* **Christmas Catering Contingencies:**

Catering provision

* Contingency level 1: Issues with staffing and/or supply = Reduced menu from 5 to 3 choices
* Contingency level 2: Severe issues with supply chain/deliveries = 9 ambient items stockpiled in each establishment. Delivered to all prisons apart from 12, to be complete w/c 20/12/21.
* Contingency level 3: In the event of severe catering staff or officer shortages = 20,000 frozen ready meals held centrally by Bidfood – currently establishing lead time on additional supply. Regional Catering Managers to be contacted as situation deteriorates for delivery to be arranged, approx. 2-3 days.
* On 16/12/21 we re-issued information to Catering Managers which included: guidance on the operation of Rationale ovens, the list of contingency stock and a reminder to replenish, a prompt to review and update training of non-catering staff to heat and serve meals, reminder to ensure simple instructions and SSOW are accessible, advice on when to speak to Regional Catering Manager, and a reminder to prioritise Bidfood for gate access.

Breakfast provision

* Alternative breakfast contingencies: bulk supply of 2-pack Weetabix currently available for Catering Managers to order, and Caterers advised on 16/12/21 to hold sufficient stock of ingredients suitable for a hot breakfast (e.g. porridge / halal and vegetarian sausages and baps). Suitable for in the event of severe disruption to usual breakfast provision and/or officer shortages.
* Note, on any revised guidance re. essential work areas we should ensure Food Packing Services workshops are included.