Guidelines for Producers

Please note the following points:

Rubbish – please take all large or bulky items (e.g. boxes, packaging) home with you, as there are no facilities at this site to dispose of this rubbish.

Toilet Facilities – are available in University Centre (1st floor) and Staff House (ground floor).

Vehicles loading and unloading. Access to the market to unload stock before the market (and to load items afterwards) involves parking on double yellow lines. Please be considerate about other road users and minimise the disruption to your fellow stallholders and the public.

Early departure – the publicised hours of the market are 9am – 2pm. It is expected that stallholders will remain in the market for that period of time. If you have sold out of produce, use the time to discuss with customers and generate business for subsequent markets.

Provision of Stall and Tables – when you book for the market, the booking form requests details of your requirements. You will be provided with what you have booked and paid for in advance. Whilst we try to accommodate any extra requests on the day please accept that may not always be possible as we only have a fixed number of stalls available. Those who book and pay up-front will get preference.

One table per stall is guaranteed at University of Birmingham. Others will be assigned on a first come, first served basis once every other stallholder has their minimum allocation.

Producer vehicles are to be parked in the visitor Car park. This costs £1.00 Per day.



FOR INFORMATION ONLY

UNIVERSITY OF BIRMINGHAM

FOOD SAFETY POLICY STATEMENT

INTRODUCTION

The University of Birmingham has around 27,000 full and part time students and approximately 6,500 staff (including full and part time employees), some of which are provided with meals by Hospitality and Accommodation Services (HAS).

A Central Kitchen facility provides most of the meals, which are delivered to units in refrigerated vehicles. Meals and snacks are also provided by some Schools and by a number of authorised outside caterers. HAS employ over 250 catering staff serving two student residences, two Conference facilities, two Day Nurseries and eighteen kitchen and catering outlets. During term time an average of 44,000 meals and snacks a week are served to students, staff and at functions and conferences. Numbers out of term vary considerably in view of fluctuating conference/functions business.

COMMITMENT

The University sets and maintains high standards of catering and demonstrates its commitment to food safety and hygiene by the issue of this policy statement. The University Council has ratified the document and the Vice-Chancellor has overall responsibility for its implementation. All Senior Officers of the University have been involved in the compilation of the document and are responsible on a day-to-day basis for its implementation through codes of practice and schedules.

The policy requires that all food supplied within and by the University, including authorised outside caterers, will have been produced to the highest standards, complying with all food safety and hygiene legislation, good practice, guidance notes and codes of practice issued within the catering industry. The University has committed itself to ensuring that resources, both in staffing and finances will be available to ensure that this policy can be implemented.



GUIDE TO STANDARDS OF OPERATION - OUTSIDE CATERERS

INTRODUCTION:

All outside caterers used by the University of Birmingham must be on the approved list issued annually by the Registrar and Secretary. The caterers on the approved list are visited each year by the Director of University Catering or Authorised Senior Manager and a Representative from the Safety Unit to ensure that their premises and staff conform to current food legislation.

RESPONSIBILITY:

Director of University Catering, Safety Unit, Authorised Senior Managers

1. GENERAL

- 1.1 All caterers must be registered with the local Environmental Health Department
- 1.2 The company must be in possession of public liability insurance.

2. ENVIRONMENTAL STANDARDS

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

3. HYGIENE STANDARDS

- 3.1 All members of staff should wear protective clothing
- 3.2 Wash hand basins must be supplied in food production areas.
- 3.3 Smoking must be strictly prohibited.

4. FOOD SAFETY

- 4.1 Staff must be trained to at least Basic Food Hygiene standard and records regarding their training should be available for scrutiny.
- 4.2 An Assured Safe Catering system must be in place and documented evidence available.
- 4.3 Refrigerated plant temperature records, cleaning schedules and pest control records must be kept and should be available.
- 4.4 It is strongly recommended that a Code of Practice be kept by the Caterer .



5. DISTRIBUTION

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