



Food for Life
Catering Mark
Manual

Version 1.3

2013

Fresh food you can trust

Welcome to the Food for Life Catering Mark Manual.

This manual is to be used as a guide to complying with the Food for Life Catering Mark Standards which you can find here www.sacert.org/catering/standards

You will also need to refer to the Points Calculator at www.sacert.org/catering/pointscalculator if you wish to achieve the silver or gold Catering Marks.

Please contact us on 0117 914 2406 if you have any questions.

This manual is intended to help you understand how to comply with the Food for Life Catering Mark Standards. It will also help you prepare for your inspection where you will need to demonstrate how you meet the Standards.

Key:

Each of the standards is listed in grey text.

Guidance on how to comply with each standard is in normal black text.

Questions to prompt you to gather the appropriate information to demonstrate how you meet the Standards are in text boxes.

Contents	Page
1. Principles	4
Fixed standards	5
2. Bronze	
Points system	16
3. Silver and gold	
4. Food for Life Catering Mark objectives	34

1. Principles

Catering Mark holders serve fresh food you can trust. By progressing through the bronze, silver and gold awards they demonstrate increasing levels of commitment to the following principles:

1.1. Fresh food you can trust

Catering Mark menus are based around food that is freshly prepared on-site or at a local hub from predominantly unprocessed ingredients. They are free from controversial additives and trans fats.

1.2. Sourcing environmentally sustainable and ethical food

Catering Mark holders serve food which meets or exceeds UK animal welfare standards. Serving Catering Mark menus helps to lower carbon emissions and pollution and, at silver and gold levels of the scheme where organic ingredients are used, increase levels of biodiversity.

1.3. Championing local food producers

Catering Mark holders champion local produce and local producers. This is an investment in the local community and local economy and is a way to reconnect people with where their food comes from and how it is produced.

1.4. Making healthy eating easier

Catering Mark menus make it easier for people to choose healthy meals free from trans fats and undesirable additives. The emphasis is on serving an appetising and nutritious balance of good quality, freshly prepared foods rather than on providing nutritionally reformulated processed foods.

Fixed standards

2.0 Bronze



Standard 2.1

No undesirable additives or trans fats

You must **not** use any products or ingredients which contain the following additives:

Colourings	Flavourings/enhancers
E110 sunset yellow	E621 monosodium glutamate
E104 quinoline yellow	E635 sodium 5 – ribonucleotide
E122 carmoisine	
E124 ponceau 4R	Sweeteners
E132 indigo carmine	E951 aspartame
E133 brilliant blue FCF	E950 acesulfame K
E102 tartrazine	E954 sodium saccharine
E107 yellow 2G	
E120 cochineal	Preservatives
E123 amaranth	E211 sodium benzoate
E131 patent blue V	
E151 black PN	
E129 allura red	

You should scrutinise your processed product range and encourage your suppliers to de-list products containing these additives

Note - this list includes additives that could be linked to a negative effect on children's behaviour, according to 2007 Southampton University research commissioned by the Food Standards Agency. The list also includes other additives common in children's food that have been identified as problematic by the Hyperactive Children's Support Group.

None of the additives listed should appear in any items on the menu – including all bought in products.

Trans fats

Trans fats or trans fatty acids (TFAs) are chemically altered vegetable oils, used to give processed foods a longer shelf life. They are produced artificially by a process called hydrogenation which turns liquid oil into solid fat. They can be found in partially hydrogenated vegetable oils used for frying and baking and found in some processed foods, margarines, cakes and biscuits and readymade mixes for cakes.

The primary health concerns relating to trans fats are an association between increasing trans fatty acid intakes, coronary heart disease (CHD) risk, and raised "bad" cholesterol levels. National Institute for Health and Clinical Excellence (NICE) guidelines call for trans fats to be eliminated from food in England.

You will need to ensure products containing the undesirable additives listed above and trans fats are not purchased by demonstrating you do at least one of the following:

- Specify in contracts that products must not contain the undesirable additives or trans fats.
- Have declarations from suppliers on file.
- Have a written procedure for purchasing.
- Check all labels.
- Only purchase organic produce.
- Other - please detail.

You will need evidence such as invoices or delivery notes to support your claim, which we will verify at inspection.

Standard 2.2 (Revised 2013)

At least 75% of dishes on the menu are freshly prepared (on site or at a local hub) from unprocessed ingredients

At least 75% of the dishes you serve must be freshly prepared from basic unprocessed ingredients. A 'dish' is a main meal option or a dessert.

Food freshly prepared at a nearby catering facility and not subsequently frozen is also acceptable. This allows the use of local hub kitchens within the local authority or 20 miles of where food is served where on-site kitchens are not available. Food can only be transported hot or chilled, not frozen.

Note - Due to the compromised state of catering infrastructure across the hospital sector dishes subject to cook-chill and cook-freeze processes may be counted as freshly prepared if they are prepared within the local authority or 20 miles of where food is served, enabling the incorporation of fresh, local ingredients.

You will be complying with this requirement if 75% of the dishes on your menu(s) are freshly prepared from basic unprocessed ingredients.

To calculate your percentage, simply count all the freshly prepared dishes on the menu rotation and calculate this as a percentage of the total number of dishes.

We use a common sense definition of 'unprocessed' to include raw, basic ingredients such as fresh or frozen fruit and vegetables, fresh or frozen meat or fish, pasta, rice, flours, pulses and beans. Unprocessed foods are fresh, homemade and natural, as defined by the FSA. Some other foods that have been subject to primary processing are included in our definition of unprocessed such as milk, good quality cheese, sausages and wholemeal bread.

Dishes may contain the following items and still be classed as freshly prepared:

- ✓ Fresh or frozen vegetables or fruit
- ✓ Canned sweetcorn, pulses or beans
- ✓ Fresh, dried or canned fruit (no syrup), including tinned tomatoes
- ✓ Fresh or frozen meat (which can be pre-diced or minced) and ham
- ✓ Fresh or frozen dairy products, including ice cream and yoghurt

- ✓ Sausages, burgers, meatballs (minimum meat content 62%)
- ✓ Pesto
- ✓ Cheese (unless processed, see below)
- ✓ Curry paste
- ✓ Pasta and rice
- ✓ Bread, rolls and wraps with more than 5% wholemeal flour content
- ✓ Stock cubes or bouillon (free from additives and trans fats as in standard 2.1)
- ✓ Bread mix, custard powder and gravy mix (free from additives and trans fats as in standard 2.1).

Dishes containing the following may not be counted as freshly prepared:

- ✗ Pre-prepared potatoes using chlorine-based whitening agents
- ✗ Reconstituted meat
- ✗ Pre-cooked meat (except ham)
- ✗ Packet mixes, with the exception of bread mix, custard powder and gravy mix (free from additives and trans fats as in standard 2.1)
- ✗ Pre-prepared sauces
- ✗ Dried egg
- ✗ Dried milk products, such as skimmed milk powder (e.g. used for béchamel)
- ✗ Jelly cubes and crystals
- ✗ Sausages, burgers and meatballs with less than 62% meat content
- ✗ Processed cheese (cheese further processed to include additives, unfermented dairy ingredients, emulsifiers, extra salt, or whey).

Note - the UK Government's definition of 'economy' burgers and sausages is that they have a meat content of less than 62%.

You will need to demonstrate that your menus are at least 75% freshly prepared using the above guidance.

Standard 2.3 (Revised 2013)

All meat is from farms which satisfy UK welfare standards

All meat and meat within products on the menu must be accredited by one of the following welfare schemes:

- Assured Food Standards (Red Tractor Assurance)
- Farm Assured Welsh Livestock (FAWL)
- Quality Meat Scotland (QMS)
- Farm Quality Assurance Scheme (FQAS) Northern Ireland
- Organic
- Freedom Food

You will need to guarantee that all meat and meat products on the menu are accredited to one of the above welfare schemes by demonstrating you do at least two of the following:

- Specify farm assured meat in contracts or hold declarations from your suppliers.
- Have invoices/delivery notes from suppliers to demonstrate that the products they supply you with comply with this standard.
- Have certificates on file from all farms which supply you.
- Only use organic meat.

Please ensure you have available at your inspection:

- details of your meat suppliers, and
- meat purchase invoices/delivery notes including confirmation of farm assured/ organic/Freedom Food status.

Please note that this applies to all products containing meat, including meat in pizza toppings, quiches, pies etc.

Farm assured meat is produced on farms that are inspected on an annual basis by accredited inspectors. This means that caterers can claim with confidence that UK minimum standards on animal welfare are being met. Without third party inspection, animal welfare standards have proven to be open to misinterpretation and occasional abuse. UK welfare standards prevent certain abuses of farm animals still legal elsewhere, including sow stalls and higher stocking densities for indoor housed poultry.

We do not ask for whole supply chain assurance, because our focus is on animal welfare rather than the other components of assurance. We also understand that small scale local supply arrangements may find the cost of whole supply chain assurance prohibitive whereas the cost of farm assurance is acceptable.

Standard 2.4 (Revised 2013)

Eggs are from cage-free hens

You must **not** use eggs from cage systems. All eggs (including liquid egg) must be from cage-free hens.

Note - EU animal welfare regulations have banned conventional battery cages but still permit the use of 'enriched' cages, which are not acceptable. Farm assurance or the Lion Mark is not a guarantee that eggs are from cage-free hens. Cage-free eggs can be checked by using the code on each egg.

Note – all eggs on menus at gold must be free range.

If you are purchasing eggs which are free range, Freedom Food or organic you will be meeting and exceeding this standard.

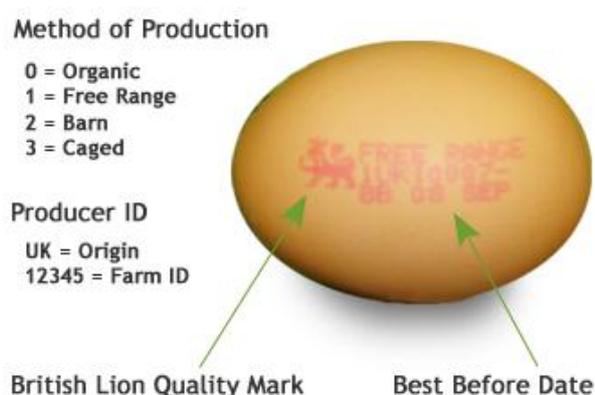
You will need to guarantee that all eggs are from cage-free hens by demonstrating you do at least one of the following:

- Specify cage-free eggs in contracts.
- Have invoices, a declaration or evidence from the producer that eggs are free range, Freedom Food or organic.

If you obtain eggs from your own flock please provide evidence that it is registered with Animal Health and Veterinary Laboratories Agency <http://defra.gov.uk/ahvla/> Our inspector will verify its cage-free status.

Farm assurance or the Lion Mark is not a guarantee that eggs are from cage-free hens. Cage-free eggs therefore need to be specified separately by caterers and can be checked by using the code on each egg.

New 'enriched cages' required by law from 2012 are still classed as a caged system and as such are not acceptable for Catering Mark menus.



2.5

Menus are seasonal and in-season produce is highlighted

Your menus must make use of and highlight in-season fruit and vegetables. Alternatively, menus can use a broad term like 'seasonal vegetables' or state clearly that fruit and vegetables are subject to seasonal variation.

Note - menus need not be exclusively seasonal, but must show seasonal variation and ideally include seasonal meats and fish too. 'Seasonal' produce is fresh produce that can be produced outdoors in the UK at that time of year.

These are the ways in which you can meet this standard:

- Using seasonal ingredients throughout the year.
- Highlighting seasonal ingredients on menus.

You will need to have examples of menus available at inspection from throughout the year showing seasonal produce.

A number of good seasonality charts and examples of menu wording are available. Please contact us for further details.

Eating UK produce in-season is one of the best ways to reduce our carbon footprint, by cutting 'food miles' and avoiding energy-intensive heated glasshouses. Currently, 91% of the fruit and 50% of the vegetables in the UK are imported. Eating in-season also means you eat food at its best, and it is often more affordable too. If menus are seasonal it becomes far easier to source fresh produce locally.

Standard 2.6

Catering staff are supported with skills training and are engaged in food education

To meet this standard you must ensure that:

- a) catering staff have been briefed about the Catering Mark
- b) front-of-house staff can respond to enquiries about where food comes from and which animal welfare and environmental standards it meets; and
- c) catering staff proactively communicate this to customers through displays or other means.

You must provide practical training in fresh food preparation and seasonal menu planning to the heads of kitchen and other catering staff according to need, as part of a programme of continuous professional development. This can be on-the-job training rather than course-based.

Many catering staff would benefit from an opportunity to refresh existing fresh food preparation skills and learn more about nutrition, seasonal menu planning and food education. Catering staff should be encouraged to take advantage of opportunities to acquire relevant qualifications. Consider giving catering staff the opportunity to visit local farms and suppliers to see how the food they serve is produced.

To demonstrate that you meet this requirement you must have in place at least two of the following:

- Training records for staff detailing courses/events.
- Specific staff training on the importance of fresh and seasonal food.
- Information on display for staff about suppliers and ingredients.

Our inspector will look for evidence that staff training and communication is in place. Staff may also be asked about the Catering Mark, your ingredients and sourcing.

2.6.1 School catering

You must demonstrate how you work with schools to encourage catering staff to get involved in a whole school approach to food issues. For example, this could be by taking part in school nutrition action groups, classroom learning and/or extra-curricular cooking and gardening clubs.

Providing opportunities for cooks to contribute to food education can help pupils make the connections between food and health and keep cooks motivated and inspired. Cook-pupil interaction could happen in the kitchen or classrooms.

In Scotland this can be achieved by actively promoting food education in the context of Curriculum for Excellence

www.scotland.gov.uk/resource/doc/91982/0114475.pdf

Standard 2.7

No genetically modified (GM) ingredients

You must ensure that none of the products you use are genetically modified or contain genetically modified ingredients.

You will need to guarantee that no GM ingredients are used by demonstrating you do at least one of the following:

- Specify in contracts that all products must be non GM.
- Check product specs.
- Have declarations or invoices from suppliers showing that the products they supply you with are non GM.
- Only use organic produce.

GM products are required to be labelled, so please check product labels. Very few are available in the UK, but a significant proportion of catering oil is GM including well known brands such as KTC Pure Vegetable Cooking Oil.

Standard 2.8

Free drinking water is prominently available

Free drinking water must be prominently available. This applies to all outlets covered by your Catering Mark. Drinking water can be available in jugs, refillable bottles, water dispensers or fountains, and must be sited close to purchase points or on tables.

You should promote the availability of drinking water to your customers.

You will need to show that free drinking water is prominently available by demonstrating two of the following:

- Your policy to provide free drinking water.
- The location of water dispensers and fountains is actively promoted.
- Jugs of tap water are available at point of sale or on tables.

Standard 2.9

No fish are served from the Marine Conservation Society (MCS) 'fish to avoid' list

You must **not** serve any fish that are on the Marine Conservation Society 'Fish to Avoid' list, available at <http://www.fishonline.org/fish-advice/avoid> You must refer to the list when ordering fish.

Note – this list is updated regularly according to the latest research.

Over fishing has caused one-third of all fish stocks worldwide to collapse, and scientists are warning that if current trends continue all fish stocks worldwide will collapse within fifty years.

Many thousands of dolphins, turtles and albatross are also caught by large drift nets or baited hooks. To be really sure, you can buy fish certified sustainable by the Marine Stewardship Council, which is now available from most suppliers.

You will need to guarantee that no fish are served that are on the MCS 'fish to avoid' list by demonstrating you do at least one of the following:

- Specify in contracts that none of the fish supplied are on the 'fish to avoid' list.
- Check the 'fish to avoid' list when ordering.
- Have a written procedure for purchasing.

At inspection we will ask for evidence that you refer to the 'fish to avoid' list when ordering and evidence, such as invoices, of how you meet this requirement across all fish purchased.

Standard 2.10

Information is on display about food provenance

Information must be on display about where food comes from. For example, the names of farms and/or local food businesses supplying locally produced ingredients could be displayed on menus, blackboards, posters, or communicated to your customers through flyers, websites or newsletters.

Where efforts have been made to source ingredients from a local producer with high welfare and other standards, you should display that information to raise awareness of your food sourcing policy.

At inspection we will look for evidence that you tell your customers about where their food comes from with one of the following:

- Information on menus.
- Blackboards.
- Table talkers.
- Posters.
- Point of sale materials.
- Newsletters.
- Flyers.
- Website.

Standard 2.11

All suppliers have been verified to ensure they apply appropriate food safety standards

You must ensure that all of your suppliers have an effective, documented food safety system in place, based on HACCP (Hazard Analysis and Critical Control Points) principles, and have evidence to show this.

They must have been visited by a properly qualified individual to ensure appropriate food safety standards are adhered to on their premises.

You must keep written records to demonstrate each supplier has been verified.

Note - this is preferably assured by suppliers adopting the appropriate industry quality assurance standard (for example, the Safe and Local Supplier Approval scheme (SALSA), the British Retail Consortium (BRC) Global Standard). We will also accept other forms of evidence and verification, such as registration with the local Environmental Health unit.

If the Catering Manager or other member of catering staff is appropriately trained to assess food safety (e.g. in Food Hygiene) they can visit suppliers to check that satisfactory food safety standards are maintained.

Food safety is paramount. As a caterer and buyer you have an important role in verifying this by ensuring that all of your suppliers have an effective food safety system, based on HACCP principles, in place.

You will need to ensure suppliers apply appropriate food safety standards by demonstrating you do at least one of the following:

- Specify compliance with relevant EU/UK legislation in supply contracts.
- Have declarations from each supplier on file (or Supplier Self Audit Questionnaire - SSAQ).
- Hold copies of recent reports from Environmental Health or other food safety verifier.
- Hold copies of certificates from food safety and quality assurance schemes, for example confirmation of premises approval (Health Mark).

Standard 2.12 (Revised 2013)

Caterers in all schools and academies, early years and residential care settings can demonstrate their compliance with national standards or guidelines on food and nutrition

This is an additional requirement for all schools and academies, early years and residential care providers.

You will need to show that you comply with the standards or guidance relevant to your customers by having the appropriate food and/or nutrition standards available and being able to demonstrate how you meet them.

If your menus are nutritionally analysed you will need to show evidence to support this to demonstrate you are meeting this standard. However, we will not nutritionally analyse your menu.

2.12.1 All school and academy catering (Revised 2013)

You must:

- In England, demonstrate compliance with nutrient-based and food-based standards (including food other than lunch) using the audits and inspection toolkit available from the Children's Food Trust
www.childrensfoodtrust.org.uk/measuringcompliance/auditsandinspections
- In Scotland, review menu plans against nutrient-based standards for food and drink as required by the Scottish Government
<http://www.scotland.gov.uk/Publications/2008/09/12090355/0>
- In Northern Ireland, review menu plans against the government's *Nutritional Standards for School Lunches*
<http://www.publichealth.hscni.net/publications/nutritional-standards-school-lunches-guide-implementation>
- In Wales, review menu plans against the Welsh Government's *Appetite for Life* nutrient and food standards for school lunches in the *Appetite for Life Guidelines*
<http://wales.gov.uk/topics/educationandskills/schoolshome/foodanddrink/appetiteforlife/supportingdocuments/?lang=en>

2.12.2 Early years settings (Revised 2013)

- In England, you must demonstrate compliance with the *Voluntary Food and Drink Guidelines for Early Years Settings in England* from the Children's Food Trust:
<http://www.childrensfoodtrust.org.uk/resources/eat-better-start-better-resources/guidelines>

We will be looking for you to demonstrate how your menus comply with the guidelines by:

- completing and submitting the menu planning checklist **and**
- signing up to and completing the Code of Practice, which you can put on display or make available to parents and carers.

<http://www.childrensfoodtrust.org.uk/resources/eat-better-start-better-resources/eat-better-start-better-practical-tools>

- In Scotland, you must demonstrate compliance with Scottish Government Nutritional Guidance for Early Years: Food Choices www.scotland.gov.uk/Publications/2006/01/18153659/0
- In Northern Ireland, review menu plans against the Public Health Agency advice, *Nutrition Matters for the Early Years* www.healthpromotionagency.org.uk/Resources/nutrition/pdfs/nutritionmatters/section1.pdf

2.12.3 Residential care homes (adults 18-65 years of age)

You must demonstrate compliance with National Association of Care Catering (NACC) guidelines www.thenacc.co.uk/

2.12.4 Residential care (older people) & community meals

You must demonstrate compliance with:

- National Association of Care Catering (NACC) guidelines www.thenacc.co.uk/, **and**
- Caroline Walker Trust guidelines for food in care homes, nursing homes and for community meals www.cwt.org.uk/publications.html#older

You must use evidence checklists and/or appropriate software where these are available.

Points system

3.0 Silver and gold



Please use the **Points Calculator** at www.sacert.org/catering/pointscalculator

Silver and gold build on the bronze standards to reward continuous improvement. The points system rewards every step taken towards the principles of the Food for Life Catering Mark (section 1.0 of the Catering Mark Standards).

In addition to meeting the bronze standards:

- **150 points** in total are required for silver
- **300 points** in total are required for gold

Points are gained by:

- achieving the minimum threshold points total for each category (3.1, 3.2 and 3.3), **and**
- picking up the extra points needed in areas that you choose.

To achieve the silver Catering Mark you need:

- ✓ 40 points in sourcing environmentally sustainable and ethical food
 - ✓ 20 points in championing local food, and
 - ✓ 20 points in making healthy eating easier
- plus**
- ✓ 70 points from any of the categories.

Total 150 points

To achieve the gold Catering Mark you need:

- ✓ 100 points in sourcing environmentally sustainable and ethical food
 - ✓ 50 points in championing local food, and
 - ✓ 50 points in making healthy eating easier
- plus**
- ✓ 100 points from any of the categories.

Total 300 points

Standard 3.1

Sourcing environmentally sustainable and ethical food

Points are given for each percentage point increase (by value or spend) in environmentally sustainable and ethical food. Weightings for the different assurance schemes reflect their outcomes for sustainability, animal welfare and the ethics of trade.

- 5 points per %: **organic** (minimum 5% at silver; 15% at gold including at least one animal product)
- 4 points per %: **free range** (minimum 5% at gold, not including eggs)*
- 4 points per %: **MSC/MCS 'fish to eat'**
- 3 points per %: **Freedom Food** (including fish)
- 3 points per %: **Fairtrade**
- 2 points per %: **LEAF**

**Note – all eggs at gold must be free-range but this does not count towards the points for free range*

A minimum of 40 points in this category is required to achieve the silver Catering Mark

A minimum of 100 points in this category is required to achieve the gold Catering Mark

3.1.1 Organic

Organic produce and ingredients must be certified as organic to gain points in this section. Here are the symbols of some well-known organic certification bodies and the EU organic logo:



The required 15% organic spend at gold must include at least one animal product (meat, eggs or dairy). If any of your organic spend is on organic chicken or organic pig meat then you can also count this towards your 5% free-range requirement at gold.

Research has shown that organic milk has higher levels of an Omega-3 essential fatty acid (ALA, alpha-linolenic acid), vitamin E, vitamin A and antioxidants. We fully support and encourage the provision of organic drinking milk, particularly as a part of a child's meal or that of a patient or older person for the nutritional benefits that it provides.

Your spend on organic milk, including organic milk served as a drink, will count towards your points calculation.

Your spend on other organic or Fairtrade drinks does not count towards your points calculation.

All animals on organic farms live in free-range systems and are encouraged to roam outdoors and express their natural behaviour. According to leading animal welfare organisation, Compassion in World Farming, organic farming has the potential to offer the very highest standards of animal welfare and the Soil Association's welfare standards are leaders in the field. The Soil Association insists on higher welfare standards for organic poultry than most other organic certifiers.

Please enter your spend on organic ingredients calculated as a percentage of your total overall spend into the **Points Calculator** available here www.sacert.org/catering/pointscalculator. This can be across the menu rotation, month or even your annual spend – whichever works best for you. The longer the period, the more accurate the figure. Use the calculator to tally your points.

At inspection you will need to show evidence of how you calculated your figure.

You will need to show how you ensure the produce is organic by demonstrating you do at least two of the following:

- Specify produce must be certified organic in contracts.
- Have declarations or invoices from suppliers showing that the products they supply you with are organic.
- Have copies of certificates for organic products used.
- Check for organic status on products and invoices/delivery notes when delivered.

You will need to show how you maintain the organic percentage throughout the year by demonstrating you do at least one of the following:

- Have menus which use organic ingredients when in season.
- Use staple ingredients which are always available organically e.g. milk, flour, pasta.
- Ensure your most popular dishes use organic ingredients.

To achieve the gold Catering Mark:

- **all your eggs must be free-range (but do not pick up points)**
- **your 15% spend on organic items must include at least one animal product.**

If any of your organic spend is on organic chicken or organic pig meat then you can also count this towards your 5% free-range requirement.

3.1.2 Free range

You can pick up points here by using:

- free-range chicken* and eggs (free range eggs only gain points at silver as they are a requirement at gold)
- free range*, outdoor-reared* and outdoor-bred* pig meat
- organic chicken, eggs or organic pig meat (for which you will collect double points: for organic and for free range).

**these systems must be farm assured, which is a bronze requirement (standard 2.3)*

If you do not serve any chicken, eggs or pork products you are not required to meet this standard, which is designed to increase the welfare of chickens and pigs.

Organic beef and lamb do not earn points in the free range category because the nature of beef and lamb production means these animals usually live in free range systems. You can earn points in the organic category for all organic meat products.

Free range chicken and eggs:

For chicken meat or eggs to be called 'free-range', it must be produced to standards laid down by EU law, which specify that the chickens must be provided with access to open-air runs.

Free range eggs are a requirement for the gold Catering Mark and as such do not pick up points in this category. Organic eggs offer the highest standards of animal welfare and achieve double points: for organic and free range.

Free range, outdoor reared and outdoor bred pig meat:

There are no agreed, auditable definitions for these terms in pig production but there are accepted industry norms and a voluntary code of practice to which an increasing number of major suppliers have signed up – 'Pork Provenance' www.porkprovenance.co.uk/index.asp

In 'outdoor bred' systems, sows are usually kept outdoors for their productive lives (although there are some exceptions) and piglets are outside until weaning when they are bought inside for finishing. In 'outdoor reared' systems the piglets will be outside in fields for half of their lives. In both cases, the piglets are generally kept indoors for the latter part of their lives. We recommend you also specify a 'straw-based system' to ensure piglets are housed on straw not concrete.

The minimum standard required for meat on Catering Mark menus is farm assurance – required for all meat products to achieve bronze. Free range, outdoor reared and outdoor bred also require farm assurance.

3.1.3 Marine Stewardship Council (MSC) certified fish or Marine Conservation Society (MCS) 'fish to eat.'



Please note use of the MSC logo and reference to MSC standards is optional under the Food for Life Catering Mark. The requirement is that you demonstrate how much MSC fish you purchase.

Any use of either the logo or reference to the standard may require additional accreditation from MSC. See here for more information:

www.msc.org/get-certified/restaurants

MCS 'Fish to eat'

You can also score points for every percentage of your ingredient spend on fish which are included on the MCS 'fish to eat' list which is online here:

www.fishonline.org/fish-advice/eat

This list is regularly updated according to the latest research on the sustainability of fish stocks. You will need to demonstrate how much 'fish to eat' you purchase.

3.1.4 Freedom Food (Revised 2013)



Freedom Food is an assurance scheme devised and monitored by the RSPCA, particularly intended to provide assurance of higher animal welfare standards.

Fish: Worldwide, more farmed fish are now eaten than wild caught fish. The Freedom Food standard for farmed fish covers all aspects of fish handling, feeding, transport, management and slaughter. In the UK the main species farmed are salmon and trout.

Chickens: Freedom Food is not the same as free range, as some indoor systems are allowed under the Freedom Food standards. However, these standards are higher than traditional farm assurance schemes - for example, lower stocking densities are required for chickens which gives them more room to move around.

Pigs: An estimated 60% of breeding sows and 93% of pigs reared for meat in the UK spend most or all of their life indoors, many on concrete. Farrowing crates used to confine sows when they have piglets are widely considered to be a serious welfare concern yet around 60% of sows still give birth in farrowing crates. The RSPCA Freedom Food certification restricts the length of time the sow can be confined in a farrowing crate.

The Scottish SPCA standards for pigs do not offer assurance of higher animal welfare standards above farm assurance and so does not pick up points for silver or gold.

3.1.5 Fairtrade



Fairtrade standards, as guaranteed by the FAIRTRADE Mark, ensure that disadvantaged producers in the developing world are getting a better deal.

Examples of Fairtrade products that can be used on a menu include bananas, pineapples, rice, quinoa, nuts and snacks.

3.1.6 LEAF



LEAF is a baseline standard for farming, showing consideration for the environment and the use of inputs. LEAF produce carries the logo above.

Please enter your spend on ingredients which meet the more environmentally sustainable, ethical and higher welfare systems listed above calculated as a percentage of your total overall spend into the **Points Calculator** available here www.sacert.org/catering/pointscalculator

This can be across the menu rotation, month or even your annual spend – whichever works best for you. The longer the period the more accurate the figure. Use the Points Calculator to tally your points.

At inspection you will need to show evidence of how you calculated your figure.

You will need to show how you ensure the produce is from one of the above higher welfare systems by demonstrating you do at least two of the following:

- Specify free range/MSC/Freedom Food/Fairtrade/LEAF in contracts.
- Have declarations or invoices from suppliers showing the products supplied are MSC/Freedom Food/ Fairtrade/LEAF.
- Have a written procedure for purchasing.
- Check for status on products and invoices/delivery notes when delivered.

3.2 Championing local food producers

Points are given for each percentage point increase in UK, regional and local sourcing as a percentage of your total ingredient spend.

- 3 points per %: **region/Scotland/Wales/Northern Ireland** (includes fresh produce, bread and any other locally produced item made with 50% or more local ingredients)
- 2 points per %: **UK** fresh produce above national UK average of 59%

A minimum of 20 points is required in this category to achieve the silver Catering Mark

A minimum of 50 points is required in this category to achieve the gold Catering Mark

3.2.1 Items from your region or adjacent county

(As shown on the map below)

Score 3 points for each percentage point of your total ingredient spend on every item produced in your region, or adjacent county if you are on the border of another region.

For example, if your menus are served in Devon, you can gain points in this category for any item produced in the South West. If your menus are served in Wiltshire, because you are on the border of another region, you can gain points for any item produced in the South West or the immediately adjacent counties of Hampshire and Oxfordshire.

If you are based in Dumfries and Galloway, you can gain points in this category for any item produced in Cumbria, or anywhere in Scotland. If you are based in Perth and Kinross, you can gain points for any item produced in Scotland.

If you are based in London you can score points for any item produced in the South East or East of England.

Items which are made locally using 50 percent or more locally produced ingredients can also score points in this category. For example, bread made using locally or regionally grown grain earns points in this category.

3.2.2 Fresh produce from the UK (Revised 2013)

On average across the UK catering industry, 59% of primary commodities come from the UK. Score two points for each percentage point of your total ingredient spend on every primary commodity (i.e. raw ingredient) food item produced in the UK, above the national average of 59 percent.

Note – ‘primary commodity (i.e. raw ingredient)’ includes meat, fish, eggs, dairy products, fruit and vegetables.

Calculate the percentage of your spend on primary commodities (raw ingredients) which are produced in the UK.

For every percent over the national average of 59% sourced from the UK, you gain two points.

For example, if 72% of your total ingredient spend is on dairy products, meat, eggs, vegetables and fruit produced in the UK, you would score 26 points (13 % x 2 points = 26 points).

Please enter your spend on ingredients which you source from:
a) the region (or adjacent county for border counties), and
b) the percentage of your spend on UK produce
calculated as a percentage of your total overall spend into the **Points Calculator** available here www.sacert.org/catering/pointscalculator

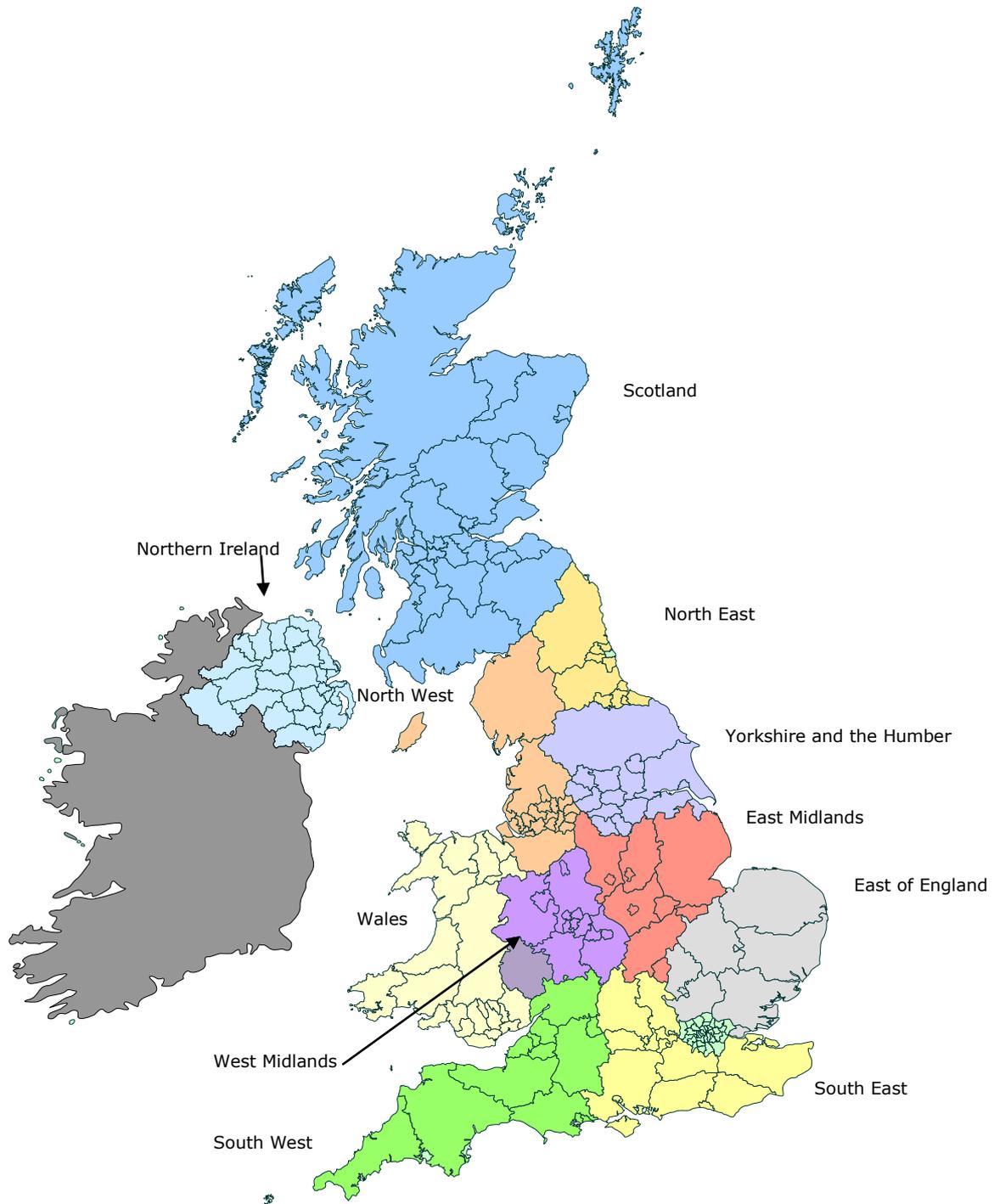
This can be across the menu rotation, month or even your annual spend – whichever works best for you. The longer the period, the more accurate the figure. Use the Points Calculator to tally your points.

At inspection you will need to show evidence of how the figures entered onto the Points Calculator were derived.

You will need to show how you comply with this standard by demonstrating you do at least two of the following:

- Specify regional and/or UK produce in contracts.
- Check origin of produce with the supplier when ordering.
- Have a written procedure for purchasing regional/UK ingredients.
- Retain invoices/delivery notes from your suppliers, to show where products come from.

Map of the UK showing regions and counties



3.3 Making healthy eating easy

Points are given for a range of optional steps to offer healthier menu choices, some of which are sector specific.

If your menus are on a cycle, for example in schools or nurseries, please use the menu-cycle based criteria below. If you are serving meals in restaurants, cafés, takeaways or for events, please see the relevant section below.

Menu cycle based caterers

For menu cycle-based services

- 20 points (per day): meat-free day or equivalent number of (healthier) plant-based main options
- 20 points: steps to serve meat in moderation
- 20 points: steps to minimise salt
- 20 points: actions to cut plate waste
- 20 points: actions to support eating well
- 20 points: actions to promote meal take-up (school catering only)
- 20 points: monitoring against food and nutrient-based standards (early years settings, schools, residential care settings)
- 10 points: healthy vending
- 10 points: more than 50% of bread on offer is wholemeal
- 10 points: fruit cheaper than dessert

A minimum of 20 points is required in this category to achieve the silver Catering Mark

A minimum of 50 points is required in this category to achieve the gold Catering Mark

3.3.1. Meat-free day or equivalent (20%) number of healthier plant-based main options (Revised 2013)

These points are only awarded if meat is replaced with vegetables, eggs, pulses, nuts, quorn, tofu or other meat alternatives – not fish.

Points are given for either:

- Having one or more meat-free days each week where meat is replaced with eggs, pulses, nuts, quorn, tofu or other meat alternatives (not fish).
- A non-meat dish being the main option for 20% or more of the menu, excluding desserts.

The maximum number of points available in this category is 60.

At inspection you will need to demonstrate the number of meat-free days or percentage of main options (not separate vegetarian options) which are meat-free.

For climate change, health and animal welfare reasons, it is desirable that we shift towards eating less but better quality meat. Steps that can be taken to familiarise all customers with some non-meat dishes as part of a balanced diet include:

- experimenting with meat-free days
- making popular vegetable-based dishes the principal dish of the day
- setting targets for increasing the number of vegetarian covers served, and
- reducing meat portion sizes within nutritionally balanced recipes.

According to the UN Food and Agriculture Organisation, meat consumption accounts for 18% of global greenhouse gas emissions. This is due to methane emissions from cattle and forest clearance to grow animal feed for intensive farming, as well as the nitrous oxide emissions from fertiliser used to grow this feed. Switching to a more plant-based diet and eating less but better quality meat would make our diets more climate-friendly.

The World Health Organisation and World Cancer Research Fund also recommend eating meat in moderation, while eating more fruit and vegetables and starchy wholefoods, to reduce saturated fat consumption and to minimise bowel cancer risk. Serving less meat also enables you to invest in better quality meat for consumers i.e. free range or organic meat.

3.3.2 Steps to serve meat in moderation

These points are only awarded if meat is replaced with vegetables, eggs, pulses, nuts, quorn, tofu or other meat alternatives – not fish.

At least two of the following steps are required to earn 20 points in this category:

- Reduce the meat used in some dishes and replace it with vegetables, eggs, quorn, tofu, potatoes or other starchy roots, pulses or wholegrain cereals.
- Reduce the total amount of meat and meat products used each week.
- Actively promote non-meat dishes.

3.3.3 Steps taken to minimise salt

Choice of ingredients is very important in controlling the salt content of dishes. A principal way in which you can do this is by replacing a number of high-salt processed food ingredients (such as ready-made, tinned and packet soups, sauces, flavoured dried rice or noodles, meat products, salted canned vegetables and bakery mixes) with freshly prepared alternatives.

You should also try experimenting with recipes to see how much salt reduction can be achieved without compromising on taste. A good tip is ensuring that sauces are reduced first and then seasoned (gradual reduction cooking methods affect the amount of salt in the final dish).

At least four of the following steps* are required to earn 20 points in this category:

- All recipes are tested to ensure the minimum amount of salt is used without compromising on taste.
- Vegetables, rice, potatoes and pulses are not routinely salted when cooking.
- Non-salted flavourings (e.g. home made stocks, lemon juice and vinegars, spices, curry powder/paste or mustard powder, frozen, dried and fresh herbs, onions, peppers and tomato paste) are used to enhance the taste of food.
- No extra salt is added to any foods (e.g. chips) prior to service.
- Access to table salt is restricted.
- Only low-salt or unsalted savoury snack foods are available.

Remember that there are times when salt is essential for flavour if we want people to eat healthy options (wholemeal bread and many soups, for example).

** Steps adapted from 'Catering for Health: a guide for teaching healthier catering practices', published by FSA Scotland and the Scottish Executive.*

3.3.4 Actions to cut plate waste

However healthy the food provided, it is what is actually eaten that counts. We look at how you support your customers to choose and eat well so that you are clearing away mostly empty plates at the end of a meal time, rather than scraping leftovers into the bin.

If food is appetising and served in portion sizes that are appropriate, this will reduce plate waste.

One of the following steps is required to earn 20 points in this category:

- Plate waste is regularly reviewed and the amounts of any frequently wasted items are changed.
- Regular customer surveys take place to find out why foods are not eaten.
- Portion sizes are measured to ensure they are suitable for the target audience.

3.3.5 Actions to support eating well

School and early years caterers

Two of the following steps to encourage children to eat well, especially their fruit and vegetables, are required to achieve 20 points:

- Family and children surveys are carried out regularly, to identify popular healthy dishes.
- Growing and/or cooking activities are carried out with children.
- Food tasting events are held with families.
- Information about eating well is on display.

Hospitals, residential care and community meals:

Two of the following steps to support patients, residents or customers to eat well are required to achieve 20 points:

- Incorporate feedback from customer surveys into menu planning.
- Ensure everyone is given the opportunity to choose food they like and that is appropriate to their needs.
- Ensure food looks attractive, is served at the right temperature in a calm and pleasant environment.
- Ensure food of the appropriate texture is available to meet the needs of all the people we serve, working with dieticians and speech and language therapists where appropriate.

3.3.6 Actions to promote meal take-up (school catering only)

School meals are optional so it is important to increase the take-up of healthy meals. Caterers can increase meal take-up by engaging in a whole school approach (as represented by the Food for Life Partnership framework) that links meals with food education and engages parents.

Two of the following steps to increase meal take-up are required for school caterers to achieve 20 points in this category:

- Actively promoting Food for Life Partnership activity in our schools (England only).
- Actively promoting food education in the context of Curriculum for Excellence (Scotland only).
- Running regular parent & pupil surveys.
- Running tasting events.
- Having a school nutrition action group.

3.3.7 Monitoring against food-based and nutrient-based standards (Revised 2013)

(Early years settings, all schools and academies, residential care settings)

One of the following steps to monitor against food and nutrient based-standards is required to achieve 20 points:

- Menus are nutrient-analysed using Nutmeg, Saffron or equivalent software.
- We follow appropriate food based guidance designed for our setting.

3.3.8 Healthy vending (Revised 2013)

As detailed in '*Standards for school food other than lunches*', <http://www.childrensfoodtrust.org.uk/the-standards/the-food-based-standards/food-other-than-lunch>

To achieve 10 points you will need to guarantee that you are meeting these standards for healthy vending by having a copy of '*Standards for school food other than lunches*' easily available and by demonstrating you do at least one of the following:

- Specify in contracts.
- Check with the supplier when ordering.
- Have a written procedure for purchasing.
- Staff manually check products when reloading vending machines.

For schools in England and Scotland, guidelines for healthy vending are covered in the statutory food based standards (in England) and The Schools (Health Promotion and Nutrition) (Scotland) Act 2007. Caterers supplying schools therefore do not achieve points in this area.

3.3.9 More than 50% of bread on offer is wholemeal (Revised 2013)

This includes sandwiches, rolls, wraps and also bread served with soup or to accompany other meals.

To achieve 10 points you will need to guarantee that more than 50% of your bread is wholemeal by at least one of the following:

- Specify in contracts that there must be at least 50% wholemeal bread for sandwiches, rolls and wraps.
- Check when compiling menus that there will be at least 50% wholemeal bread on offer.
- Have a written procedure for making or purchasing at least 50% wholemeal bread to accompany meals.

3.3.10 Fruit cheaper than dessert

Fruit offered on the menu must be cheaper than non-fruit dessert options to encourage uptake of fruit and healthy eating.

Please record your prices for fresh fruit and desserts, which we will check at inspection.

Restaurants, cafés, takeaways or events catering

For restaurants/cafés/takeaways or events catering

- 20 points: actions to cut plate waste
- 20 points: steps to serve meat in moderation
- 30 points: 25% or more meat-based meals, replaced by healthier plant-based main options
- 20 points: main meals accompanied by at least one portion of vegetables or salad
- 20 points: special offers, dish of the day and meal deals include at least one portion of vegetables or salad
- 10 points: more than 50% of bread on offer is wholemeal
- 20 points: steps to minimise salt
- 20 points: healthy vending
- 10 points: fruit not confectionery, cakes, biscuits or savoury snacks at till points
- 10 points: fruit or fruit-based dessert cheaper than alternative desserts

A minimum of 20 points is required in this category to achieve the silver Catering Mark

A minimum of 50 points is required in this category to achieve the gold Catering Mark

3.3.11 Actions to cut plate waste

However healthy the food provided, it is what is actually eaten that counts. We look at how you support your customers to choose and eat well so that you are clearing away mostly empty plates at the end of a meal time, rather than scraping leftovers into the bin.

If food is appetising and served in portion sizes that are appropriate, this will reduce plate waste.

At least one of the following steps is required to earn 20 points in this category:

- Plate waste is regularly reviewed and the amounts of any frequently wasted items are changed.
- Regular customer surveys take place to find out why foods are not eaten.
- Portion sizes are measured to ensure they are suitable for the target audience.

3.3.12 Steps to serve meat in moderation

At least two of the following steps are required to earn 20 points in this category:

- We have reduced the meat used in some dishes and replaced it with vegetables, potatoes or other starchy roots, pulses or wholegrain cereals.
- We have reduced the total amount of meat and meat products we use each week.
- We are actively promoting non-meat dishes.

3.3.13 25% or more meat-based meals are replaced by healthier plant-based main options

You must demonstrate this by submitting a copy of your menu.

This will also be checked at inspection.

3.3.14 Main meals accompanied by at least one portion of vegetables or salad

You must demonstrate this by submitting a copy of your menu.

This will also be checked at inspection.

Chips do not count as an accompanying vegetable.

3.3.15 Special offers, dish of the day and meal deals include at least one portion of vegetables or salad

You must demonstrate this by submitting a copy of your menu.

This will also be checked at inspection.

Chips do not count as an accompanying vegetable.

3.3.16 More than 50% of bread on offer is wholemeal (Revised 2013)

This includes sandwiches, rolls, wraps and also bread served with soup or to accompany other meals.

To achieve 10 points you will need to guarantee that more than 50% of your bread is wholemeal by at least one of the following:

- Specify in contracts that there must be at least 50% wholemeal bread for sandwiches, rolls and wraps.
- Check when compiling menus that there will be at least 50% wholemeal bread on offer.
- Have a written procedure for making or purchasing at least 50% wholemeal bread to accompany meals.

3.3.17 Steps to minimise salt

Choice of ingredients is very important in controlling the salt content of dishes. A principal way in which you can do this is by replacing a number of high-salt processed food ingredients (such as ready-made, tinned and packet soups, sauces, flavoured dried rice or noodles, meat products, salted canned vegetables and bakery mixes) with freshly prepared alternatives.

You should also try experimenting with recipes to see how much salt reduction can be achieved without compromising on taste. A good tip is ensuring that sauces are reduced first and then seasoned (gradual reduction cooking methods affect the amount of salt in the final dish).

At least four of the following steps are required to earn 20 points in this category:

- All recipes are tested to ensure the minimum amount of salt is used without compromising on taste.
- Vegetables, rice, potatoes and pulses are not routinely salted when cooking.
- Non-salted flavourings (e.g. home made stocks, lemon juice and vinegars, spices, curry powder/paste or mustard powder, frozen, dried and fresh herbs, onions, peppers and tomato paste) are used to enhance the taste of food.
- No extra salt is added to any foods (e.g. chips) prior to service.
- Access to table salt is restricted.
- Only low-salt or unsalted savoury snack foods are available.

Remember that there are times when salt is essential for flavour if we want people to eat healthy options (wholemeal bread and many soups, for example).

** Steps adapted from 'Catering for Health: a guide for teaching healthier catering practices', published by FSA Scotland and the Scottish Executive.*

3.3.18 Healthy vending (Revised 2013)

As detailed in '*Standards for school food other than lunches*'
<http://www.childrensfoodtrust.org.uk/the-standards/the-food-based-standards/food-other-than-lunch>

To achieve 10 points you will need to guarantee that you are meeting these standards for healthy vending by having a copy of '*Standards for school food other than lunches*' easily available and by demonstrating you do at least one of the following:

- Specify in contracts.
- Check with the supplier when ordering.
- Have a written procedure for purchasing.
- Staff manually check products when reloading vending machines.

3.3.19 Fruit not confectionery, cakes, biscuits or savoury snacks at till points

To achieve 10 points you will need to demonstrate that fruit is on display at till points.

This will be checked at inspection.

3.3.20 Fruit or fruit-based dessert cheaper than alternative desserts

To achieve 10 points you will need to demonstrate that fruit offered on the menu or fruit-based desserts are cheaper than alternative dessert options to encourage uptake of fruit and healthier eating.

Please record your prices for fresh fruit and fruit-based desserts, which we will also check at inspection.

4.0 Objectives of the Food for Life Catering Mark

- ✓ To start where people are, engaging caterers on every scale in making step-by-step progress towards serving ethical and environmentally sustainable food, championing local food producers and making healthy eating easier.
- ✓ To normalise the provision of organic food in catering, reaching a wider audience.
- ✓ To raise minimum food standards in the catering sector by taking the worst offending items for health, the environment and animal welfare off the menu.
- ✓ To allow customers to easily assess the food standards offered by caterers in their workplaces, restaurants, schools, nurseries, hospitals and other venues, and influence these standards as consumers and citizens.
- ✓ To provide a framework against which procurers of catering services can benchmark caterers and set standards for institutional mass catering.
- ✓ To prompt caterers to engage more with their supply chains and gain a stronger understanding of where food comes from and how it is produced so that they can drive positive change.
- ✓ To encourage caterers to engage the interest of their staff and customers in good food, where it comes from and how it is produced.
- ✓ To encourage a greater value to be placed on skilled catering staff and the role they can play in educating those whom they feed.