



## DOUGLAS ST BRIDE'S COMMUNITY GROUP

### TERMS AND CONDITIONS FOR SELF CATERING EVENTS

#### **Food Hygiene Rules**

All food that is brought into St Bride's Centre must comply with all current food safety and hygiene regulation, in particular the Food Safety Act (1990), the Food Hygiene (Scotland) Regulations (2006) and the all FSA (Food Standards Agency) legislation.

1. No unauthorised personnel are to enter the kitchen. Caterers only permitted in the kitchen. All food handlers must have Basic Food Hygiene training with certificates less than 3 years old. Copies of certificates should be available.
2. Suitable protective clothing must be worn at all times in the kitchen. This is to include clean white over clothing, kitchen hats, suitable protective safety shoes and no jewellery apart from a wedding band may be worn.
3. All food brought on to the premises must be of good quality and been prepared and handled in accordance with the food hygiene regulations and temperature control regulations. Documentation of your HACCP system and temperature monitoring should be available as evidence of your compliance.
4. Food must arrive at St Bride's Centre in suitable, clean vehicles and maintained at the correct temperature. A suitable temperature probe will be needed to check such temperatures.
5. Caterer's food must be kept separate from the Café food to avoid cross contamination. Refrigeration needs to be agreed with a member of St Bride's Board Committee prior to the event. Temperature monitoring must be carried out throughout the cooking /reheating/display process.
6. Any food remaining after the event in the kitchen or the hall must be removed from the premises that day.
7. No one is to use the kitchen machinery, equipment or appliances without full instruction and prior permission from St Bride's Board Committee. Consideration needs to be given to keeping food cold and/or hot as required.
8. Kitchen equipment that is provided for use must be left in a clean hygienic and good state of repair as it was found.
9. No alcohol is to be consumed in the kitchen or by those working in the kitchen at any time.

10. Smoking is not permitted anywhere in the St Bride's Centre. Smoking is only permitted in the designated smoking area.

### **Health & Safety / Fire Rules**

1. Any caterers entering the kitchen at St Bride's Centre must comply fully with current Health and Safety at Work Regulations and the Health and Safety Policy of St Bride's Centre.
2. Caterers must hold adequate Employers Liability Insurance and Public & Products Liability Insurance which is suitable to cover the event and must provide a copy of their insurance certificate to St Bride's Centre Committee Board. The client shall indemnify Douglas and St Bride's Community Group and St Bride's Centre against all claims, actions, losses, liabilities or other costs that may arise as a result of the caterers operations.
3. The caterers must provide in writing a full description of their intended operations within St Bride's Centre and the number of staff that will be on site.
4. They must familiarise themselves with St Bride's Fire Safety procedures and what action to take in the event of a fire. A member of St Bride's Board Committee will be available to give advice on location of fire extinguishers, call points, fire assembly points etc.
5. The kitchen/cooking area will be checked by a member of staff prior to the event to ensure that safety equipment and fire extinguishers are available for use in the area of work. Fire extinguishers must be readily available at all times.
6. If outside equipment is to be brought into St Bride's Centre, a member of staff will advise where it can be placed. Any electrical equipment must have a current PAT testing record to show that it is safe. Copies of such records should be made available to St Bride's Centre.
7. LPG cylinders may not be brought into St Bride's Centre. Only small gas burners are permitted onto the premises and all must comply with any current safety standards and must have a current PAT testing certificate. They need to be placed in a safe position so they cannot be knocked over and they need to be made as secure as possible. A member of St Bride's Committee Board shall monitor the event and reserve the right to require you to change any unsafe practices.
8. Woks MUST NEVER be left unattended at any time during the event and must be positioned in a safe location where they cannot be knocked over. The caterers should have a safe method of disposing of the hot oils and removing them from the premises.
9. Caterers should consider the safety of their staff and those of St Bride's Centre at all times and not create any dangerous or hazardous situations. A member of St Bride's Centre will monitor the area and shall require any dangerous activity to be stopped immediately.

10. The approved caterer must contact St Bride's Centre at least 1 month before the event or as soon as possible if the event date is less than one month, to make prior arrangements to visit the kitchen and to agree all the kitchen food and safety rules.
11. A member of St Bride's Centre staff shall inspect the area after the event and prior to the caterers leaving the premises.

**Kitchen Policy**

1. The kitchen is wholly leased to 'The Coalyard' between the hours of 0930 and 1530, Monday to Friday. No other organisation or individual is permitted to access the kitchen during these times.
2. Single use of the kitchen is permitted only. No more than one customer/user may access the kitchen at a time
3. Any breakages or faults must be reported to a St Bride's Centre member of staff immediately.

**NOTE: Failure by caterers to adhere to any of the above rules will result in them being refused access to the kitchen**

Print name of Client \_\_\_\_\_ Date \_\_\_\_\_

Signed by Client \_\_\_\_\_

Print name of Caterer \_\_\_\_\_ Date \_\_\_\_\_

Signed by Caterer \_\_\_\_\_

Company Name \_\_\_\_\_

Company Business Address \_\_\_\_\_

Company Contact Number \_\_\_\_\_

**PLEASE NOTE**

**These signed terms and conditions must be returned to St Bride's Centre along with copies of the required certificates at least 14 days prior to arrival:**

**Food Hygiene Certificates/Employers Liability Insurance/Public & Products Liability Insurance/PAT Testing certificates (where applicable)**