



Opening a new food business



Belfast
City Council

OPENING A NEW FOOD BUSINESS

If you are interested in opening a new food business in Belfast this pack will help you through the process.

This pack includes the following:

- Introductory information
- Registration form and pre-paid envelope for return
- Guidance on registering a food business
- Advice on starting a food business
- Fact sheet on running a food business from home
- Guidance on food hygiene requirements for new catering premises
- Advice to food businesses operating within markets and fairs, mobile vehicles and street traders
- Food hygiene training providers (this is not an exhaustive list)
- National Food Hygiene Rating Scheme
- EU Food Information for Consumers Regulation
- Pollution control advice note for hot food premises
- E.coli 0157: Cross Contamination Control
- Advice booklet on the sale of age restricted products
- Links to FSA and other Regulatory Body Publications

It is important that you come back to us when you have secured a premises and have layout plans drawn up for your new business (sketch plans will suffice). It is a legal requirement to register your premises with us at least 28 days prior to opening.

Some of this information is available in other languages.

Please do not hesitate to contact the food safety team if you need more information or assistance.

Who needs to register?

Food premises which should be registered include restaurants, hotels, cafes, shops, supermarkets, staff canteens, warehouses, food brokers, guest houses, delivery vehicles, buffet cars on trains, market and other stalls, hot dog/burger and ice cream vans etc. Some food businesses whether for profit or not will also be required to register e.g. Church lunch club. Any new businesses must register their premises at least **28 days prior to opening**.

Are you planning to trade at St Georges Market?

If you wish to trade at St Georges Market you must contact the Markets Supervisor on 028 9043 5704 prior to registering with food safety as there is a waiting list for Market stalls. When you are given a stall the supervisor will require you to have Liability Insurance, evidence of food hygiene training and have registered your business with food safety. If you are carrying out any food preparation at home you must also register your home address.

Other Departments and Services to consult

Planning Service NI

If you are starting a food business in a premise which is presently not used for this purpose or you are changing from one type of food business to another you may need planning permission. Please check with the Council's planning service at [planning service](#)

Building Control

The requirements will vary for each site dependent on its location, size, whether new build, change of use or refurbishment, and as a result each food premise will be dealt with individually on an individual basis.

Building Control will check the requirement for smoke and heat detectors, the means of escape from the building, and disability requirements and the internal layout of the premise. For further information visit: <http://www.belfastcity.gov.uk/buildingcontrol/index.asp>.

Entertainment and liquor licensing

Some other options you may wish to consider when planning to open your restaurant is that you would like to provide entertainment for your customers, perhaps live music or a small disco with a DJ, along with the opportunity to drink alcohol. If you want to provide entertainment, along with the sale of alcohol you will have to get both an **entertainments licence** and a **liquor licence**.

Entertainment Licences are processed by our Building Control Service and they will give you more information about them, tell you if you need one for the entertainment you hope to provide and how get one.

You need a liquor licence to sell alcohol. Liquor licences are issued by Belfast Laganside Magistrates Court. Contact the Liquor Licensing Office for more information. You should also talk to a Solicitor as legal representation is normally required to complete the application process for a liquor licence.

Health & Safety

You must work in a way that protects the health and safety of your employees and other people who might be affected by what you do. If you have five or more employees you must have a written health and safety policy which describes your health and safety arrangements and you must also carry out risk assessments. For more information contact our health and safety team or visit <http://www.belfastcity.gov.uk/safetyadvice/index.asp>.

Smoke free

It's against the law to smoke in most enclosed workplaces and public places in Belfast. You must display a no smoking sign. Visit <http://www.belfastcity.gov.uk/smokefree/index.asp> for further information.

You can also contact our Cleansing Services section on 028 9027 0230 to take part in our 'No smoke without litter' initiative which encourages businesses to encourage patrons to dispose of their cigarettes using ashtrays, instead of littering.

VAT Registration

Before you start trading you will need to decide what type of business you are setting up. For more information about partnerships, limited companies etc please visit the business link website at www.businesslink.gov.uk.

You may also need to register as self-employed with HM Revenue & Customs or register for VAT. These registration processes are completely separate from register your food premises.

You will need to pay business rates on most premises. For further information on this visit www.dfpni.gov.uk/lps/.

Street Trading

All mobile traders, including ice-cream vans and mobile shops, must have a mobile street trading licence granted under the Street Trading Act (NI) 2001, which allows them to work within specific areas of Belfast.

Even if you only want to sell at a one-off event, you may need a temporary street trading licence which you need to apply for at least six weeks before the event. Contact our Building Control Team on 028 9027 0650 as early as possible for advice or visit <http://www.belfastcity.gov.uk/buildingcontrol/streettrading.asp>.

Contact Information:

Belfast City Council
Health & Environmental Services
Food Safety Team
Cecil Ward Building
4 – 10 Linenhall Street
Belfast
BT2 8BP

Office Hours:	8.30am to 5.00pm
Telephone:	028 9027 0468
Fax:	028 9027 0422
Email:	envhealth@belfastcity.gov.uk
Out of hours Emergency Number:	07816 687611



Belfast City Council

BELFAST CITY COUNCIL

APPLICATION FOR THE REGISTRATION OF A FOOD BUSINESS ESTABLISHMENT

(Regulation (EC) No. 852/2004 on the hygiene of foodstuffs, Article 6(2))

FOR OFFICIAL USE ONLY

Date application received: _____ Received by: _____

Registration Date: _____ Premises unique ID no: _____

This form should be completed by food business operators in respect of new food business establishments and received by the relevant district council 28 days before commencing food operations. On the basis of the activities carried out, certain food business establishments are required to be approved rather than registered. If you are unsure whether any aspect of your food operations would require your establishment to be approved, please contact Belfast City Council for guidance.

1. Address of establishment (Or address at which moveable establishment is kept)

_____ Postcode _____

2. Trading Name of food business

Telephone No _____

3. Full Name of food business operator(s) (or Limited company where relevant)

4. Head Office Address of Food Business Operator (where different from address of establishment)

_____ Postcode _____

Telephone No _____

E-Mail _____

5. Type of food activity (Please tick ALL the boxes that apply):

- | | | | |
|---|--------------------------|-------------------------------------|--------------------------|
| Staff Restaurant/ Canteen/ Kitchen | <input type="checkbox"/> | Hospital / Residential Home/ School | <input type="checkbox"/> |
| Retailer (including Farm Shop) | <input type="checkbox"/> | Distribution / Warehousing | <input type="checkbox"/> |
| Restaurant / Café / Snack bar | <input type="checkbox"/> | Food Manufacturing / Processing | <input type="checkbox"/> |
| Market / Market stall | <input type="checkbox"/> | Importer | <input type="checkbox"/> |
| Takeaway | <input type="checkbox"/> | Catering | <input type="checkbox"/> |
| Hotel / Pub / Guest house | <input type="checkbox"/> | Packer | <input type="checkbox"/> |
| Wholesale / Cash and carry | <input type="checkbox"/> | Food Broker | <input type="checkbox"/> |
| Private House used for a Food Business | <input type="checkbox"/> | | |
| Moveable establishment e.g. ice cream van | <input type="checkbox"/> | | |

Other (please give details): _____

6. Water Supplied to the Food Business Establishment.

Public (Mains) Supply Private Supply

7. If this is a new business, the date you intend to open _____

Signature of Food Business Operator _____

Date _____

Name _____
(BLOCK CAPITALS)

AFTER THIS FORM HAS BEEN SUBMITTED, FOOD BUSINESS OPERATORS MUST NOTIFY ANY SIGNIFICANT CHANGE IN ACTIVITIES TO THE ACTIVITIES STATED ABOVE (INCLUDING CLOSURE) TO THE DISTRICT COUNCIL AND SHOULD DO SO WITHIN 28 DAYS OF THE CHANGE(S).

The completed form should be sent to:

Belfast City Council
Food Safety, City and Neighbourhood Services Department
Cecil Ward Building
4-10 Linenhall Street
Belfast
BT2 8BP

Tel: 028 90270468
Fax: 028 90270422
E-mail: envhealth@belfastcity.gov.uk

Guidance on the registration of a food business under Regulation (EC) No 178/2002 and Regulation (EC) No 852/2004

General information

This note provides some basic information about registration. It is not intended to be a full and authoritative statement of the law.

What is registration?

Registration of premises used for a food business is required by law (including market stalls, delivery vehicles and other moveable structures).

The purpose of the registration is to give local authorities (Belfast City Council) information about the food premises in their area so they can plan their inspections and target their enforcement resources effectively.

This information will help us inspect premises which represent a high risk to health more frequently than those which only pose a low risk. Registration is **not** a form of licensing and is not an approval to trade.

Who needs to register?

Food premises which should be registered include:

- Restaurants / cafes / snack bars / catering
- Hotels / pubs / guest houses / Bed & Breakfasts
- Small retailers (including Farm Shop)
- Supermarkets
- Staff restaurants / canteens / kitchens
- Market / market stall
- Warehouses / distributors
- Wholesalers / cash & carry
- Food brokers
- Importers
- Private house used for a food business
- Food manufacturers / food processors
- Packers
- Moveable establishments e.g. train buffet vans, hot dog & burger vans, delivery vans, ice cream vans, mobile shops

If you have a permanent premise such as a shop or warehouse, and you use vehicles for your food business, you only need to tell us how many vehicles you have; you do not need to register each vehicle separately. If you have one or more vehicles but no permanent premises, you must tell us where they are normally kept or where the vehicles return to between trading.

Any new businesses must register their premises at least **28 days prior to opening**.

How do I register?

Registration is a very simple process and the registration form should only take a few minutes to complete. You must tick all the boxes which apply to your business, answer all the questions and give all the information requested. Seasonal businesses operating for a certain period each year should give the dates between which they will be open. You should complete the registration form (online or hard copy) and submit to us. **IT IS AN OFFENCE TO GIVE INFORMATION WHICH YOU KNOW TO BE FALSE.** If you use premises in more than one council area, for example one in Belfast and another outside Belfast, you must register with each authority separately.

There is no charge to register premises and registration does not need to be renewed periodically. Local authorities cannot refuse to register premises.

If there is any change to the business, the food business operator must complete a new registration form and submit it to us. This includes any change:

- of food business operator
- in the nature of the business
- of the address at which moveable premises are kept or returned to.

Belfast City Council enters the details on its Register. A register of addresses, name of food business and the type of business carried on at each address is open to inspection by the general public. Records of other information provided are not publicly available.

Although premises may be exempt from registration this does not mean that they are not exempt from the provisions of the Food Safety (Northern Ireland) Order 1991.

Additional information for caterers

Contract caterers are responsible for registering any premises where they operate, if they are the sole food business operator on those premises. Responsibility for registration in these circumstances does not rest with the owner of the premises or the organisations employing the contractor. Contract caterers are also responsible for registering the premises at which their operation is based.

Contract caterers are not responsible for registering premises which are used by several food businesses. Where a number of food businesses use the same premises (for example village or church halls, community or conference centres) the responsibility for registration lies with the person that allows those premises to be used for that purpose if this premises falls under the definition of food business.

Mobile caterers must register the premises where their vehicles or stalls are usually kept or returned to between trading and indicate on the form the number of vehicles or stalls they have.

Advice on starting a food business

This advice relates to food safety requirements only. In addition you may wish to contact the relevant officers from the council responsible for Health and Safety at Work, Environmental Protection and Building Control.

You may also require planning permission from the Department of the Environment (NI) Planning Service.

If you are planning to open a food business you should follow the procedure below.

1. Consider carefully the enclosed guidance on food hygiene standards for new food premises.
2. Draw up proposals for the design, layout and construction of your premises which meet the requirements detailed in the enclosed guidance. Such proposals should include a sketch of the premises illustrating the layout together with the positioning of equipment, food sinks, equipment sinks, wash hand basins and toilets and details of surface finishes.
3. Forward details of your proposals to the Food Safety Team for comment.
4. Amend your proposals as necessary to incorporate any such comments.
5. You must register your premises at least 28 days before opening by completing the enclosed form and returning it to this Service. Failure to do so is an offence under The Food Hygiene Regulations (NI) 2006, (EC) Regulation 852/2004, Article 6(2), (EC) Regulation 882/2004, Article 31(1).
6. Make arrangements to ensure that all food handlers engaged in your food business are instructed and/or trained in food hygiene matters commensurate with their work activities. Training is provided by a number of organisations (See page X).
7. Your premises will normally be inspected by a Food Safety Officer shortly after to assess your compliance with The Food Hygiene Regulations (NI) 2006.

Running a food business from home

We are often asked "**Can I run a food business from home?**"

Although in theory the answer to this question is YES – there are many serious considerations and implications which can easily make the answer **NO!**

This guidance is intended for anyone who intends to run a food business from their own home. This might include preparing food at home to:

- sell in a shop or from a market
- sell to other businesses
- run a sandwich round business
- operate full scale catering business

It is becoming increasingly popular to start and run a business from your own home, but when food is involved this can present a whole range of new problems which many people do not properly consider when starting out.

As a general principle, if you prepare high risk foods then the standards you need to meet will be much stricter than if you only prepare low risk foods.

Running a food business from home

If a home based business is going to operate successfully and safely then you will need to take account of the following points:

Registration

Your home may well have to be registered with us as a food business. This is free, and there is only one simple form to fill in, but it is a legal requirement and you can be prosecuted if you do not register before starting. (Visit [Online Food Registration](#) to complete the form online or turn to page 4 & 5 for a copy of the form).

Planning permission

You will likely need planning permission to run a business from home, so take advice from the Council's Planning Service. You can contact them on 0300 200 7830 or visit [Planning Service](#) .

Business rates

You may have to pay increased rates if you use part of your property for a business. You can contact Belfast Regional Rating Office on 0845 300 6360 for more information.

Insurance

Just in case things go wrong, we strongly recommend you to take out insurance to cover claims against you (third party insurance), just the same as any other business. Unfortunately this can be quite expensive. You should consult your solicitor or insurance agent about this.

Restrictive covenants

Especially in older properties, you may find that the deeds contain clauses that prevent you from carrying out certain activities, and running a food business may be one of them. You should consult your own solicitor about this.

Mortgage restrictions

If you have a mortgage on your property you must contact your lender and talk to them about your intentions.

Food safety law

The laws on food safety apply just the same to a business run from home as they do to all other commercial premises. You will be liable to regular inspections by officers from our Food Safety

Team, and you may face legal action if you are found to be breaking the food hygiene laws. This also applies if you use a kitchen somewhere else to prepare food, for example a village or community hall kitchen. You might wish to talk to a Food Safety Officer and your solicitor about the legal aspects and the problems you could face.

Training

You may need to attend a training course. One of the main requirements of the law is that all food handlers must know enough about food safety to allow them to work safely. This usually means passing a training course in food hygiene, at a level which is appropriate to the type of food being prepared. We can offer advice about what level of training you would need, and where the courses are held. (You can find a list of training providers on page 23)

Your kitchen

Domestic kitchens are not designed for commercial use and so might need some alteration to comply with the food safety laws. Common problems include the following:

- nowhere in the kitchen, or close nearby, to have a wash hand basin just for washing hands.
- a toilet or bathroom which opens directly onto the kitchen.
- decorative finishes which are not "easily cleanable" as required by the law.
- domestic quality equipment which is not up to the standard needed for commercial use.
- not enough storage or refrigeration for large volumes of food.
- inadequate ventilation leading to condensation, mould growth and damage to decoration.
- problems with keeping the kitchen free of flies, ants and other sources of contamination.
- limited space and worktops so that "cross contamination" becomes difficult to prevent.
- access to the kitchen by children, pets or other people, which can make good hygiene difficult.
- separating family use of the kitchen from business use can be very awkward, but is essential for good food hygiene.

The standards you will have to meet depend upon a number of factors such as the type and quantity of food you intend to prepare, and what else the kitchen is used for. Since each case and each kitchen is different you will need to talk to the Food Safety Team to decide exactly what is necessary.

In general, we recommend that any business which intends to prepare food in anything more than very small quantities should be operating from properly designed and equipped commercial premises – and not from an ordinary domestic kitchen. The reason for this advice is quite simple. It is very difficult to achieve the standards of hygiene required by law in a domestic kitchen – and if hygiene fails then contamination and food poisoning can quickly follow.

Remember it is your responsibility to ensure that the food served to your customers is safe.

Guidance on food hygiene requirements for new catering premises

This guidance is not legally binding but provides advice to assist in the design of hygienic premises, taking into consideration The Food Hygiene Regulations (NI) 2006 which enforce Regulation EC No. 852 (2004). Any alternative standards being considered should be discussed with and approved by a Belfast City Council Food Safety Officer before being adopted.

1 Water supply

All equipment and food washing sinks, ice machines, water fountains, drink making machines, and taps supplying water for food use, should be connected directly to a rising mains water supply to ensure such water is of drinking water quality.

2 Surface finishes

Floors, walls, ceilings, and woodwork must have a smooth, impervious washable finish. In addition the wall areas directly behind cookers should have a durable surface finish, such as stainless steel, to allow vigorous cleaning.

Remember, alternative surface finishes may be acceptable in areas in which open food is not prepared, treated or processed, for example bottle stores.

Where tiles are laid a waterproof grout should be used.
Polystyrene or fibre ceiling tiles are not suitable in humid areas.
Floors should be slip resistant in preparation areas.

3 Design and layout

The design and layout must permit adequate cleaning and good hygiene practices. Moveable equipment is recommended to facilitate cleaning but is not required by law.

If necessary, separate vegetable preparation area and a storage area for root vegetables should be provided. If such an area is not provided then pre-prepared vegetables should be used in the catering operation. Adequate work top space should be provided. Where the scale of the operation necessitates, separate areas should be provided for the preparation (and if necessary the storage) of raw meats and for dish or pot washing to prevent contamination of foodstuffs.

Enclosed storage facilities for dry goods or a separate dry goods store should be provided.

Opening windows to areas containing open food must where necessary be protected with fly screens which can easily be removed for cleaning.

Electrical fly killing units should be provided at strategic locations. These units should not be positioned over work tops or equipment, or near bright windows.

4 Hand washing facilities

An adequate number of wash hand basins, dependent on the size and use of the premises, must be provided for hand washing only. Each basin must have hot and cold (or mixed) running water. Wash hand basins are required close to toilets and at strategic locations for example at the entrances to kitchens (additional basins may be required in larger premises)

Paper towel and liquid soap dispensers should be provided at each wash hand basin. Wash hand basins with non-hand operated taps are preferable but are not a requirement.

5 Toilets

An adequate number of toilets (WCs) must be provided for employees. There must be an intervening space between rooms containing sanitary conveniences and rooms in which food is handled. Hand washing facilities are required close to all toilets.

Minimum requirements	1 WC for up to 5 employees
	2 WCs for up to 25 employees
Or if for men only	1 WC and 1 urinal for up to 15 men

If such facilities are to be used by males and females each WC must be contained in a separate room which is lockable from the inside.

It is good practice to have toilet facilities for food handlers separate from those for customers and others. Further advice is available from Food Safety.

6 Ventilation

All areas must be suitably and sufficiently ventilated including dry goods stores to prevent excess humidity or heat.

Toilets must be adequately ventilated directly to the external air to prevent aerosols and odours from entering food rooms.

Areas where moisture and cooking fumes are generated, for example cooking areas, wash up areas, bakery ovens, fryers, hot plates must have mechanical extraction, extraction canopies and grease filters as and where they are considered necessary.

Cooking odours should be extracted to a point where they can disperse in the atmosphere without causing nuisance to occupants of the building or any surrounding buildings. This can usually be achieved by terminating the ducting 1 metre above the main eaves (or any roof windows). Where it is not practicable (or necessary) to terminate ducting above the main eaves it should terminate away from windows to minimise nuisance. Systems are available to deodorise cooking fumes and may be worth considering in such circumstances.

Air should not be drawn into clean areas from dirty areas for example toilets, pot wash areas.

7 Lighting

Recommended levels are from 150 lux in stores to 500 lux in food preparation areas. Light fittings should be protected in areas containing open food and dry goods stores.

8 Sinks

All sinks must be provided with hot and cold water, the cold water coming directly from the rising main.

If a sink is used exclusively for washing food hot water supply is not essential. Equipment sinks must be large enough to deal with the equipment normally used in the business. Twin sinks are preferred to allow washing and rinsing of equipment particularly where a dishwasher is not provided.

Separate sinks should be provided for food and for equipment. In small operations (non restaurant) the same sink may be used for food and equipment, provided it is cleaned between each process and each process is carried out at a separate time.

9 Drainage

Manholes

Manholes or other inspection points should **not** be located in food rooms. Where this is unavoidable and such points have to be located in food rooms they must be covered with a bolted down sealed, air-tight double cover.

Drains

Drains must have a sufficient fall and should flow away from clean areas to dirty areas. Toilets should feed into the system after the food rooms and there should be adequate traps. All appliances connected to the drainage system must be provided with an effective trap.

Grease traps

Where necessary an external grease trap should be provided for example Wade, Condor, Klargestor or similar. Where an external grease trap cannot be installed a suitable alternative, designed specifically for internal use, which is sealed and designed to facilitate the hygienic removal of grease may be installed for example a double sealed and chemically activated grease trap may be acceptable or a self cleaning unit where grease is automatically separated to a removable container.

Potato peelers

Potato peelers where used should discharge into an external sludge box. The starchy waste from potato peelers may affect the efficiency of grease traps and manufacturer's advice should be considered regarding the need for such waste to avoid the trap.

Floor gulleys

Floor gulleys should only be provided where considered beneficial. In rooms containing floor gulleys the floor should be sloped towards the gully to prevent pooling of water. Any floor gulleys and grids must be cleanable and contain an effective trap.

Floor gulleys should discharge directly into a manhole via a separate pipe system from the toilet waste and such a system should be designed where necessary to prevent the return (back flow) of sewage from the sewer into the food room for example where the floor of the food room is above the finished external ground level the floor gully should discharge into an external, open, Back Inlet Gully Trap (BIGT) before connecting to the sewage system or where the floor of the food room is below the finished external ground level the system should be fitted with a valve or trap which prevents such a back flow. Such a fitting must allow maintenance and rodding.

10 Refuse storage

Refuse containers used for the storage of waste awaiting collection must be constructed of a durable cleanable material and should be lidded. A suitable secure open area should be available within the premises boundary to store such bins. Alternatively an enclosed ventilated bin store situated away from the food rooms may be provided. Bins should only be kept in public areas as a last resort and they must not be a source of nuisance either directly or indirectly due to vandalism.

Bin storage areas must be directly accessible for removal of waste and waste must not be taken through food rooms from storage areas.

11 Cold storage

There must be sufficient cold storage facilities (for example cold rooms, fridges, freezers) for the separate storage of raw and cooked products.

If significant quantities of foods are to be cooked in advance and cooled it is advisable to consider if a blast chill would be required to ensure efficient cooling prior to refrigeration. Otherwise a cool well ventilated area should be provided for this purpose.

12 Changing facilities

Changing facilities must be available to allow handlers to change and store their street clothes and personal effects away from open food. Depending on the size of the operation, separate enclosed accommodation (lockers or cupboards) for outdoor clothing may be adequate. Bigger premises or operations, where a complete change is required should provide separate changing rooms.

13 Bar areas

Each bar servery must have a sink and a wash-hand basin. In certain circumstances when a glass washer is provided in the servery a sink may be sufficient for hand and utensil washing. Ice machines should be connected to the rising main.

14 Operational requirements

- a container for the temporary holding of waste in food preparation areas
- adequate first aid materials including blue waterproof dressings.
- a digital temperature probe
- colour coded polypropylene cutting boards for food preparation.

15 Laundry facilities

To minimise the risk of food contamination laundry facilities or washing machines, where provided, should not be located in food rooms. This is particularly relevant in nurseries, care centres and nursing homes where soiled materials may have to be washed.

Advice to food businesses operating within markets and fairs, mobile vehicles and street traders

This information will give you advice on how to comply with food safety management, personal hygiene, equipment washing and temperature requirements of the:

- Food Hygiene Regulations (Northern Ireland) 2006
- Regulation (EC) No 852/2004 (Applied by regulation 17(1) of the above Regulations)

You must consider other relevant parts of these Regulations.

This guidance has been produced taking into consideration the Industry Guide to Food Hygiene Practice: Markets & Fairs Guide and CIEH National Guidance for Outdoor and Mobile Catering.

Food Business Operators are recommended to keep their copy of the Annex 6 “FOOD PREMISES INSPECTION REPORT” or similar documentation provided by Belfast City Council and to bring it with them to all events. This provides necessary information on when the business/stall was last inspected by an Environmental Health Officer

HACCP / Food safety management

HACCP stands for ‘Hazard Analysis Critical Control Point’. It is an internationally recognised and recommended system of food safety management. It focuses on identifying the ‘critical points’ in a process where food safety problems (or ‘hazards’) could arise and putting steps in place to prevent things going wrong. This is sometimes referred to as ‘controlling hazards’. Keeping records is also an important part of HACCP systems. You are also required to provide some simple written evidence that your procedures to ensure food safety have been thought through carefully and are being properly applied.

To help you in complying with the requirements of HACCP the Food Standards Agency has developed a Safer Food Better Business pack which is tailored towards your type of business. This pack is practical and easy to use and will assist you in the following:

- comply with the hygiene regulations
- show what you need to do to make food safely
- train staff
- protect your business's reputation
- improve your business for example by wasting less food.

You can download the pack on line by visiting [FSA Safer Food Better Business](#) and downloading the appropriate SFBB pack for your business sector or alternatively if you would like a hard copy call us on 028 9027 0468 and we will send you one.

We also accept the Safe Catering Pack and a number of other toolkits as a documented HACCP system. For further information visit the FSA NI [Safe Catering](#) site.

You must keep a copy of your HACCP available for inspection at all times.

Temperature control

Effective temperature control and storage is one of the most important safeguards for controlling the growth of food poisoning organisms.

A thermometer, or equipment with a temperature display should be available, if holding food hot or, selling any of the following:

- cold cooked meats or fish
- cold meat and fish products
- cold cooked vegetable dishes
- any cold cooked dish containing egg or cheese
- prepared salads and dressings
- soft cheeses
- smoked or cured fish
- sandwiches which contain any of the above
- low acid desserts and cream products
- fresh pasta
- smoked or cured meats which are not ambient stable.

These high risk foods must be held at or below 8°C at or above 63°C if being hot held and records maintained.

If a gauge on a chilled unit is used this must reflect product temperature. Alternatively if using a probe thermometer it must be disinfected after use and calibrated on a regular basis.

Food should be transported using food grade containers with lids, foods requiring refrigeration should be transported in insulated containers.

Exemptions

Please note temperature control requirements are subject to certain exemptions:

- Chilled 'Ready to Eat' products can be kept on display for sale at an ambient temperature for one 4 hour period only. At the end of this period the food must be disposed off or kept chilled below 8°C until sold.
- Foods being hot held, for example sauces, burgers can go out of temperature control for one 2 hour period. At the end of this period the food must be returned to a temperature > 63°C or be disposed off.

Cooking

If cooking or reheating foods it is recommended that a probe thermometer is used to ensure a core temperature of at least 75°C is reached.

If cooking burgers, sausages or chicken you must ensure they are fully cooked before they are sold. You ensure this type of food is cooked by cutting into the centre and making sure the juices run clear and the meat appears cooked. You must ensure there is no pink or red meat in the centre of the chicken.

We advise that you cook or reheat small amounts of food at a time so they are sold shortly after cooking. Always use separate tongs and equipment to handle only cooked foods.

What training do food handlers require?

Regulation EC (No) 852/2004 Annex II Chapter XII Para 1 states that:

Food Business Operators are to ensure:

‘That food handlers are supervised and instructed and/or trained in food hygiene matters commensurate with their work activity’.

Food handlers must be trained to a level that is commensurate with the type of food handling work that they are expected to undertake. Adequate supervision must also be arranged. There are a range of options for training as well as a range of training providers. You will find a list of training providers on page 23.

Those responsible for developing and maintaining the business’s food safety procedures, based on HACCP principles, must also have received adequate training. There is no legal requirement to attend a formal training course or get a qualification, although many businesses may want their staff to do so.

The necessary skills may also be obtained in other ways, such as through on-the-job training, self-study or relevant prior experience. The operator of the food business is responsible for ensuring this happens.

Type of food

Most mobile catering operations handle open ‘Ready to Eat’ high risk foods, including cooked meats or fish or, open mayonnaise products, unwrapped ice cream, unwrapped cut cheese, sandwiches or dairy desserts and cream products. It is very important that the following legal requirements are adhered to.

Structural requirements

All mobile catering vehicles must be large enough for the type of operation to be carried out, for example sufficient working surfaces for the separate preparation of raw and cooked products so that cross contamination cannot occur, unless those surfaces are cleaned and disinfected between uses. The design of the catering van should avoid the risk of harbouring pests. The following should be taken into consideration when considering structural finishes:

Floors

For flooring, slip resistant is important as mobile vans often become wet. Suitable finishes preferably include vinyl sheet or tiles. Well sealed waterproof wooden floor is acceptable if not frequently wet but is not ideal due to wear. Floors must be kept in a good state of repair which allows them to be kept clean and capable of being disinfected.

Walls

All wall surfaces must be readily cleansable, clean and free of mould or loose particles which can shed into food. Wall coverings that will satisfy the requirements include waterproof painted or varnished wood, stainless steel sheeting, plastic cladding or vinyl lining. Wall surfaces behind preparation areas should be protected with stainless steel or durable smooth plastic cladding. Walls must be kept in good repair to allow effective cleaning.

Ceiling

Ceiling covers must be waterproof sealed wood or metal or vinyl lining. The ceiling must be constructed and designed to permit periodic cleaning, reduce condensation and mould growth and prevent the shedding of particles (such as flaking paint, plaster or fibres).

Lighting and ventilation

An adequate supply of natural or artificial lighting must be available to all parts of the vehicle and must be good enough to facilitate safe food handling, cleaning and inspection. Where open food is handled, lights should be enclosed to prevent contamination of food in the event of damage to the fitting, and to facilitate cleaning.

Fluorescent light fittings should either be provided with diffusers or be fitted with protected tubes. Light fittings should be flush mounted where possible and not suspended on hanging chains as these are dirt traps. Where practicable, wiring should be chased into the walls or ceiling. The use of surface mounted conduits and surface mounted switch boxes should be avoided.

There must be suitable and sufficient means of natural or mechanical ventilation. Adequate ventilation must be provided to ensure that heat or humidity do not build up to levels that could compromise food safety, and to avoid condensation. It is recommended that this is in the form of a canopy, connected to a flue with a mechanical extract fan, filters and grease trap, above any cooking or frying range.

Spare sets of either washable or disposable filters should be kept for cleaning and replacement purposes.

Hand washing facilities

All food businesses handling open high risk foods must have access to a wash hand basin or bowl for the hygienic cleaning and drying of hands. The wash hand basin must be provided with hot and cold running water. A supply of soap or detergent and hand drying facilities must be provided for use with any wash hand basin or bowl. Ideally the wash hand basin should be a purpose built unit connected to a water supply and drainage facilities. Suitable materials for a wash hand basin include stainless steel, food grade plastic or ceramic.

The use of communal facilities, where available, is acceptable for businesses selling only low risk foods only (such as pre-wrapped, tinned or bottled goods, open dry goods such as sweets, nuts, cereals and plain bread products and whole fruit and vegetables, biscuits, and olives) provided that staff have convenient access to these facilities at all times (to clean their hands after nose blowing, handling rubbish, cleaning operations or performing other operations which may contaminate the hands) and are able to leave the vehicle.

Where only low risk open foods are for sale and utensils are used for handling the food; or where the food is fully wrapped antiseptic wipes and disposable gloves may be acceptable alternatives. The Food Safety Team will judge each case individually.

Larger stalls with several preparation areas and busy serveries will need multiple hand basins. In wet weather cash and coins can become heavily contaminated with mud and serving staff will require access to hand washing facilities.

Thermos flasks of hot water are NOT acceptable as they do not hold enough water and the water supply for hand washing must be separate from that used for making beverages for sale.

Hot water may be supplied from an urn that has a constant supply of hot water but NOT from a kettle where hot water is not necessarily immediately available.

Food Business Operators will not be allowed to operate unless they can demonstrate that wash hand facilities are READILY and SAFELY available.

Sinks

Adequate facilities must be provided for the cleaning and disinfecting of work tools and equipment and for washing food. Ideally a double sink unit for washing and rinsing should be used with a constant supply of hot and cold water. The sinks must be of sufficient size to accommodate the food and equipment in use.

These facilities must be constructed of materials resistant to corrosion and must be easy to clean and have an adequate supply of hot and cold water. A hot water supply is not essential if a sink is to be used exclusively for the preparation of a single food type (for example washing salads only).

The number of sinks that should be provided will depend on the individual operation. The Food Safety Officer inspecting the premises will take into account a number of things:

- how much food preparation is undertaken (for example salads, vegetables)
- the amount of equipment in use and how often it needs to be cleaned
- whether the type of food produced can allow one sink to be used for different functions at separate times

In most retail or catering operations one sink is acceptable for both equipment and food washing, provided that both activities can be carried out effectively and without prejudice to food safety. It will be necessary to clean and disinfect the sink between uses in particular in circumstances where root vegetables have been cleaned.

In circumstances where there is greater volume of preparation work and equipment and food washing separate sinks must be provided. This is also the case where it is impracticable to clean and disinfect a single facility between uses.

Sinks must drain hygienically to a waste water container such as a sink waste pipe into a waste water carrier. Large open buckets, dustbins, plastic crates and similar which can be difficult to carry some distance to wastewater points will not be accepted. Drainage facilities must be provided and protected from contamination.

Equipment requirements

All food preparation, food or equipment storage and washing up areas must be enclosed and fully protected from the weather. The structure must be fully covered to the top and the sides including any food storage areas. This is to ensure that food and catering equipment is protected from contamination and pests. Surfaces must be easily kept clean and an assessment will be made on the risk of contamination.

Adequate space must be available for cooking areas. Ideally food storage should be separate from cooking and preparation areas but this may be difficult due to restricted space.

Food contact surfaces that will satisfy the requirements are stainless steel, durable plastic, or waterproof painted wood, or ceramic. Wooden blocks or unsealed wooden surfaces must not be used for ready to eat foods. Wooden chopping blocks are acceptable for raw meat provided they are in good condition and free from cracks and splits.

The vehicle must be maintained in a good state of repair to enable effective cleaning to be carried out and avoid contamination of food for example surfaces must be kept free from cracks, splits, chips or flaking decoration. Regular inspection by the Food Business Operator is essential to identify structural defects or broken equipment and to arrange for remedial action. If you use your catering van on an occasional basis you must check it prior to use after periods of non use and storage.

Food should also be protected from contamination by covering, wrapping or storing in pest proofed containers.

Storage, display, service and transport of food

To avoid possible contamination, food must not be placed directly onto the floor. You must ensure that high risk and low risk foods are well separated such as keep raw foods separate and below cooked ready to eat foods.

High risk foods must be protected from the public touching, coughing or sneezing in the display area. This will be achieved by sneeze guards or other coverings.

Staff must wear clean protective over clothing whilst handling unwrapped food.

Deliveries

Routine checks must be made periodically on deliveries of food. Effective temperature control is one of the most important safeguards in protecting food safety. High risk food must be transported, stored and displayed at a temperature of 8°C or below and frozen food at or below -18°C.

You must check 'use by' dates of foods that have them. You must not accept foods past their 'use by' date. Perishable foods should be accepted onto the stall with enough 'shelf life' to enable you to sell them. It is not good practice to use or sell food past its 'best before' date.

Storage

If you store food on your stall or vehicle or have a warehouse, you must ensure that the food cannot become contaminated and is stored in conditions to prevent harmful deterioration. Storage areas must be kept clean and tidy and kept free from pests.

Raw food must be stored with adequate separation from ready to eat foods to prevent cross contamination. It is good practice to keep foods covered and label containers with a date by which the food should be used.

To prevent food becoming contaminated by external sources you can try the following:

- physical separation of raw and ready to eat foods
- protection from public coughing or sneezing over food by providing a 'sneeze screen'
- designing or siting displays or display equipment to avoid customers and staff reaching over food
- not allowing animals on the food vehicle
- storage food off the ground in covered containers
- good staff personal hygiene

Cross contamination

Here are some key points to remember to avoid cross contamination:

- Ensure food is kept covered and cooked and 'Ready to Eat' foods are stored separately and above any raw foods. Ideally separate refrigerators should be used.
- Use a separate work surface to prepare raw meat or ensure adequate cleaning and disinfection of work surfaces between uses.
- Store food off the ground and protected from rain, dust, birds and animals.
- Handle cooked food as little as possible, use tongs.
- Ensure you use different equipment for the preparation or handling of raw and cooked food.
- Clean sinks after washing and preparing vegetables and raw food.
- Disinfect all cloths regularly and replace as soon as they become worn or damaged. We recommend you use disposable cloths and paper towels.

Pest control

You must not allow food to be contaminated by pests including insects, rats, mice and birds. You must have a procedure to control any pests that could gain access. This procedure can be either:

- a contract with a pest control operator to regularly survey the vehicle and carry out necessary treatment and proofing work, or
- you carrying out regular checks of food and the vehicle for the presence of pests and taking the necessary steps to deal with any problems.

Where it is impracticable to screen openings in enclosed premises, against flying insects, it may be appropriate to use an electric flying insect killer. This must not be sited over open food and should be emptied and maintained according to the manufacturer's instructions. These devices should not be used as an alternative to screening against flying insects.

Transport

Vehicles and containers used for transporting food must be kept clean, made of materials that can be cleaned and disinfected, or disposable materials, that will not contaminate food and must also be kept in good repair.

Food transported to events must be wrapped, covered or placed in suitable containers to prevent contamination. If both raw and cooked foods are transported at the same time, the items must be wrapped or kept in separate containers and placed so that no cross contamination can occur. Food grade plastic and stainless steel receptacles are recommended for storage of food.

To maintain the temperature of food during transit insulated boxes containing frozen ice packs may be adequate for a short period of time.

General requirements

Water supply

Food Business Operators must ensure that they have an adequate supply of 'potable' water (such as water that is safe to drink). Only drinkable water is to be used on the vehicle. If mains supply is not available then food businesses may use containers of water which can be filled from the mains supply, water tanks/bowsers, or a private water supply. The Food Business Operator must ensure this water is potable.

Where containers of water are used they must be:

- made of food grade materials and be enclosed
- kept clean and disinfected frequently to avoid the risk of contamination
- emptied and refilled regularly so as to avoid unacceptable contamination by micro-organisms
- of sufficient capacity to store enough water for the businesses potable water needs

Potable water must be used whenever necessary to ensure foodstuffs are not contaminated and must be used for cleaning food, food contact surfaces, hands, for including in food and drinks, cooking food and any other operations where there is a risk of contaminating foodstuffs.

On no account has water for any 'food' use to be taken from within toilets or external taps.

Waste

Refuse and waste must not be allowed to accumulate on the floor. Any waste awaiting disposal later, must be kept in suitable containers that are emptied regularly and not allowed to overflow. If disposal facilities are not available on site then the bin must be large enough to hold waste produced during the trading period. Waste must not be stored in any way that it will be an attraction to pests.

We recommend that where open food is handled that all bins have foot operated lids.

Sole traders who operate from an allocated base must make adequate refuse and collection arrangements at their base premises, such as a waste collection contract. Fats, oils and grease must be disposed of appropriately and not put into waste water containers or the drainage system.

The internal and external surfaces of non-disposable waste containers must be washable and kept in good repair and condition.

Personal hygiene

Every person working in a food handling area must maintain a high degree of personal cleanliness. This applies to 'every person' working in a food handling area whether or not they handle food. The Food Business Operator must ensure all staff observe good personal hygiene and refrain from unhygienic habits and practices which may expose food to the risk of contamination.

The following will fulfil the requirements:

- Washing hands regularly, particularly after going to the toilet, after handling raw food, after handling rubbish, before starting work, on returning to work, after sneezing or coughing, after having a break (including smoke breaks), and after handling dirty packaging
- Not smoking, eating, drinking or chewing gum where open food is handled
- Covering any spots, skin cuts and abrasions (on exposed areas such as hands or lower arms) with water proof dressings
- Not wearing jewellery, nail varnish or false nails which may present a risk of contamination. As well as physically contaminating food itself, jewellery can harbour dirt and bacteria

The standard and type of protective clothing will depend on the type of food handled and the duties carried out. Staff handling open food must wear suitable, clean protective clothing for example a white coat and head covering containing the hair. It is also recommended that staff with long hair wear a hair net. For low risk wrapped foods, suitable clean clothing is appropriate.

It is advisable to keep a first aid kit with a supply of blue waterproof dressings (plasters).

Fitness to work

As a Food Business Operator it is your responsibility to ensure any person known or suspected to be suffering from, or to be a carrier of, food borne disease or infection, including vomiting, diarrhoea, skin infections, sores and open wounds is excluded from working in any food handling areas, until they have been **free of symptoms for 48 hours**, or medical clearance is obtained.

You must also ensure your staff are aware of which illnesses should be reported, how to report them and who to report to.

For further advice visit the Fitness to Work section on the FSA website [Fitness To Work](#)

Cleaning

The vehicle must be maintained in a good state of repair to enable effective cleaning to be carried out and avoid contamination of food. Adequate supplies of approved disinfectants or sanitising agents should be used for the regular disinfection of equipment and work surfaces.

Where high risk foods are handled a greater frequency and depth of cleaning will be required. It is recommended that you draw up a cleaning schedule which will help ensure all aspects of your operation are covered.

It is also essential to use the correct cleaning materials and follow the manufacturers' instructions. The following is a short guide. You can get more detailed advice on cleaning chemicals from your supplier.

- **Detergents** or **Degreasers** are required to clean items or areas which are greasy or oily. These materials do not kill bacteria.
- **Disinfectants** should be used on surfaces which come into contact with food or hands, and must be of a 'food safe' type. They kill bacteria but do not have cleaning properties. It is important to clean items or areas with detergent before using disinfectants.
- **Sanitisers** are chemicals which have detergent and disinfectant properties. When used in food preparation areas they must be of a 'food safe' variety.

FOOD HYGIENE/SAFETY TRAINING PROVIDERS

Allergy Audit Dr. Ian Leitch FCIEH Tel: 07775886872 (Mobile) Tel: 028 82244830 Web site: www.allergyaudit.com Email: ian@allergyaudit.com	Food allergy training for caterers and food manufacturers
Avril Downey Downey - Training 3 Castleorr Manor Belfast BT4 3QJ Email: avril.downey@btopenworld.com Tel: 02890760357 Mobile: 07803086014	Level 2 & 3 Awards in Food Safety & Avril Refreshers
Belfast Metropolitan College Titanic Quarter Queens Road Belfast Tel: 90265000	Basic Food Hygiene Certificate Intermediate Food Hygiene Certificate Advanced Food Hygiene Certificate
Brian Kelly Environmental Services 1 Reagh Island Park Newtownards Tel: 028 91812582 Mobile: 07710338434 Email: bkes@btinternet.com	Basic Food Hygiene Certificate Refresher Basic Training
Carla McCann CMC Training Council 65 Grant Avenue Randalstown Co. Antrim BT41 3NE Tel. 028 94472305 Mob: 07878767904 Email: carlamccann38@hotmail.co.uk	CIEH Level 2 Food Safety in Catering CIEH Level 2 Food Safety in Retail CIEH Level 2 Food Safety in Manufacturing
Castlereagh College of Further Education Montgomery Road Belfast Tel: 90797144	Basic Food Hygiene Certificate
Chinese Welfare Association 1 Stranmillis Embankment Belfast BT7 1GB Tel: 028 90288277 Fax: 028 90288278 Web: www.cwa-ni.org	CIEH Level 2 Food Safety in Catering Cantonese & Mandarin versions

East Antrim Institute of Further & Higher Education
400 Shore Road
Newtownabbey
Tel: 028 90855000

Fresher Basic Training
Basic Food Hygiene Certificate

Food & Drink Training Council (Northern Ireland)
48 Weaver Court
Linfield Road
Belfast BT12 5GH
Tel: 028 90329269

Basic Food Hygiene Certificate
Intermediate Food Hygiene Certificate
Advanced Food Hygiene Certificate

Mrs Geraldine Mallon
Tel 07766075855

Basic Food Hygiene
Refresher Basic

Gwen Cahoon & Frances Dobbin
07899961505 07869252766

Level 2,3 &4 Hygiene
HACCP Training

High Speed Training

CPD Certified and RoSPA Approved
Online Training Courses.
Level 1 Food Safety Awareness (Matches
RSPH and CIEH syllabus)
Level 2 Food Safety & Hygiene for
Catering/Retail/Manufacturing (Matches
RSPH and CIEH syllabus)
Level 3 Food Safety & Hygiene
Supervision for
Catering/Retail/Manufacturing (Matches
RSPH and CIEH syllabus)
Level 2 HACCP
Level 3 HACCP
Food Allergen Awareness
Food Labelling Regulations
Level 2 Cleaning in Food Premises
Attaining a 5 in the Food Hygiene Rating
Scheme
Health & Safety for Food Handlers

Hugh J O'Boyle Training Limited
Belfast Centre of Learning
1 Rossmore Avenue
Ormeau Road
Belfast BT7 3HB
Tel: 028 90 640 446

Royal Society of Public Health
Level 2 – Food Safety in Catering

HRD Services
Martin McAfee
5 Wandsworth Crescent
Belfast BT4 3GA
the
Tel. 07821074362

Royal Society of Public Health
Levels 2 & 3 - Food Safety Catering
Manufacturing and Retail
Levels 2 and 3 - Health and Safety in
Workplace

Learning Works Llp
94 Orangefield Avenue
Belfast
BT5 6DH
Contact: Mark - 07964523895
Email: learningworks@hotmail.com
FB: @apply.five
Courses RSPH Accredited
Our website is currently under construction: www.learningworksni.com

Level 1 Award in Food Hygiene Awareness
Level 2 Award in Food Safety in Catering
Level 3 Award in Supervising Food
Safety in Catering

Loughry College
The Food Centre
Cookstown
Tel: 028 86768100

Basic Food Hygiene Certificate
Intermediate Food Hygiene Certificate
Advanced Food Hygiene Certificate

LP Associates (NI) Ltd
19 Trigo Parade

Level 2 3 & 4 Food Safety & refreshers
Level 3 HACCP for Catering & Manufacturing

Belfast BT6 9GA
Tel/Fax: 028 90797914
Mob: 07736776786
Web: www.lp-associates.co.uk

Level 4 HACCP for Manufacturing
Professional Trainers Certificate
Allergens for Caterers
Allergens for Manufacturers – a risk based
approach

Mark McBride
Safety Point
26 Tirquin Road
Omagh
Tyrone BT79 7NB
Tel. 028 82242403
Mob: 07740518181
Email: safetypoint@tiscali.co.uk

CIEH Level 1, 2 & 3 Food Hygiene
HACCP

Pauline McDiarmid
Tel: 077 630 99676
Email: paulinemcdiarmid@icloud.com

RSPH Accredited Training
Level 1 – Food Safety (Catering)
Level 2 – Food Safety (Catering)
Level 3 – Food Safety (Intermediate)
Level 2 – Special Diets and Nutrition

Riverside Business Park
Dansk Way
Ilkley
West Yorkshire
LS29 8JZ
Tel: 0333 006 7000
Website: <http://www.highspeedtraining.co.uk/food-hygiene/>

Springvale Training Ltd
200 Springfield Road
Belfast BT12 7DB
Tel: 028 90242362

Basic Food Hygiene Certificate

The Training & Recruitment House Ltd
51 Church Street
Portadown
BT62 3EU
Tel: 028 38394580
Web: www.thetrainingandrecruitment.co.uk

Food Safety Level 1, 2, 3, 4
Manufacturing/Catering/Retail
HACCP Level 2, 3
Food Manufacturing/Catering

For online training visit
<http://www.cieh-elearning.com/courses.html>

Level 1 Food Safety
Level 2 Food Safety in Catering
Level 2 Health & Safety in the Workplace

National food hygiene rating scheme

The NI Assembly has introduced new legislation which will mean food businesses must display **their food hygiene rating sticker** prominently at all entrances to their premises. It is planned that this legislation will come into force on 1st October 2016. Here are the changes between the existing and new schemes:

Existing scheme	New scheme
<ul style="list-style-type: none"><li data-bbox="252 548 782 638">• The Food Hygiene Rating Sticker may be displayed by Food Business Operator. <li data-bbox="252 884 782 952">• The Food Business Operator has 14 days to appeal their rating. <li data-bbox="252 1041 782 1108">• The Council has 7 days to reply with their decision. <li data-bbox="252 1220 782 1467">• The Food Business Operator can apply for 1 free revisit for re rating between 2 planned Council inspections. There is a 3 months “standstill” period from the inspection date, and then the Council has a further 3 months to carry out the re rating visit.	<ul style="list-style-type: none"><li data-bbox="865 548 1388 795">• The Food Hygiene Rating Sticker must be displayed at the establishment where it can be readily seen and easily read at each customer entrance. Failure to do so may result in a fixed penalty fine (charge to be confirmed) and / or prosecution. <li data-bbox="865 884 1388 952">• The Food Business Operator has 21 days to appeal their rating. <li data-bbox="865 1041 1388 1108">• The Council has 21 days to reply with their decision. <li data-bbox="865 1220 1388 1467">• The Food Business Operator can apply for more than 1 re rating between inspections but there will be a charge (To be confirmed). There is no “standstill period”. The Council must carry out these re rating visits within 3 months of the date on which the application was received.

How does the scheme work?

Food outlets, such as restaurants, takeaways and pubs, are inspected by our Food Safety Officers. During the inspection we check that their hygiene standards meet legal requirements and cover areas such as:

- how hygienically the food is handled - how it is prepared, cooked, re-heated, cooled and stored
- the condition of the structure of the buildings - the cleanliness, layout, lighting, ventilation and other facilities
- how the business manages and records what it does to make sure food is safe, including having a completed safe catering pack or equivalent, the previous history of compliance in the business and staff training

At the time of inspection the level of compliance with food hygiene legislation is rated on a scale of 0 to 5. A business can be given one of these ratings. At the top of the scale is '5' – this means the hygiene standards are very good.

The table below shows what each rating means:

Food hygiene ratings		
Food rating	hygiene	What does the rating mean?
Five		Very good
Four		Good
Three		Generally satisfactory
Two		Improvement necessary
One		Major improvement necessary
Zero		Urgent improvement required

EU Food Information for Consumers Regulation

From 13 December 2014, **all** food businesses will need to provide information about the allergenic ingredients used in food sold or provided by them. The EU Food Information for Consumers Regulation ([No.1169/2011](#)) outlines the new requirements for businesses which are providing food sold pre-packed and non-pre-packed (loose) such as food sold in a restaurant, takeaway, bakery etc.

There are 14 major allergens which need to be declared:

- Cereals containing gluten namely wheat (such as spelt and Khorasan wheat), barley, rye and oats
- Crustaceans like prawns, crabs, lobster and crayfish etc.
- Eggs
- Fish
- Peanuts
- Soybeans
- Milk
- Nuts namely almonds, hazelnuts, walnuts, pecan nuts, Brazil nuts, pistachio, cashew, Macadamia or Queensland nut.
- Celery
- Mustard
- Sesame
- Sulphur dioxide or sulphites (where added and is >10mg/kg in the finished product. Often found in dried fruit and wine)
- Lupin
- Molluscs like clams, scallops, squid, mussels, oysters and snails etc.

Further advice and information

If your business packs and labels foods for supply to other businesses please speak to a member of the Food Safety Team for specific advice on food labelling.

Further guidance and materials including posters, templates and leaflets to assist food businesses on implementing and complying with the legislation can be found at <http://www.food.gov.uk/business-industry/allergy-guide/allergen-resources>.

Free online allergen training can be found at <http://allergytraining.food.gov.uk/>

Free online labelling training can be accessed at <http://labellingtraining.food.gov.uk/>

Sources of further information in relation to the Food Information for Consumers Regulation No. 1169/2011

General

Regulation EU No. 1169/2011 on the provision of food information to consumers:

<http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=OJ:L:2011:304:0018:0063:EN:PDF>

European Commission (FIC Regulation and Commission Q & A):

http://ec.europa.eu/food/safety/docs/labelling_legislation_qanda_application_reg1169-2011_en.pdf

Food labelling e-learning course

<http://labellingtraining.food.gov.uk/>

Food Information Regulations 2014 Summary Guidance:

<http://www.food.gov.uk/sites/default/files/fir-guidance2014.pdf>

Nutrition

Nutrition Labelling Guidance:

<https://www.gov.uk/government/publications/technical-guidance-on-nutrition-labelling>

Guide to creating a front of pack (FoP) nutrition label for prepacked products sold through retail outlets

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/300886/2902158_FoP_Nutrition_2014.pdf

EC guidance document on tolerances for nutrition labelling purposes

http://ec.europa.eu/food/safety/docs/labelling_nutrition-vitamins_minerals-guidance_tolerances_1212_en.pdf

Allergens

Food allergy on-line training

<http://allergytraining.food.gov.uk/english/default.aspx>

British Retail Consortium (Guidance on food allergens):

<http://www.brc.org.uk/downloads/Guidance%20on%20Allergen%20Labelling.pdf>

FSA advice for food allergic consumers on the changes to allergen labelling under the EU FIC:

<http://www.food.gov.uk/multimedia/pdfs/publication/allergy-leaflet.pdf>

Allergen information for loose foods - Advice on the new Food Information Regulations for small and medium food businesses leaflet

<http://www.food.gov.uk/multimedia/pdfs/publication/loosefoodsleaflet.pdf>

Allergy: what to consider when labelling food – A guide for small and medium businesses that make or sell pre-packed food

<http://www.food.gov.uk/multimedia/pdfs/publication/allergy-labelling-prepacked.pdf>

FSA Technical Guidance on food allergen labelling and information requirements under the EU Food Information for Consumers Regulation 1169/2011

<http://www.food.gov.uk/sites/default/files/food-allergen-labelling-technical-guidance.pdf>

POLLUTION CONTROL ADVICE – HOT FOOD PREMISES

What type of premises does this guidance note apply to?

All new or existing premises selling hot food for consumption on (cafes or restaurants) or off the premises (takeaways).

Control of odour and noise?

A balance is needed between the provision of hot food businesses and the need to protect neighbouring occupiers, particularly residential, from noise disturbance associated with customers, and the operation of equipment and from annoyance caused by cooking smells produced.

The Planning Services will consult with our Environmental Protection Unit while processing planning applications. Where necessary, relevant planning **conditions** will be recommended to the Planning Service to protect against adverse environmental impact.

Our Environmental Protection Unit may recommend the Planning Service refuse planning permission on the grounds that the proposal will present a detrimental effect on the amenity of neighbouring residential premises to an extent that cannot be controlled by conditions.

In assessing the impact of any application a number of factors are considered including:

- noise disturbance (from plant and equipment and customers)
- hours of operation
- smells and fumes (from cooking operations)
- antisocial behaviour (in areas where there is evidence that a hot food takeaway for example could contribute to an existing problem).

Noise

Noise associated with restaurants, cafes and fast food outlets comes from a variety of sources and can be a significant problem when these businesses are in close proximity to residential premises. The main sources of noise include the movement of vehicles, the actions of customers and staff and from equipment associated with the business itself, for example refrigeration plant, extraction or ventilation system.

Careful consideration also needs to be given to noise during the late evening when local residents have a legitimate expectation to peace and quiet and when noise may be more noticeable because of low background levels. The hours the business operates will be a significant factor in the potential noise disturbance to nearby residential properties.

Cooking smells

The unpleasant effects of smells and fumes and disturbance from noise can be considerably reduced by modern filtering and extract equipment.

The actual level of odour control required will depend on the nature and frequency of cooking undertaken, cooking methods with higher levels of fats and herbs and spices will require greater odour control (for example Chinese or Indian food, or fish and chips).

Good practice suggests that the odour extraction discharge point should not be less than 1m below the roof ridge on any building within 20m. If planning restrictions preclude this then the odour extraction point should be no less than 1m above the roof eaves or dormer window of the building. If this is not achievable then an exceptionally high level of odour control will be required.

Carbon filters may provide a high level of odour control providing that they are combined with other abatement technology (such as grease filters, fine filtration, electrostatic precipitator, UV ozone system, counteracting or neutralising system). Maintenance and cleaning is also key to the efficiency of any such equipment.

Further advice and information

Installing the correct extraction equipment prior to operation of a food business will reduce the likelihood of complaints and potential costs to upgrade or modify the system after installation.

In order to determine the most appropriate extract system for a particular food business reference should be made to relevant industry guidance, for example: The Department for Environment and Rural Affairs (DEFRA) Guidance on the Control of Odour and Noise from Commercial Kitchen Exhaust Systems, January 2005.

Development Control Advice Note 4: (www.doeni.gov.uk/index/information/foi/recent-releases/publications-details.htm?docid=718)

Further advice on noise and odour control can be sought by discussion with an officer from the Council's Environmental Protection Unit.

Guidance - The Food Waste Regulations (Northern Ireland) 2015 December 2015

THE SEGREGATION AND SEPARATE COLLECTION OF FOOD WASTE

Introduction

If your business undertakes processes or activities that create food waste, you must comply with the Food Waste Regulations (Northern Ireland) 2015.

A food business means:

“an undertaking, whether carried on for profit or not, and whether public or private, carrying out any activity related to the processing, distribution, preparation or sale of food.”

Food Businesses include:

- . Restaurants
- . Cafés
- . Shopping centre food court
- . Canteens
- . Hotels
- . Public Houses that serve food
- . Shops that sell food
- . Supermarkets
- . Schools & colleges with canteens
- . Prisons
- . Nursing Homes
- . Hospitals

Please note The Food Waste Regulations (Northern Ireland) 2015 do not place obligations on householders and they do not include the preparation and sale of drinks.

Important Dates and Regulatory Requirements

01/04/2015 - Where food waste is segregated, carriers must collect and transport food waste separately from other waste. No requirement for producers to segregate food waste but, if they choose to do so, carriers obligation applies.

01/04/2016 - Food businesses producing greater than 50kg of food waste per week, to secure the separate collection of that waste. There is no legislative requirement for food businesses which produce less than 50kg of food waste, to collect it separately between 01/04/2016 and 1/04/2017.

01/04/2017 - Food businesses producing greater than 5kg of food waste per week, to secure the separate collection of that waste. There is no legislative requirement for food businesses which produce less than 5kg of food waste, to collect it separately.

01/04/2017 - Food waste must not be deposited in a lateral drain or public sewer.

Requirements for obligated producers of food waste to comply with the Food Waste Regulations (Northern Ireland) 2015. Food waste generated by food businesses to be separated for collection and recycling. Appropriate systems should be established by a business that generates food waste to segregate and store it, to maintain quality prior to its collection.

The best way a business that produces food waste can promote high quality recycling of this waste stream is to segregate it, to ensure that separate collection is possible by a waste management service provider.

Businesses that produce food waste should seek advice from their waste contractor on how best to present food waste for collection.

Best Practice Recommendations

Please find Information on Food Waste and Duty of Care at the links below:

<http://www.wrap.org.uk/content/food-waste-resources-portal>

<https://www.doeni.gov.uk/publications/waste-management-duty-care-code-practice>



E.COLI 0157 CROSS CONTAMINATION CONTROL

This fact sheet will help you to achieve adequate E-coli cross contamination control within your business. The comments in green are recommendations for good practice.

FOOD HYGIENE AND SAFETY

Deliveries:

- Raw and ready to eat (RTE) food products should be adequately separated during delivery (unwashed fruit and vegetables should be separated from washed RTE fruit and vegetables, raw meats should be separated from cooked meat and other RTE foods).
- Provide separate areas for removing outer packaging from raw and ready to eat foods or use allocated raw and rte worktops.
- ***Shelves or trolleys in the delivery area can be used to provide adequate separation by allocating shelves for raw and ready to eat foods. RTE should always be stored above raw.***

Storage:

- Remove all outer packaging before storing food for example cardboard boxes
- If possible use separate fridges to store raw food (raw meat, fish and unwashed vegetables that are going to be cooked prior to eating) and RTE food (washed fruit and vegetables, salads, garnishes, yoghurt, cream, cooked meats that are not going to be reheated and so on).
- If there is only one fridge, store unwashed fruit and vegetables above raw meat but below RTE foods.

Preparation and handling:

- Use separate aprons and gloves to handle and prepare raw and RTE foods (this includes washing raw fruit and vegetables). ***Disposable plastic aprons are recommended. Separate boxes of gloves should be kept in raw and ready to eat areas to avoid the risk of cross contamination. Ensure the boxes are distinguishable, so that they cannot get mixed up.***
- Use separate containers, equipment and utensils for raw and RTE foods if they cannot be heat disinfected in a dishwasher. ***Use colour coded equipment or distinguishes them in some way.***
- If equipment, containers and utensils cannot be heat disinfected in the dishwasher, then they must always be used for the same purposes (either raw or ready to eat food).
- Wash all unwashed fruits and vegetables prior to use by agitating under cold running water.
- Follow the appropriate hand washing technique, finishing with turning the dirty tap off with the hand drying material for example blue roll. If using a plug in the wash hand basin to mix hot and cold water, clean and sanitise the bowl to avoid any risk of contamination.
- Use separate wrapping materials (cling film, foil and so on) for raw and RTE foods. ***(Distinguish the separate materials in some way to avoid cross contamination)***

GENERAL PREPARATION ADVICE AND HOW TO USE A TEMPORARY CLEAN AREA

Raw food preparation should take place at the beginning of the shift in the raw food preparation area. Your raw apron and gloves (if used), should be worn. Prepare your soiled 'raw' fruit and vegetables first (if they need to be trimmed prior to being washed). Remove the clean fruit and vegetables and place them in a clean bowl in the clean area away from

possible contamination. You can then use the same raw food preparation area to prepare your raw meat. After raw preparation has been completed and you need to set up a temporary clean area, remove any equipment, utensils (colour coded boards, knives, tongs, containers). Where possible choose a location for the temporary clean area as far away from the raw food preparation area as possible. Remove all raw food ingredients and thoroughly clean and disinfect the area (two stage cleaning). Staff working in the temporary clean area should change apron and gloves, wash hands thoroughly using the effective technique before starting the preparation of RTE foods (cut washed fruit and vegetables, cut cooked meat and so on) and the cooking and reheating process. A chopping board or other suitable barrier should be used for RTE food in the temporary clean area to prevent direct contact with the work surface.

Cross contamination following cooking and cooling:

- Food cooked on the premises which will later be served cold are considered ready to eat foods and therefore procedures must be in place to ensure that there is no risk of cross contamination after cooking and cooling.
- Food should be cooled as quickly as possible **(it is recommended that food is only left to cool for 90 minutes before putting into refrigerated storage)**
- Food must be cooled in a clean area to avoid cross contamination. A clean area is one which is used for handling RTE foods only (no raw food handled here) and has been cleaned and sanitised prior to handling food to eliminate all potential sources of E coli O157.
- Personal hygiene is important at this stage.

STRUCTURE

- Provide a permanent clean area (for preparation of RTE foods) and raw area (preparation of raw meat and unwashed vegetables).
- If this is not possible, follow the procedure for setting up a temporary clean area ensuring it is adequately cleaned and sanitised prior to use and food does not come into direct contact with the work surface.
- Where possible use single use disposable kitchen roll. Re-useable kitchen cloths should be boil washed. Staff uniforms must be kept clean at all times and changed when soiled.
- Provide Sanitiser or Disinfectant which meets BS1276:1997 or BS13697:2001 and ensure manufacturer's instructions for use the correct dilution and contact time are adhered to.
- A two stage cleaning process must be used to clean and sanitise worktops. Two stage cleaning involves washing the surface first to remove any food debris and cleaning again with sanitiser to disinfect the surface.
- If there is no dishwasher raw and RTE equipment, utensils and containers must be washed separately. RTE equipment should be washed first followed by raw equipment. If this is not practicable then wash at separate times. The sink must be cleaned and sanitised between washes.
- Provide different cloths to clean raw and ready to eat areas. **We recommend the use of single use cloths and the use of blue roll or kitchen roll.**
- Provide separate sanitiser bottles in the raw and RTE areas.
- Use separate probes to monitor raw and RTE food temperatures (only if raw food is probed).
- Use separate complex equipment for raw and RTE foods for example vacuum packers, slicers, etc.

CONFIDENCE IN MANAGEMENT

- Assess the risk of E-coli O157 contamination in your business
- Document control procedures in your HACCP
- Train your staff on new procedures, including the correct method of hand washing.

Glossary

Who will inspect your business?

Within 28 days of registering as a food business you will receive your first inspection. Our Food Safety Officers have the right to enter and inspect food premises at all reasonable hours. They do not have to make an appointment and they will usually come without advance notice. They carry out routine inspections and may also visit as a result of a complaint. How often you will receive routine inspections depends on the potential risk posed by your business and its previous record. Some premises may be inspected at least every six months, others much less often.

Inspectors will look at the way you operate your business to identify potential hazards and to make sure it complies with the law. They will discuss any problems with you and give you advice on possible solutions.

What to expect from the Food Safety Officer

We recognise the need for high standards in regulating businesses and believe that good regulation is essential not only to ensure public protection but to support businesses and encourage economic activity.

As a council we actively adopt a proactive approach to helping businesses to fully understand and meet their legal responsibilities and we hope by working with businesses we avoid unnecessary costs and burdens on businesses in Belfast.

When an officer visits your premises you can expect them to be courteous and treat you and your premises with respect. The officer will explain why they are visiting your premises. You can expect to be shown identification if the officer is not already known to you. The officer will be polite, constructive and offer you helpful advice.

Visits can be carried out as part of a programme or can be in response to a complaint. During the visit, the officer will look at the condition of the food rooms, assess food hygiene practices, take temperature recordings of equipment and may take samples of food for examination. The officer will check that paperwork relating to incoming goods, temperature control, staff training, cleaning schedules, waste contracts and pest control records are in place and up to date, and will speak to members of staff to assess their understanding of food safety.

At the end of the visit the officer will explain what works are required by you to comply with the law and a timescale for corrective action and give you a clear explanation of any formal action they will take following the visit and any implications for the business. The officer will also give you recommendations of good practice that they may find appropriate.

How often do we inspect?

The Food Safety Team inspects all food premises within Belfast as part of a risk based planned program. Premises are given a risk rating after their first inspection. This rating then determines the length of time until the premises is inspected again. The rating system has been devised by the Food Standards Agency and all Local Authorities must follow this.

Following your initial inspection and depending the risk rating applied, your business may be eligible for an intervention for its next programmed visit. Interventions are key to improving compliance and allow officers to use their professional judgement to apply a proportionate level of regulatory and enforcement activities to each food business. They are applied in a risk based manner to ensure more intensive regulation is directed at those food businesses that present the greatest risk to public health. If your business is eligible for an intervention the officer will explain this to you at the time of their visit.

Powers of Inspectors

Our Food Safety Officers have the right to enter and inspect food premises at all reasonable hours. They do not have to make an appointment and they will usually come without advance notice.

Officers have the power during the course of a visit to take photographs, samples, and inspect records and documentation. They may also buy, detain or seize food they suspect to be unsafe. As a result, they may recommend formal action. If there is an imminent risk to the public, officers may serve a hygiene emergency prohibition notice, which forbids the use of processes, premises or equipment.

After the inspection

After the inspection, the officer will discuss their findings with you and answer any of your queries, clarifying legal requirements, and making recommendations for improvement. The officer will also advise you on any corrective action necessary. The officer will discuss time scales within which the work must be completed and give you details of any follow up visit that may be required to check on your progress.

In this closing discussion, and in subsequent reports or correspondence, the officer will clearly differentiate between actions required to comply with legal requirements and recommendations of good practice.

The officer will advise you on what you will need to do to achieve a score of 5. You will be informed within 14 days of your inspection what your rating will be.

What kind of action can inspectors take?

When officers take enforcement action, they will be fair and treat all businesses in the same way. This means explaining why they are taking particular action and giving you the chance to have your say. The action they can take varies depending on the level of risk involved and if there is an imminent risk to Health.

Types of action include:

Informal

Informal action is one means to secure compliance with food law. In this context, informal action includes offering advice, verbal warnings and requests for action, the use of letters and the issue of food hygiene inspection reports, including those generated on a premise following an inspection. Informal action is appropriate when it can be reasonably expected that informal action will achieve compliance from the businesses past history, confidence in the business management is high and the consequences of non-compliance will not pose a significant risk to public health.

Improvement notice

Officers may serve Improvement Notices. Improvement Notices are appropriate where one or more of the following criteria apply; there are significant contraventions of legislation; there is a lack of confidence in the proprietor or enterprise to respond to an informal approach; there is a history of non-compliance with informal action; standards are generally poor with little management awareness of statutory requirements; and where the consequences of non-compliance could be potentially serious to public health and it is intended to prosecute, effective action is necessary to remedy significant contraventions of legislation.

Prohibition notice

Officers may serve Emergency Prohibition Notices but only in one or more of the following circumstances

- the consequences of not taking immediate and decisive action to protect public health would be unacceptable;
- an imminent risk of injury to health can be demonstrated. This risk may be confirmed by relevant experts, including a food analyst or food examiner and the guidance criteria for issuing a prohibition notice in the relevant statutory Code of Practice are fulfilled;
- there is no confidence in offer made by a proprietor voluntarily to close premises or cease the use of any equipment, process or treatment associated with the imminent risk; or
- a proprietor is unwilling to confirm in writing their unprompted offer of a voluntary prohibition.

Prosecution

The circumstances which are likely to warrant prosecution may be characterised by one of the following:

- where the alleged offence involves a flagrant breach of the law such that public health, safety or well-being is or has been put at risk
- where the alleged offence involves a failure by the suspected offender to correct an identified serious potential risk to food safety having been given a reasonable opportunity to comply with the lawful requirements of an authorised officer
- where the offence involves a failure to comply in full or in part with the requirements of a statutory notice or
- where there is a history of similar offences relating to risk to public health.

Before proceeding with a prosecution, we must be satisfied that there is relevant, admissible, substantial and reliable evidence that an offence has been committed by an identifiable person or company. We must be satisfied that there is sufficient evidence to provide a realistic prospect of conviction. We must also be satisfied that it is in the public's interest to prosecute and in this context it will consider guidance contained in the Code for Crown Prosecutors.

Main legislation

Food hygiene regulations

The most important food hygiene legislation that applies specifically to food businesses is:

Regulation (EC) No 853/2004 on the hygiene of foodstuffs
The Food Hygiene Regulations (NI) 2006

Together these set out the basic hygiene requirements for all aspects of your business, from your premises and facilities to the personal hygiene of your staff. They also include temperature control requirements, the requirement to put in place 'Food Safety Management Procedures' and keep up to date records of these.

General food safety regulations

You also need to comply with the general food law regulations.

Regulation (EC) No 178/2002
The General Food Regulations (NI) 2004

These say that you must make sure that food you place on the market is not unsafe which means that it should not be harmful to peoples' health or unfit for people to eat.

If food is described as suitable for people with a particular food allergy or intolerance, (such as nut free or gluten free), then you should consider the possible risks for that group for example if you are preparing food for a customer needing a nut free diet food could be considered to be harmful to their health if it contains nuts.

The Food Safety Order (NI) 1991 also has important rules on food safety.

What is HACCP or Food Safety Management?

Legislation requires that the operators of food businesses identify and control food safety hazards. The simplest way is to break the operation down into steps, from the selection of the ingredients and suppliers through to the storage, preparation, cooking and service of food to the customer. There will be some steps where there will be a hazard and points at which such hazards can be controlled. Many of the controls are common sense measures that have been used in the industry for years.

All food businesses are individual so each hazard analysis is different and needs to suit the particular circumstances.

Hazard Analysis and Critical Control Points is a widely recognised food safety management system which requires the implementation of certain principles:

- Identification of Hazards – e.g. physical, chemical, bacterial.
- Critical Control Points – identifying the points which are critical to food safety e.g. temperature limits for frozen, chilled, cooked and reheated foods.
- Monitoring – checking the above points regularly.
- Corrective Action – action to be taken if a control fails e.g. fridge breakdown.
- Documentation – writing down the management system and recording the checks and corrective actions.
- Review – regularly making sure everything is working correctly.

For further information visit: [Safe Catering](#)

Do I need to make a record of temperature checks?

You are required to keep a record of your critical control point monitoring. You should bear in mind that should an offence be committed and action be taken, you may have a defence of 'due diligence'. Written records may be invaluable in establishing that defence.

Templates for all temperature monitoring forms are provided in the Safe Catering pack.

At what temperatures should food be stored?

- Foods that need to be kept cold should be held at **8°C** or below (preferably between 1 and 5°C).
- Cooked or reheated food should reach a core temperature of at least **75°C**.
- Foods that need to be kept hot should be held at **63°C** or above.
- Foods that need to be kept frozen should be held below **-18°C**.

Further information and guidance

Visit the Food Standards Agency Website www.food.gov.uk

For new business advice

<http://www.food.gov.uk/business-industry/startingup>

<http://www.food.gov.uk/sites/default/files/multimedia/pdfs/publication/starting-up-booklet.pdf>

Food Businesses: Your responsibilities

<https://www.gov.uk/food-safety-your-responsibilities>

FSA fitness to work guide

<http://www.food.gov.uk/multimedia/pdfs/publication/fitnesstoworkguide09v3.pdf>

Useful publications for the food industry

<http://www.food.gov.uk/aboutus/publications/industrypublications/>

www.food.gov.uk/sites/default/files/multimedia/pdfs/publication/goodhygienegoodforbusiness.pdf

<http://www.food.gov.uk/sites/default/files/multimedia/pdfs/publication/hygieneguidebooklet.pdf>

Allergies information

<http://safefood.eu/Food-safety/Food-Allergies/Individual-food-allergies.aspx>

Think Allergy:

<http://www.food.gov.uk/sites/default/files/multimedia/pdfs/publication/thinkallergy.pdf>

Allergen Signage

<http://www.food.gov.uk/sites/default/files/allergen-signage.pdf>

Allergen Matrix for Chefs & Food Business Operators

<http://www.food.gov.uk/sites/default/files/allergen-chart.pdf>

Allergen labelling for pre-packed food

<http://www.food.gov.uk/sites/default/files/multimedia/pdfs/publication/allergy-labelling-prepacked.pdf>

Allergen labelling for food sold loose

<http://www.food.gov.uk/sites/default/files/multimedia/pdfs/publication/loosefoodsleaflet.pdf>

What to expect from your inspection

<http://www.food.gov.uk/multimedia/pdfs/publication/foodlawinspec0310.pdf>

Industry guides

<http://www.food.gov.uk/foodindustry/regulation/hygleg/hyglegresources/goodpractice>

Guidance notes on hygiene legislation

<http://www.food.gov.uk/foodindustry/guidancenotes/hygguid/>