

MODULE GUIDANCE:
VISTRY CATERING SUPPLIERS

CONTENTS

Purpose:.....	2
Requirements & Standards:.....	3
General Business Compliance.....	3
Food Safety Compliance	4
Individual Workforce Competence	4
Validity & Renewal:.....	5
Further information:	5

Purpose:

You have been asked to complete this module to be compliant with the requirements of one or more business units within Vistry Group. The Vistry Catering Suppliers module forms part of a wider set of Corporate Social Responsibility (CSR) modules which all Vistry Group catering suppliers need to complete and pass in order to receive their CQMS Safety-Scheme certificate.

This guidance explains the requirements and standards to which we assess in line with the Vistry Group requirements. Please note that the assessment is a desktop-only assessment, we do not witness the work you undertake, and as such evidence needs to be uploaded to support your response.

If you are unsure of the requirements or standards, or how they apply to your organisation, after reading the relevant parts of this guidance document please contact CQMS Safety-Scheme and a member of our team will be happy to help. We provide support and guidance to companies undergoing assessment with us free of charge.

Requirements & Standards:

All catering suppliers who work on Vistry Group sites unit are required to complete this module in full and provide relevant supporting evidence where marked.

You can 'save' the module at any time and return to complete it later. Please note that the module will not be complete or submitted to CQMS until you have submitted it by clicking the yellow 'SUBMIT' button shown below:

Module status: Awaiting completion

Vistry: Catering Suppliers

Submit this Module ↗

Save responses 📄

Previous ⏪

Page 1 of 1

Next ⏩

GENERAL BUSINESS COMPLIANCE

Question 1

Please detail the size of your company, i.e. how many direct employees (PAYE), labour only subcontractors, and bona fide subcontractors you have. If any of the fields are not relevant, for example you do not use bona fide subcontractors, please state '0'.

Question 2

You are required to confirm if you are registered with your local council as a food business. This is a mandatory requirement, and a response of 'no' will result in your response being rejected. If you have not yet registered with your local council as a food business, you are required to do so before this module can be finalised and accepted.

Question 3

Please provide the following details of your most recent Food Hygiene Rating:

- Rating
- Date of inspection
- Copy of the corresponding certificate

The minimum rating which is acceptable to Vistry Group is '4'.

See <https://ratings.food.gov.uk/>

Question 4

Detail any food safety violations in the past 3 years, including the actions which have been taken to prevent a recurrence.

Question 5

Please provide a copy of your written Hazard Analysis and Critical Control Point (HACCP) Plan. It must show your systematic and preventative approach to food safety management and show implementation of the following principles:

1. Conduct hazard analysis
2. Determine critical control points
3. Establish critical limits
4. Establish monitoring procedures
5. Establish corrective actions
6. Establish verification procedures
7. Establish record keeping and documentation procedures

Further information is available at <https://www.gov.uk/food-safety-your-responsibilities/food-hygiene>

Question 6

Confirm if you will conduct a food safety risk assessment for the event venue/site. If you have already conducted the risk assessment for the Vistry Group site please attach a copy, otherwise attach a copy of a risk assessment completed for a similar venue within the last 12 months.

Question 7

The Safety-Scheme team are happy to support you through the process and provide guidance on use of the CQMS Safety-Scheme Portal, buyer requirements or sign-posting to industry guidance where required. This support is included at no extra cost.

If you have any questions please call on 01476 594410 or email us at safety-scheme@cqms-ltd.com

Please confirm if you intend to use deep fat fryers whilst catering on a Vistry Group construction site.
It is to be noted that Vistry Group prohibit the use of deep fat fryers on their sites.

FOOD SAFETY COMPLIANCE

Information and guidance is available at:

<https://www.gov.uk/browse/business/food>

<https://www.food.gov.uk/business-guidance/food-hygiene-for-your-business>

Question 8

Please provide details of how you ensure proper hand hygiene and personal cleanliness amongst staff. You should list all the measures that you have in place, including company rules and minimum standards, to ensure good hygiene standards to prevent food poisoning and other foodborne illnesses by stopping the spread of bacteria and viruses from hands to food and customers.

Question 9

You are required to detail the measures that are taken to prevent cross-contamination during food preparation. You should list your arrangements to ensure that raw food is kept separate from cooked food and there is no cross contamination. This is to stop the spread of harmful bacteria and prevent foodborne illnesses (food poisoning).

Question 10

Explain how you ensure that food is kept at a safe temperature during storage, transport and service. It is important to keep food at the correct temperature to inhibit bacterial growth and maintain food quality, shelf life and prevent wastage.

Question 11

Detail the equipment that you use to monitor food temperature.

Question 12

Please explain the protocols that you put in place to prevent allergen cross-contact.

Allergic reactions can be severe, potentially life-threatening, in sensitive individuals and it is essential that no trace of an allergen is transferred to a food that should not contain it. Even tiny amounts of an allergen can trigger adverse responses, so strict procedures to avoid cross-contamination are essential.

Question 13

Confirm if you are compliant with Natasha's Law for allergen labelling.

Guidance is available at <https://www.narf.org.uk/natashaslaw>

This is a mandatory Vistry Group requirement, so a 'no' response will result in your response being rejected.

Question 14

Please confirm if you log cleaning schedules, temperature checks, and equipment sanitation.

This is a mandatory Vistry Group requirement, so a 'no' response will result in your response being rejected.

Question 15

Explain your processes for managing foodborne illnesses reported to you by consumers.

Question 16

Confirm if you have a fitness to work policy for staff, and attach a copy.

This is a mandatory Vistry Group requirement, so a 'no' response will result in your response being rejected.

INDIVIDUAL WORKFORCE COMPETENCE

Information and guidance is available at:

<https://www.food.gov.uk/business-guidance/food-hygiene-for-your-business>

Question 17

Confirm if all kitchen and serving staff are trained in food hygiene to level 2 or 3.

This is a mandatory Vistry Group requirement, so a 'no' response will result in your response being rejected.

The Safety-Scheme team are happy to support you through the process and provide guidance of use of the CQMS Safety-Scheme Portal, buyer requirements or sign-posting to industry guidance where required. This support is included at no extra cost.

If you have any questions please call on 01476 594410 or email us at safety-scheme@cqms-ltd.com

Question 18

Please confirm if staff are trained to handle allergy-related incidents.

This is a mandatory Vistry Group requirement, so a 'no' response will result in your response being rejected.

Question 19

Confirm if you will have staff on site who are trained in basic first aid as a minimum; a copy of their certificate is required to support your response.

This is a mandatory Vistry Group requirement, so a 'no' response will result in your response being rejected.

Validity & Renewal:

The expiry date of the Vistry Catering Suppliers module will be set to 12 months from the date of successful completion. This ensures that all competency evaluation modules expire at the same time which aids the renewal process.

CQMS will issue reminders in advance of expiry to individuals listed as 'contacts' on your supplier profile so the renewal process can be commenced.

Further information:

Please see the CQMS Safety-Scheme Terms & Conditions, available on the CQMS Portal login page or request from CQMS Safety-Scheme. The T&Cs provide further information on the CQMS Safety-Scheme processes, fees, etc.