

Catering Request Form

To ensure the highest possible standards of Food Safety are maintained, and to comply with the requirements of the Food Safety Act 1990, General Food Regulations 2004 (England), EC Regulation 852/2004 & University Food Safety Codes of Practice it is University policy to carry out hazard analysis of food purchasing, preparation, cooking & serving within University premises.

Please provide as much detail as possible when completing this form to avoid any delays with approval

This form must be received **10 working days in advance of the function** for the hygiene managers approval to be given. **Please follow the guidance at the bottom of this form.**

To: venue birmingham (conference office)

The organisers of the following function wish to serve food:

Organisation	
Function & Where to be Held	
Date & Time	
Address	
Phone / Mobile / E-Mail	
Number Attending	
Person in charge of food preparation	
How many people will assist in the preparation?	
Have any persons received food safety training?	
Time of food service	
Duration of service	

<p>Type of food & menu:</p> <p>Please provide a detailed list of the foods you intend to serve & state whether they are to be served hot or cold.</p>	
<p>Method & place of preparation:</p> <p>Please provide address of where food is to be prepared & cooked. Include details of the purchasing & storage of the food.</p>	
<p>State date & time of when the food will be cooked.</p>	
<p>Method of food transportation & what the foods will be stored in.</p>	
<p>Allergen legislation information on page 4. Has it been read & actioned?</p> <p>Please tick answer</p>	<p>YES <input type="checkbox"/> NO <input type="checkbox"/></p>

NOTES:

Please note that the following are high risk foods which have the ability to cause food poisoning:-

- Eggs
- Cooked meat/meat products
- Gravy and Stock
- Milk/milk products
- Cheese
- Ice Cream
- Cooked Rice, Pasta and Pulses

You may be unable to serve these products/foods which contain these products if the Hygiene Manager is not satisfied that suitable measures are in place to make the provision of these products safe. If you intend to provide any of these, the Hygiene Manager may contact you to discuss.

Please also note that:

- Cross-contamination of high risk foods must be prevented
- All source (raw) foods must be cooked thoroughly
- Temperatures in storage, cooling and reheating must be controlled
- Food must be prepared as near to the time of serving as possible
- Raw & cooked food must be kept separate

Allergen Information Legislation

From 13th December 2014, the EU Food Information for Consumers Regulation will change the way allergen information appears on labels and on food that is prepacked, sold loose or served when eating out. It will introduce a new requirement for allergen information to be provided for foods sold non-prepacked or prepacked for direct sale. This requires you to compile an ingredient list for all food products, stating if any ingredients contain one or more of the 14 recognised allergens. This will enable you to answer any allergen queries customers may have.

Allergenic ingredients are in bold type on product labels.

Allergenic ingredients must be indicated in the list of ingredients with clear reference to name of the substance or product as listed in Annex II of the Food Labelling Regulations.

The Annex II outlines the 14 allergens (and products thereof) that must be labelled or indicated as being present in food are:

- Cereals containing gluten such as wheat, rye, barley, oats, spelt or khorasan
- Crustaceans for example prawns, crabs, lobster, crayfish
- Eggs (to include pasteurised egg)
- Fish (to include fish derivatives/stocks, sauces)
- Peanuts
- Soybeans
- Milk (including lactose)
- Nuts such as almonds, hazelnuts, walnuts, cashews, pecan, Brazil nuts, pistachio nuts, macademia (or Queensland) nuts
- Celery
- Mustard
- Sesame seeds
- Sulphur dioxide (>10mg/kg or 10mg/L)
- Lupin
- Mollusc for example clams, mussels, whelks, oysters, snails and squid

Guidance for Completing Catering Request Forms

Issued by: Ian Wormall – Hygiene Manager

Contact Details: Tel: 0121 415 8402 e: i.wormall@bham.ac.uk

This information relates to any outside catering requests form that are sent to the Hygiene Manager for approval.

The outside catering request form should be used for:

- Events larger than 20 people in any University buildings (including University accommodation), grounds, Guild of Students or University campus associated areas.
- Where food is freshly prepared on campus grounds by students, none nominated University caterer, staff, or any other providers not listed by the University
- Where food is brought onto campus by students, none nominated University caterer, staff, or any other providers not listed by the University for sale or consumption (i.e. cake sales)
- If it is a public event
- When food is being sold on campus
- When food is being given away on campus
- Food that is pre-packed for direct sale
- Non- pre-packed (loose food)

The outside catering request form should not be used for:

Any pre-packed food: (unless re-sold on university premises i.e. cake sales)

Food Consumed for parties (Guild Only)

For further clarification on prepacked foods please see additional information.

When completing the form could you please insure that:

- Full details of the outside vendor providing catering
- Expected number of people attending
- List of food to be produced/brought onto campus
- All allergen information is read and understood and will be provided by the provider on the day of the event to all attending
- Companies must be willing to provide details of their HACCP procedures, Food Safety procedures, training and Food Hygiene rating (if they are a catering vendor e.g. a burger van)
- Companies must be willing to follow guidance provided by the university
- Companies must agree to abide by the universities food safety policy
- Companies must be willing to be inspected by the Hygiene Manager or nominated person

NOTE: all catering request forms must be sent for authorisation no less than **10 working days before the event**. Failure to comply may result in authorisation not been given.

Additional Information regarding pre packed food

‘Pre-packed food’

‘Prepacked’ foods are foods, which have **been put into packaging before sale** (final consumer or to mass caterers), and the **contents cannot be altered without opening or changing the packaging**. For example, most pre-packed foods sold in supermarkets will fall under this definition, such as tinned food, ready-made meals or frozen food products.

‘Pre-packed for direct sale’

Generally means those foods that have been packed on the same premises as they are being sold. In these situations, it is thought that the customer would be able to speak to the person who made/packed the foods. Foods which could fall under this category are meat pies made on site, and sandwiches made and sold prepacked or not pre-packed from the premises in which they were made.

‘Non-pre-packed’(Loose foods)

Foods which are non-pre-packed can be often described as foods sold loose. In a retail environment this would apply to any foods which are sold loose from a delicatessen counter (**for example, cold meats, cheeses, quiches, pies and dips**), **fresh pizza, fish, salad bars, bread** sold in bakery shops etc. **In a catering environment this would apply to foods ready for consumption such as meals served in a restaurant, café or purchased from a takeaway.**