**Society Food Provision Record**

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| Name of Society – Catholic Society |

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| Date and time of food service / provision: Sundays @7:30 in termtime |

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| Location of food service:  Faith and Reflection Centre |

If the food service is to be completed at an external venue or a society member at home, please print and sign your name as head of the society to acknowledge that you understand that SUSU is absolved of any responsibility in terms of the safe food preparation, cooking and service

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| Name – Jonathan Reid | Signature - JonnyReid |

Documentation to be supplied is listed below, please ensure this is all submitted together to the Activities team with a minimum of 7 days’ notice for service in SUSU or University premises

Please note that service is not authorised by SUSU representation then the service cannot proceed. Failure to comply and being identified will lead to service being stopped and further action may be taken.

Where an item is not required please enter Not Applicable

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| Paperwork | Submitted | Approved |
| University room approval (if service is in the University buildings) | Not Applicable |  |
| Copy of Level 2 Basic Food Safety Certificate | Yes – more to be awarded, pending training |  |
| Copy of Allergen Awareness Certification | Not Applicable |  |
| Completed Risk Assessment | Yes |  |
| PAT Certifications | Not Applicable |  |
| Fire Safety Risk Assessment | Not Applicable |  |
| EHO Registration and rating | Not Applicable |  |
| External Supplier HACCP map and allergen information | Not Applicable |  |

Please submit the form to the activities team along with this form, all paperwork will then be reviewed and approved if everything meets the requirements. You will receive confirmation of approval at this point.

At the time of service you will receive a check by our F&B team to ensure that service is in line with the risk assessment and documentation submitted. As a reminder if this is found not to be the case then service will be stopped and prohibited from continuation.