**Gloucestershire County Council (GCC)**

**Information for Catering Contractor Site Visits 14/09/2021**

**Lot 1 School Meals**

**Estimated time required 4.5 hours**

**Housekeeping**

* Due to restrictions, only one representative from each company will be allowed
* Confirmation of the representatives Name, Position and Company needs to be e mailed to [support@gloucestershire.gov.uk](mailto:support@gloucestershire.gov.uk) by Friday 10th September 2021.
* A Lateral flow test will need to be taken on Monday 13th September 2021 by each representative and the clear result confirmed by email to [support@gloucestershire.gov.uk](mailto:support@gloucestershire.gov.uk)
* Mask wearing is part of GCC corporate policy, and is in enforcement when on premises.

**Car Parking**

* Archway Secondary School has ample car parking on site for all representatives
* Primary School Visits please note that there is no reserved parking on site, however the schools have been chosen where on street parking near to the school should be available.
* Shire Hall Gloucester – Parking provision has been made (But cannot be guaranteed) at Quay Street Car Park Quay Street GL1 2JD adjacent to Shire Hall. Please go to the ANPR barrier and announce your arrival. Alternatively please research the area if alternative parking is required as there are ample other car parks near by.

**Site Visits**

* GCC have agreed with schools that there will be no need for individual company representatives to sign in at school receptions. Meeting points will be established on the day directly adjacent to school kitchens and where to meet at Shire Hall.
* Groups of no more than 4 representatives will be allowed in kitchens at any time Please consider clothing, umbrellas etc. during any waiting times dependant on the weather.
* Appropriate PPE (white coats and hats) will be required for entry to school kitchens, as they will be operational on the day of the visit.

**Agenda**

* Attached (Excel sheet) has the detail of the scheduled site visits commencing at Archway School for 8:30am with the estimated traveling times start and finish times of each visit.
* Head Teachers / School Managers may wish to meet contractors on the visit; however this will vary between sites and we will be notified during the visits.
* A full Q&A session will be held after the visit of Shire Halls catering facilities. This session will be audio recorded for feedback purposes.