

Catering on Campus

Best Practice Guidelines

Oxford Brookes University is committed to ensuring that catering on campus is delivered in a safe and professional manner, by reputable suppliers who are able to demonstrate best practice. EFM, through Catering Services, is the Directorate responsible for food safety across the campuses.

Catering is provided through Chartwells who have responsibility for all Health and Safety aspects of catering, this includes due diligence of the supply chain and all aspects of food safety on site. Chartwells are committed to a high degree of ethical standards and ensure that catering meets the University's high sustainability agenda.

All Catering requests should go through Catering Services; special menus can be discussed so there should normally be no need to use an external supplier. Catering operates on a zero cost to the University. Income from hospitality and catered events is essential to ensure this zero subsidy and helps lower cash prices on all campuses.

Catering for Events

Internal Events

- For small internal events bookings should be made by the organiser with the respective Campus Catering Manager: <http://www.brookes.ac.uk/catering/>
- For larger or more complex internal events you should, in the first instance, contact Catering Services on either 3105 or 3103 to discuss your needs.
- If Catering Services are unable to meet your requirements or you feel it is essential that you use another external caterer then the following must be followed.
 - The name of the person who is accepting responsibility for the event must be provided to the Commercial Services Director. (Please be aware that this person will be responsible for ensuring all due diligence processes are followed; serious contraventions of food safety legislation can result in the possibility of a personal fine of £20,000, and/or 6 months imprisonment.)
 - This person must ensure that all due diligence process' are followed – this should include as a minimum -
 - The company's Health and Safety Policy.
 - An audit of the company's HACCP (or equivalent) and food safety procedures.
 - A risk assessment for the event, showing arrangements for the preparation, the safe delivering, storing and the service of the food on site.
 - This person must ensure that all coffee served is Fair Trade to meet our commitment to the Fair Trade foundation.
 - A copy of the contract must be provided to legal services in advance of signing.

- Under no circumstances should any member of staff operate a catering outlet on site or allow a catering outlet to be operated on University premises.
- Under no circumstances should individual members of staff undertake to cater for an event or allow others to provide catering from their home or domestic kitchen. By doing so they will be putting themselves and the University at risk.

External Events

- For external bookings you should contact Oxford Brookes Venues on 4800. Please note an external booking is defined as
 - Any meeting that is run by, or on behalf of, an organisation that is not part of Oxford Brookes.
 - Any meeting that is outside the day to day business of the University (eg not teaching or part of/beneficial to the running of the University).
 - Any meeting at which there is a fee to attend.
- Under no circumstances will external caterers be permitted for external events.

You may find this a useful link if you are organising an event and want some advice from the [Brookes](#) website