Company Pack

Example School Catering Ltd

Catering, based in Exeter. Issue 1, April 2026

EXAMPLE ONLY. This is a made-up company to show what a finished pack looks like.

How to use this example. Buyers ask for the same documents in almost every bid. This is a complete pack for a typical small catering business, so you can see what to gather and roughly how much to write. Your own pack must be about your real business: never copy insurance, accreditations, clients or results you don't have. The certificates are marked SPECIMEN: get your real ones from your insurer and the schemes you belong to.

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1. Company profile

Example School Catering cooks fresh meals for primary schools and nurseries across Devon.

Every kitchen we run holds a food hygiene rating of 5. Our cooks hold Level 2 or Level 3 Food Safety and Hygiene, and all staff are trained in allergen management.

Our menus meet the School Food Standards and are planned with a nutritionist, using local suppliers wherever we can.

Registered name	Example School Catering Ltd
Company number	12345678 (example)
VAT number	GB 123 4567 89 (example)
Find a Tender identifier	EXAMPLE-ID-0001
Registered office	1 Example Road, Exeter (made-up address)
Years trading	7
Staff	26, all directly employed
Yearly turnover	£500k to £1m
Areas covered	Exeter, East Devon, Mid Devon and Teignbridge
Phone	01632 960000 (a number reserved for examples)
Email for bids	bids@example.com

Services

- School lunches cooked on site
- Breakfast clubs
- Nursery meals and snacks
- Hospitality for meetings and events
- Special diets and allergy menus

2. Who does what

Buyers want to know who is responsible for what, and who they will deal with.

Name	Role	Responsible for
A. Example	Managing Director	Overall responsibility, health and safety, safeguarding lead, signs bids
B. Sample	Operations Manager	Runs day-to-day work, staff rotas, first point of contact for clients
C. Specimen	Area Manager	Site checks, training new staff, quality inspections
D. Demo	Office Manager	Invoices, records, data protection, insurance renewals

How the contract is managed

B. Sample is the client's single point of contact and answers calls and emails within one working day. C. Specimen visits every site regularly to check standards and staff. A. Example meets every client at least twice a year to review how the contract is going and agree any changes.

Out of hours, an on-call manager can be reached on the main number 24 hours a day for emergencies.

3. Insurance

A summary of cover, then a specimen of each certificate. Buyers usually ask for copies of the real certificates.

Type of cover	Insurer	Limit	Policy number	Runs out
Public liability	Example Insurance Co	£5,000,000	EXAMPLE-PL-0001	31 March 2027
Employers' liability	Example Insurance Co	£10,000,000	EXAMPLE-EL-0001	31 March 2027

Employers' liability: the law says you must have at least £5 million of cover if you employ anyone, and you must display the certificate where staff can see it (a digital copy is fine).

Specimen: public liability certificate

This is what a certificate looks like. Your insurer or broker gives you the real one.

Certificate of public liability insurance

Example Insurance Co (a made-up insurer), 1 Example Street, London

Insured	**Example School Catering Ltd**
Address	**1 Example Road, Exeter**
Policy number	**EXAMPLE-PL-0001**
Period of insurance	**1 April 2026 to 31 March 2027**
Business description	**Catering contractors**
Limit of indemnity	**£5,000,000 any one occurrence**
Territorial limits	**Great Britain, Northern Ireland, the Isle of Man and the Channel Islands**
Indemnity to principals	**Included**

SPECIMEN
NOT A REAL DOCUMENT

Signed for Example Insurance Co (specimen, unsigned)

Date of issue: 1 April 2026

This specimen was made for an example Company Pack. It is not a certificate of insurance and does not provide any cover. The insurer named on it does not exist.

What buyers check on this certificate

- The company name matches yours exactly, including Ltd
- The limit is at least what the tender asks for, often £5 million or £10 million
- It is in date for the start of the contract, not just today
- The business description covers the work in the contract
- "Indemnity to principals" is included: it means the policy also protects the buyer

Specimen: employers' liability certificate

This is what a certificate looks like. Your insurer or broker gives you the real one.

Certificate of employers' liability insurance

Example Insurance Co (a made-up insurer), 1 Example Street, London

SPECIMEN
NOT A REAL DOCUMENT

Insured	**Example School Catering Ltd**
Address	**1 Example Road, Exeter**
Policy number	**EXAMPLE-EL-0001**
Period of insurance	**1 April 2026 to 31 March 2027**
Business description	**Catering contractors**
Limit of indemnity	**£10,000,000 any one occurrence**
Territorial limits	**Great Britain, Northern Ireland, the Isle of Man and the Channel Islands**
Employer's reference number	**123/EX00000 (example)**

Signed for Example Insurance Co (specimen, unsigned)

Date of issue: 1 April 2026

This specimen was made for an example Company Pack. It is not a certificate of insurance and does not provide any cover. The insurer named on it does not exist.

What buyers check on this certificate

- The limit is at least £5 million, the legal minimum (most policies give £10 million)
- It is in date
- Your employer's reference number is shown

4. Accreditations and training

Accreditation	Reference	Runs out	What buyers check
Food hygiene rating of 5 (every kitchen)	Local authority inspections	31 March 2027	That it is in date and covers the work in this contract
Level 3 Food Safety and Hygiene (all cooks)	Certificates held	31 March 2027	That it is in date and covers the work in this contract
Allergen awareness training (all staff)	Yearly	31 March 2027	That it is in date and covers the work in this contract
Written food safety system based on HACCP	Reviewed yearly	31 March 2027	That it is in date and covers the work in this contract

Copies of each certificate are kept in the real pack. Several schemes publish a free online register, so buyers often check membership themselves.

Training matrix

The training every member of staff has, by role.

Role	Training	How often
Cook	Level 3 Food Safety and Hygiene, allergen management, HACCP	Refreshed every 3 years
Catering assistant	Level 2 Food Safety and Hygiene, allergen awareness	On joining, yearly allergen refresher
All school staff	Enhanced DBS check, safeguarding awareness	DBS every 3 years

Training records are kept for every member of staff, with certificates and refresher dates, and checked each month.

5. Health and safety policy

Written in the three parts the Health and Safety Executive recommends: our promise, who is responsible, and how we do it.

Part 1: Statement of intent

Example School Catering Ltd will, as far as reasonably practicable, protect the health, safety and welfare of our employees and of anyone affected by our work, including our clients, their staff, pupils, residents and the public. We will meet the Health and Safety at Work etc. Act 1974 and the regulations made under it as a minimum, and aim to do better.

We will assess the risks of our work and put sensible controls in place, consult our staff, give them the training, information and equipment they need, keep equipment safe, and review this policy every year.

Part 2: Responsibilities

Who	Responsible for
A. Example, Managing Director	Overall responsibility for health and safety, making sure there are enough resources, and reviewing this policy
B. Sample, Operations Manager	Making sure risk assessments are done before work starts, staff are trained, and accidents are reported and investigated
C. Specimen, Area Manager	Checking safe working on site, stopping unsafe work, briefing staff on site risks
Every employee	Following training and safe methods, using the equipment provided, reporting hazards, accidents and near misses

Part 3: Arrangements

Risk assessment

A written risk assessment is done for every site and activity before work starts, shared with staff, and reviewed every year or when anything changes. A sample is in section 9.

Consultation

We talk to staff about health and safety at team meetings and site visits. Anyone can raise a concern with any manager at any time.

Safe equipment

Equipment is checked before use, serviced to the maker's schedule and taken out of use if faulty. Portable electrical equipment is tested. See the register in section 10.

Food safety

We run a written food safety system based on HACCP principles, as food hygiene law requires, and give accurate allergen information for every dish. Temperatures, deliveries and cleaning are recorded every day.

Information, instruction and supervision

Every new starter has an induction covering this policy, site rules and emergency procedures. Supervisors check safe working on every visit.

Training and competence

Staff are trained for each task and only do work they are trained and competent for. See the training matrix in section 4.

Accidents, first aid and ill health

Every vehicle and site has a first aid kit and a trained first aider is on call. All accidents and near misses are recorded and investigated. Reportable incidents are reported to the HSE under RIDDOR.

Working at height

We avoid working at height where we can. Where we can't, we use the right access equipment, used by trained staff, as the Work at Height Regulations 2005 require.

Manual handling

We use trolleys and lifting aids, train staff in safe lifting, and plan two-person lifts for heavy items.

Lone working

Lone workers check in at the start and end of each shift, carry a charged phone, and do not do high-risk tasks alone.

Driving for work

Drivers hold a valid licence, check their vehicle daily, never use a hand-held phone, and plan breaks on long journeys.

Emergencies

Staff follow each client's fire and emergency procedures, which are explained at induction to each site.

Monitoring

Managers carry out site safety checks, review accident records every month, and report to the Managing Director.

Signed	A. Example, Managing Director, for Example School Catering Ltd
Date	1 April 2026
Next review	1 April 2027, or sooner if the law or our work changes

6. Other policies

Each one is a short, complete policy. Buyers mainly check you have it, it fits your size, and it is signed and in date.

Environmental policy

Who it covers. All employees, and anyone working for us or on our behalf, on every contract.

Our commitment. We plan rounds to cut miles driven, use concentrated or refillable products where we can, separate our waste for recycling, and switch equipment off when not in use. This year we are replacing our oldest van with an electric one.

Responsibility. A. Example, Managing Director, is responsible for this policy and for making sure staff understand it. Concerns can be raised with any manager in confidence.

Review. Signed by A. Example on 1 April 2026. Reviewed every year, next on 1 April 2027.

Equality, diversity and inclusion policy

Who it covers. All employees, and anyone working for us or on our behalf, on every contract.

Our commitment. We treat staff, job applicants and customers fairly whatever their age, sex, race, religion, disability, sexuality, pregnancy or marital status, as the Equality Act 2010 requires. We do not tolerate harassment. Anyone can raise a concern with the director in confidence.

Responsibility. A. Example, Managing Director, is responsible for this policy and for making sure staff understand it. Concerns can be raised with any manager in confidence.

Review. Signed by A. Example on 1 April 2026. Reviewed every year, next on 1 April 2027.

Modern slavery policy

Who it covers. All employees, and anyone working for us or on our behalf, on every contract.

Our commitment. We check every worker's right to work before they start, pay everyone directly into their own bank account, and never hold anyone's passport or ID. We only use suppliers we know and will report any concern to the Modern Slavery Helpline.

Responsibility. A. Example, Managing Director, is responsible for this policy and for making sure staff understand it. Concerns can be raised with any manager in confidence.

Review. Signed by A. Example on 1 April 2026. Reviewed every year, next on 1 April 2027.

Safeguarding policy

Who it covers. All employees, and anyone working for us or on our behalf, on every contract.

Our commitment. The director is our safeguarding lead. Every member of staff who works in schools, care settings or people's homes has an enhanced DBS check and safeguarding awareness training. Staff report any concern to the lead the same day, who follows the client's own procedure.

Responsibility. A. Example, Managing Director, is responsible for this policy and for making sure staff understand it. Concerns can be raised with any manager in confidence.

Review. Signed by A. Example on 1 April 2026. Reviewed every year, next on 1 April 2027.

Quality management policy

Who it covers. All employees, and anyone working for us or on our behalf, on every contract.

Our commitment. Supervisors check every site against a written checklist at least once a month and record the result. Problems are put right within 24 hours. We ask every client for feedback every quarter and act on it.

Responsibility. A. Example, Managing Director, is responsible for this policy and for making sure staff understand it. Concerns can be raised with any manager in confidence.

Review. Signed by A. Example on 1 April 2026. Reviewed every year, next on 1 April 2027.

Data protection (UK GDPR) policy

Who it covers. All employees, and anyone working for us or on our behalf, on every contract.

Our commitment. We are registered with the Information Commissioner's Office. We keep only the personal information we need, store it securely, and never share it without a lawful reason. Keys, alarm codes and access cards are logged and kept locked away.

Responsibility. A. Example, Managing Director, is responsible for this policy and for making sure staff understand it. Concerns can be raised with any manager in confidence.

Review. Signed by A. Example on 1 April 2026. Reviewed every year, next on 1 April 2027.

Business continuity policy

Who it covers. All employees, and anyone working for us or on our behalf, on every contract.

Our commitment. If staff are off sick we have trained cover staff on call. If a van breaks down we use a hire van the same day. Records are backed up online every night. In bad weather we contact the client before the start time and agree a plan.

Responsibility. A. Example, Managing Director, is responsible for this policy and for making sure staff understand it. Concerns can be raised with any manager in confidence.

Review. Signed by A. Example on 1 April 2026. Reviewed every year, next on 1 April 2027.

Anti-bribery and corruption policy

Who it covers. All employees, and anyone working for us or on our behalf, on every contract.

Our commitment. We never offer or accept bribes or favours to win or keep work, as the Bribery Act 2010 requires. Any gift over £25 must be declared to the director. Anyone can report a concern without getting into trouble.

Responsibility. A. Example, Managing Director, is responsible for this policy and for making sure staff understand it. Concerns can be raised with any manager in confidence.

Review. Signed by A. Example on 1 April 2026. Reviewed every year, next on 1 April 2027.

7. Business continuity plan

What we do if something goes wrong, so the work carries on.

What could happen	Effect	What we do	Who
Staff off sick or on holiday	Sites not covered	Trained cover staff on call, rota planned 4 weeks ahead	Operations Manager
Vehicle breakdown	Late or missed visit	Hire vehicle the same day, client told straight away	Operations Manager
Severe weather or snow	Staff cannot travel	Client called before start time, priority sites agreed in advance	Operations Manager
Supplier cannot deliver	Running out of materials	Two approved suppliers for every key item, 2 weeks' stock kept	Office Manager
Computer or phone failure	Lost records or contact	Records backed up online every night, calls diverted to mobiles	Office Manager
Fire or flood at our premises	Loss of equipment or office	Work from home or a temporary base, equipment hired the same day	Managing Director
Pandemic or major outbreak	Many staff off at once	Essential sites first, extra hygiene measures, client agreed plan	Managing Director

The plan is tested once a year with a desk exercise and updated afterwards.

8. Social value plan

What extra good we will do while delivering the contract, and how we will prove it.

We buy meat, dairy and vegetables from Devon suppliers, cook with pupils in termly food sessions, and send unsold food to a local community fridge.

Theme	What we will do	How we measure it	How often we report
Local jobs	Recruit new staff for this contract from the local area first	Number and percentage of local hires	Every quarter
Skills	Train staff to recognised qualifications and offer an apprenticeship	Qualifications gained, apprentices taken on	Every year
Fair work	Pay at least the Real Living Wage and give fixed contracts	Hourly rates, staff turnover	Every year
Environment	Cut fuel use and waste on this contract	Miles driven, waste recycled	Every quarter
Community	Give volunteer time or free services to local good causes	Hours given, groups helped	Every year

Only promise what you can really deliver and measure. Buyers check social value commitments during the contract.

9. Risk assessment (sample)

One example. In the real pack there is one for each type of work, and one for each site before work starts.

Activity	Running a school kitchen
Assessed by	B. Sample, Operations Manager
Date	1 April 2026
Review	1 April 2027, or sooner if anything changes

Hazard	Who could be harmed	How we control it	Risk after controls
Allergic reaction	Pupils	Photo plans for each child, allergen matrix, separate preparation and serving, staff trained	Medium
Burns and scalds	Kitchen staff	Oven gloves, safe use of fryers and boilers, first aid kit	Low
Cuts from knives and slicers	Kitchen staff	Training, guards on slicers, cut-resistant gloves	Low
Slips on kitchen floors	Kitchen staff	Clean as you go, slip-resistant shoes, wet floor signs	Low
Food poisoning	Pupils, staff	Temperature checks and records, stock rotation, cleaning schedule	Low

Staff read and sign the risk assessment before starting work on the site.

10. Allergen matrix (sample, one week)

A sample of the register we keep. The real one lists every item.

Dish	Contains	Free from	Notes
Chicken and vegetable pie	Gluten, milk, celery	Nuts, egg, fish	Gluten-free version made separately
Vegetable chilli and rice	Celery	Gluten, milk, egg, nuts	Vegan
Fish fingers and wedges	Fish, gluten	Milk, egg, nuts	Oven baked
Fruit crumble and custard	Gluten, milk	Nuts, egg	Dairy-free custard available

11. Quality checks

The checklist our supervisors use on site visits. Results are recorded and shared with the client.

Site	(site name)
Date and time	(date)
Checked by	(name)
Score	(number of items passed out of total)

Check	Pass	Fail	Comment or action
Fridge and freezer temperatures recorded			
Delivery checks recorded			
Cooking temperatures recorded			
Allergen plans checked before service			
Cleaning schedule signed off			
Waste and leftovers recorded			

Anything that fails is put right within 24 hours, or sooner if it affects safety, and the client is told.

12. Past work

Real jobs like the ones being bid for, with results. Clients are only named with their permission.

Fresh school meals for 14 primary schools

Client	A multi-academy trust in the South West
Worth	£420,000 a year
How long	4 years
Reference	Their facilities manager will give a reference. Details are shared with the buyer on request.

What we did. Cooking around 2,100 meals a day on site to a three-week menu that meets the School Food Standards.

How it turned out. Uptake of school meals rose from 52% to 68% of pupils.

Nursery meals for a council's children's centres

Client	Example County Council
Worth	£75,000 a year
How long	3 years
Reference	Their facilities manager will give a reference. Details are shared with the buyer on request.

What we did. Breakfast, lunch and tea for five nurseries, with individual plans for every child with an allergy.

How it turned out. No allergen incidents in three years.

Breakfast clubs at six primary schools

Client	Example Academy Trust
Worth	£36,000 a year
How long	2 years so far
Reference	Their facilities manager will give a reference. Details are shared with the buyer on request.

What we did. Healthy breakfasts for up to 300 children a day before school, served by our own staff.

How it turned out. Breakfast club numbers doubled and teachers reported better concentration in the mornings.

13. How we do the work

Method statements for our main services.

Running a school kitchen

1. Before we start, we check the kitchen and equipment with the school and agree the menu, serving times and numbers.
2. Deliveries are checked for temperature and date on arrival and stored straight away. Fridge and freezer temperatures are recorded twice a day.
3. Every child with an allergy has a photo plan shared with the cook and the serving staff, and allergen meals are made and served separately.
4. Food is cooked fresh to recipes, with core temperatures checked and recorded.
5. The kitchen is cleaned to a daily, weekly and monthly schedule and signed off.
6. Our area manager audits every kitchen each month against our food safety system.

Managing allergies

1. Parents complete an allergy form with medical evidence, and we make a photo plan for each child.
2. Plans are shown to every cook and server, and checked before each service.
3. Allergen-free meals are prepared first, in a separate area, with separate equipment, and labelled with the child's name.
4. Every dish has an up-to-date allergen record, matching the 14 allergens in law.
5. Any reaction or near miss is reported to the school and investigated the same day.

14. Declaration

I confirm that the information in this Company Pack is true, complete and up to date, that I am authorised to sign bids on behalf of Example School Catering Ltd, and that I will tell the buyer straight away if anything in it changes.

Name	A. Example
Position	Managing Director
Signed	(signature)
Date	(date)