



Guidance on Compliance with Food Hygiene and Safety Requirements for Catering and other Food Preparation Establishments

This guidance has been produced to provide information to those running catering and other food preparation facilities about the requirements of Food Hygiene legislation (Regulation (EC) No 852/2004 and the Food Safety and Hygiene (England) Regs 2013). This document will also outline some good food hygiene practices. Please note that this guidance also covers the minimum standards for food premises' operating within the Fylde Council area.

Further Information

If you require any further information about Food Hygiene and Safety, you can contact the Food Safety Team via telephone on 01253 658658, or email us commercial@fylde.gov.uk. It may be useful to visit <http://www.fylde.gov.uk/business/food-safety/> or www.food.gov.uk here you can find plenty of information regarding food hygiene, safety and setting up a new food business.

Registering as a Food Business

Regulation (EC) No 852/2004 Article 6(2) requires food business operators to register each establishment under their control with the local Environmental Health Department, at least 28 days before opening. All business types will need to be registered, including restaurants. Hotels, cafes, shops, supermarkets, staff canteens, care homes, warehouses, home caterers, market stalls and mobile vendors.

There is no fee to register, a registration form can be submitted online at <http://www.fylde.gov.uk/business/food-safety/>.

Planning

If you are thinking of starting a catering or food business, you should contact Fylde Councils Planning department. (01253 658658). Restrictions may be imposed upon a premises/building so it is always best to check.



Licences

A licence will be required to do the following things:

- Sell or supply alcohol (Premises Licence required)
- Sell hot food and drinks (non-alcoholic) between 11.00pm and 5.00am (late night refreshment licence required)
- Sell food and drinks from a mobile vehicle such as an ice cream van, burger van etc. (a street traders license will be necessary).

Please be advised that obtaining a license will incur a fee. You can contact the licensing team for more information email licencing@fylde.gov.uk or call 01253 658658.

Health and Safety

The main piece of health and safety legislation is the Health and Safety at Work Act 1974. This legislation sets out the general duties which employers, the self-employed and people in control of the premises have towards their employees and others who could be affected by their work activities, such as visitors and customers. It also gives employees the general duty to ensure the health and safety of themselves and each other.

Further advice, including various leaflets, booklets and information sheets can be obtained from www.hse.gov.uk. The Health and Safety team can also provide you with information and advice, telephone 01253 658658 or email commercial@fylde.gov.uk.

Food Hygiene Essentials

No matter what type of food you handle, there are four main things that can help you to prevent the most common types of food safety problems – these are:

- Cross- contamination
- Cleaning
- Chilling
- Cooking

Cross Contamination

Cross contamination is when bacteria is spread to food, equipment and surfaces. For example when raw food touches ready to eat food, or when the same utensil is used to handle raw food and then used to handle ready to eat food without being washed thoroughly in between. Cross contamination is one of the most common causes of food poisoning.

To prevent food poisoning you should;

- Clean work surfaces, chopping boards and equipment thoroughly before starting to prepare food and after they have been used to prepare food.
- Use different chopping boards and knives for raw and ready to eat food.
- Wash hands before preparing food
- Wash hands after touching raw food
- Wash hands after using the toilet
- Keep raw and ready to eat food separate; if raw and ready to eat food have to be stored in the same fridge, keep raw products wrapped or enclosed in containers at the bottom of the fridge, this will prevent juices dripping onto ready to eat products.
- Train staff so they know how to avoid cross contamination

Cleaning

Effective cleaning is vital, to remove bacteria from hands, equipment and surfaces.

- Make sure staff wash and dry their hands before thoroughly handling food
- Clean surfaces and equipment between different tasks, especially after handling raw food
- Follow the 'Clean as you go' system – clear away used equipment and food from one task before starting another.

Chilling

Chilling food helps to stop bacteria, including the ones that cause food poisoning from growing. Some foods must be kept in the fridge in order to keep them safe, for example foods with a 'use by' date, cooked dishes and ready to eat foods like salads and desserts. You must not leave chilled foods out at room temperature for any length of time, so:

- Check chilled food when it is delivered to make sure it is within temperature limits
- Put food that needs to be kept chilled in the fridge straight away
- Cool cooked food as quickly as possible (within 90 minutes) and then put it in the fridge.
- When you are cooling food divide it into small portions so it cools within 90 minutes.
- Keep chilled food out of the fridge for the shortest time possible during preparation
- Check regularly that fridge and chilled displays are operating correctly.

Cooking

One of the main food safety controls is thorough cooking. Always check that cooked or reheated food is piping hot all the way through.

Poultry, pork, rolled joints and products made from minced meat such as burgers and sausages must be thoroughly cooked right the way through, products like these can contain bacteria right in the middle. They should not be served pink or rare.

If you are considering selling pink/rare burgers then you must contact the food safety team prior to commencing such practices.

Whole cuts of beef or lamb, such as steaks, cutlets and whole joints can be served pink or rare as long as they are fully sealed on the outside.

The core temperature of cooked food should reach at least 75°C. Check the temperature from time to time with a probe thermometer. Make sure the probe is sanitised before and after use.

You should calibrate your probes once a month. The probe can be checked for accuracy by boiling water and ice water. In boiling water it should measure between 99°C and 101°C and in ice water -1°C and 1°C. If the probe is not measuring correctly you should get it checked by the manufacturer or replace it.

Food Safety Management Procedures

The Food Safety and Hygiene (England) Regs 2013 stipulate that food business operators must have implemented food safety management procedures based upon the principles of HACCP (Hazard Analysis Critical Control Point). The procedures should be in writing but how you meet this requirement will depend upon the size and nature of the business.

What is HACCP?

HACCP is a way of managing food safety, and it involves:

- Looking closely at what happens in your food business and considering what could go wrong and what needs to be done in order to prevent things going wrong.
- Identifying CCP's (Critical Control Points). CCPs are the steps that must be taken when you are preparing food which will eliminate hazards or reduce them to an acceptable level.
- Establish CLs (Critical Limits). Critical limits set the standard which shows that critical control points have been achieved.
- Setting up a monitoring system – to measure if the critical limit has been reached.
- Deciding what has to be done if the critical limit isn't reached
- Checking the system occasionally to make sure it is working
- Keeping appropriate records to show the system is working

HACCP can appear to be really complicated and sometimes it can be due to the nature of the process/business. It is important to ensure that you have a food safety management system that is appropriate for the nature and size of your business. Any system that covers all elements of your food operation will comply.



Food Safety Management Systems for Small to Medium Sized Food Businesses

For small food businesses, like cafes, pubs, takeaways or small food retailers there are packs produced by the Food Standards Agency called 'Safer Food Better Business.'

SFBB is appropriate for small to medium sized businesses, it is available in a variety of languages, cuisines and catering trades.

The pack contains simple fact sheets and questions that tell food business operators how to identify and control significant hazards within the food business.

The SFBB packs are all available to download and print from

<https://www.food.gov.uk/business-guidance/safer-food-better-business>. Fylde Borough Council does not supply businesses with these packs.

Food Safety Management Systems for Large Food Businesses (Caterers and Retailers)

Some larger caterers and retailers, those making or selling large amounts of products, or with several outlets may require a more extensive food safety management system than SFBB however this will depend on the size and complexity of the business. If you need any assistance please contact the team or go online to the council's website or the Food Standards Agency.

Food Safety Management Systems for Food Manufacturers

Due to the nature of food manufacturing a more comprehensive food safety management system will need needed, they may require a formal HACCP system.

Complex Processes

If you are wanting to undertake a complex process such as sous vide, canning, vac packing, smoking/cold smoking, fermentation of meats and/or preparation of sashimi, you will need to have documented the risk in your HACCP. The control measures stated must suitably control the extra risk and the HACCP should be verified by a food safety professional. You may wish to seek extra advice from a Food Safety Consultant if you are wanting to undertake such processes.

General Requirements

Food Premises must be kept cleaned and maintained in good repair and condition.

The kitchen size and layout must allow for safe working practices, including the separation of raw food preparation, cooking, cooked food preparation and washing up.

In general terms, the layout, design, construction, siting and size of the premises **must**:

- Allow adequate maintenance, cleaning and/or disinfection – the premises have to be set out so they can be kept clean and any equipment maintained.
- Avoid or minimise air-borne contamination (i.e. contamination carried in the air) – the system used to ventilate the premises must not contaminate the food produced.
- Provide enough working space to carry out all tasks hygienically – there has to be enough room to work hygienically.
- Protect against the build-up of dirt, contact with toxic materials, shedding of particles into food and forming of condensation or mould on surfaces. Premises should be constructed from the most appropriate materials to reduce the likelihood of contamination.
- Allow good food hygiene practices, including protection against contamination and in particular pest control – premises should be well maintained in order to prevent the ingress of pests
- Provide where necessary, suitable conditions for handling and storing food while keeping it at appropriate temperatures, designed to allow those temperatures to be monitored and, where necessary, recorded – enough refrigerated storage needs to be provided to cope with the amount of food handled. Businesses need to be able to measure the temperatures.

A commercial kitchen should be separate from any domestic kitchen in the same premises.

Where this isn't practical the kitchen must comply fully with food hygiene and safety requirements and in particular:

- There should be no facilities for washing or drying clothes in the food preparation area.
- All pets must be excluded from places where food is prepared, handled or stored.

Toilet Provisions

The standards below are relevant to the provision of sanitary accommodation in places where the sales of food and non-alcoholic drink is provided to members of the public for consumption on the premises.

- With the exception of premises providing less than 50 seats for customers, all catering premises must provide separate sanitary accommodation including hand washing facilities for both male and female customers within the premises.
- Where a premises provides between 25-50 seats for customers and the physical dimensions of the premises would not allow for both male and female facilities, the minimum standard required will be one WC with wash hand basin for males and one for females. The wash hand basin must have a supply of hot water, which may be from a central source or from a unit water heater, and a piped supply of cold water. The WCs are to be accessible to all customers. One of the WCs should be wheelchair accessible.
- In the absence of more reliable information, it will be assumed that the customers will be 50% male and 50% female. Where this is not the case the number of facilities required may be varied accordingly.
- Where there are less than 25 seats and the physical dimensions are such that it would be impossible to house separate accommodation for each sex, the minimum standard will be one wheelchair accessible unisex WC plus a wash hand basin with a supply of hot and cold water
- When considering the above, the presumption will be made for that a toilet is available for staff for their exclusive use. Where this is not possible, compliance with health and safety regulations and food law will be taken into account with considering the suitability of shared facilities.

Further advice can be sought from the Food team or Building control at Fylde Council.

Sanitary Appliance	For male customers	For female customers
W/C	2 for up to 150 males: Plus 1 for every additional 250 males or part thereof 2 for up to 50 males if urinals are not provided.	2 for up to 30 females: Plus 1 for every additional 30 females up to 120, plus 1 for every additional 60 females or part thereof
Urinal	1 per 60 males or part thereof up to 120 males: Plus 1 for every additional 100 males or part thereof.	-
Washbasin	1 per WC, plus 1 per 5 urinals or part thereof	1 per WC

(Note- Toilets must not lead directly on to areas where food is prepared)

Hand Washing Facilities and Sinks for Washing Food in Food Rooms

Adequate numbers of wash hand basins must be provided in food preparation rooms, suitably located so that food handlers can access them easily whilst preparing food and they must only be used for cleaning hands. It is difficult to be precise on where wash hand basins must go, but they should be fitted into food rooms so that food handlers can reach them quickly, and wash their hands between handling raw and cooked foods, or when entering the food room, for instance.

Washbasins for cleaning hands must have constant supplies of hot and cold running water, or hot water at a suitably controlled temperature, and materials for cleaning hands (for instance, unscented antibacterial soap) and for hygienic drying (for example, paper towels).

Where necessary a separate sink for washing food should be installed. This will also require a constant supply of hot and cold water and be properly drained, by a trapped waste pipe.

Ventilation

There must be enough ventilation, either natural (via windows or vents) or mechanical (extractor fans) to service each food room. In most companies with a grease filter system and ducting to the outside air will be required.

Ventilation systems must be constructed to allow access to clean or replace filters and other parts. The filters need to be cleaned on a regular basis so that the ventilation system operates effectively.

Toilets must have enough ventilation, either natural or mechanical.

Lighting

There must be adequate lighting, either natural (daylight) and/or artificial (electric light). Food handlers and cleaners have to be able to see what they are doing to work safely and have sufficient light at all times to see if the premises needs cleaning and to see that the premises is clean when cleaning has been completed.

Drainage

Drainage facilities must be adequate for the purpose intended. They must be designed and constructed to avoid the risk of contamination. The drains need to be able to take away any waste water and waste pipes need water traps to prevent odours getting into food rooms. It may be necessary to install a grease trap.

Changing Facilities

Adequate facilities for staff to change outdoor clothing, where necessary must be provided. A separate room would be ideal but is not always possible. Clothes lockers in food rooms with closable doors are acceptable.

Cleaning Chemical Storage

Cleaning chemicals and disinfectants must not be stored in areas where food is handled. A separate store room or cupboard must be provided.

Rooms where Food is Prepared, Treated or Processed

There are special requirements for rooms where food is prepared, treated or processed. These do not include dining rooms. The design and layout of the room must allow good food hygiene practices, including protection against contamination between and during tasks.

Floors

Floor surfaces must be maintained in a sound conditions and be easy to clean and where necessary, to disinfect. Floors should be non-slip and durable.

They must be made from materials that are impervious (i.e do not allow the absorption of fluid).

Where appropriate, floors must allow adequate surface drainage. The junction between flooring and walls should be coved, to allow for easy cleaning.

Walls

Wall surfaces must be maintained in a sound condition, easy to clean and where necessary, to disinfect.

Walls must be made of materials that are impervious, non-absorbent, washable and non-toxic, and must be smooth, up to a height appropriate for the work carried out.

Smooth wall surfaces covered with washable paint may be acceptable

Tiles, metal panels and plastic cladding are all suitable.

Ceilings

Ceilings and overhead fixtures must be constructed and finished in a way that prevents dirt from building up and reduces condensation, the growth of undesirable mould and the shedding of particles.

A plastered ceiling, sealed with washable paint will usually be acceptable.

Windows

Windows and other opening must be constructed to prevent dirt from building up.

Windows must be fitted, where necessary, with insect proof screens that can be easily removed for cleaning. For instance, if opening windows are used for ventilation in food rooms they will need to be fitted with fly screens.



Where open windows could cause contamination, windows must remain closed and locked/fixed shut whilst producing food.

Doors

Doors must be easy to clean and, where necessary, to disinfect. Doors must be tight fitting.

Surfaces

Surfaces (including surfaces used for food preparation or surfaces of equipment and work benches) in areas where food is handled, particularly those that are in contact with food, must be maintained in a sound condition and be easy to clean and disinfect.

Surfaces must be made of materials that are smooth, washable, corrosion-resistant, non-absorbent and non-toxic.

Stainless steel is often used for surfaces on which food is prepared. Other surfaces are acceptable but they must be durable and easy to clean.

Washing Equipment and Food

Adequate facilities (eg. sinks) must be provided where necessary, for cleaning, disinfecting and storing utensils and equipment.

These facilities must be made of corrosion-resistant materials, be easy to clean and sinks must have an adequate supply of hot and cold water.

Usually two sinks are necessary for washing equipment or one sink and a dishwasher, further advice can be obtained from the Food Safety team. If you do not have adequate washing facilities this can affect your Food Hygiene rating.

As mentioned above, adequate facilities are required, where necessary, for washing food. Every sink (or other facilities) for washing food must have adequate supplies of hot and/or cold water.

The water must be 'potable' (drinking quality).

These facilities must be kept clean and where necessary, disinfected.

Food Storage Areas

Any areas where open food is stored must comply with the structural requirement above.

Areas where wrapped or packaged food is stored must be soundly constructed, well maintained and capable of being effectively cleaned.

Transport

Vehicles and/or containers used to transport foods must be kept clean and maintained in good repair and condition, to protect foods from contamination.

Where necessary, they must be designed and constructed to allow adequate cleaning and/or disinfection.

Items used to hold food (eg boxes) vehicles and/or containers must not be used for transporting anything other than foods where this may cause contamination.

Where vehicles and/or containers are used for transporting anything other than foods, or for transporting different foods at the same time, products must be separately effectively.

Where vehicles and/or containers are used for transporting anything other than foods or for transporting different foods, they must effectively cleaned between loads to avoid the risk of contamination.

Vehicles and/or containers used for transporting foods must be capable of keeping foods at the appropriate temperatures and allow those temperatures to be monitored.

Equipment

All items, fittings and equipment that food comes in to contact, must be:

- Effectively cleaned and disinfected, frequently enough to avoid any risk of contamination
- Constructed, made of appropriate materials and kept in good order, repair and condition, in a way that minimises any risk of contamination.
- Constructed, made of appropriate materials and kept in good order, repair and condition in a way that enables them to be kept clean and disinfected.
- Installed in a way that allows adequate cleaning of the equipment and the surrounding area.
- Fitted with an appropriate control device, where necessary.



Equipment needs to be clean, made from materials which will allow it to be effectively cleaned and will not cause contamination, either by bits breaking off, or by absorbing substances like food or cleaning products which may contaminate food.

It is recommended that all equipment is moveable to allow cleaning but if fixed it must be adequately sealed in place to prevent cleaning difficulties. Fixed equipment needs to be fitted in such a way that it doesn't lead to dirt becoming trapped in inaccessible areas where it cannot be cleaned properly.

Food Waste

Food waste and other rubbish must be removed from rooms where food is present as quickly as possible, to avoid waste building up.

It must be placed in containers that can be closed. These containers must be made of an appropriate material, kept in sound condition, be easy to clean and disinfect.

There must be adequate facilities for storing and disposing of food waste and other rubbish. Stores for waste must be designed and managed in a way that enables them to be kept clean and free of pests. Waste stores are usually sited outside food rooms. Waste bins are usually stored in the open air. Areas must be cleaned and maintained to minimise attracting pests.

All waste must be disposed of in a hygienic and environmentally friendly way, in accordance with EC legislation. There are rules about the way certain types of food waste can be disposed of. Waste from foods of animal origin, for example, may have to be collected by specialist contractors.

If you need further details about waste removal and setting up a waste contract, please contact customer services on 01253 658658

Water Supply

An adequate supply of 'potable' water must be provided, which is to be used whenever necessary to ensure that foods are not contaminated. Mains water is potable.



Private water supplies will be subject to regular testing and water treatment will be necessary in the event of unsatisfactory results.

For further information about water supply please contact the team.

Personal Hygiene

Every person working in a food-handling area must maintain a high degree of personal hygiene and cleanliness.

Staff must wear suitable, clean clothing and when required suitable protective clothing. A washable light coloured (to show dirt) overall is best. As a minimum an apron or tabard should be worn when handling food.

Where possible press stud fasteners should be used instead of buttons to minimise the risk of items such as buttons falling into food. Ideally overalls that contain no pockets are more suitable.

Staff with long hair should keep it tied back, it is recommended that they wear a suitable head covering e.g. Hat or hairnet when preparing food.

Staff should not wear watches or jewellery when preparing food (except a wedding band). If staff are allowed to wear earrings, they should be one piece with no butterfly fixings.

Staff should not touch their face, hair nor smoke, spit, sneeze, eat or chew gum when they are handling food.

Washable plaster (preferably blue or brightly coloured) must be provided in the first aid box.

Fitness for work

No one must be allowed to handle food or enter a food handling area if they:

- Are suffering from, or carrying, a disease likely to be transmitted through food
- Have infected wounds, skin infections, sores
- Have diarrhoea



Anyone working in a food business, who is affected by any of these and is likely to come into contact with food through their work, must tell the business owner or manager immediately about the illness and symptoms encountered.

Staff with diarrhoea or vomiting should not return to work until they have been symptom free for 48 hours.

If employees are suffering with food poisoning symptoms it is recommended that the food business operator contacts Fylde Council for further advice.

Hand Washing

Effective hand washing is extremely important to help prevent harmful bacteria from spreading from people's hands to food, work surfaces, equipment etc. All staff working with food must wash their hands properly-

- When entering the food handling area, eg when starting work, after a break or going to the toilet.
- Before preparing food
- After touching raw food, such as meat and eggs.
- After handling food waste or emptying a bin
- After cleaning
- After blowing their nose

Staff should dry hands thoroughly using disposable towel, harmful bacteria can spread more easily if hands are wet or damp.

Foods

Deliveries of Food

Raw materials and ingredients, or any other materials used in food production must not be accepted if they are known to be or might be contaminated in a way that means the final product would be unfit for human consumption.

Packaging should be checked for signs of damage and pests. Any contaminated food must be rejected. Delivery temperatures of high risk foods should also be in place. If temperatures are exceeding critical limits then the food must be rejected.

Storage

Raw materials and all ingredients must be stored in appropriate conditions, designed to prevent harmful deterioration and protect them from contamination.

This means that products must be stored so that they are not damaged and that they are kept under refrigeration or frozen conditions if necessary.

Preparation

At all stages of production, processing and distribution, food must be protected against any contamination likely to make it unfit for human consumption, harmful to health or contaminated in a way that means it would be unreasonable to expect it to be eaten in that state. It is especially important to prevent raw foods, like raw meat and chicken, contaminating ready to eat foods, either by direct contact or by contaminating work surfaces on which ready to eat foods are prepared. The food safety management system in operation should cover this.

For example, it may be that different coloured chopping boards are used, or different parts of the premises, or raw food is prepared at a different time to ready to eat foods and then premises are cleaned down before the ready to eat food is made.

Where possible tongs, forks or other utensils should be used for handling food.

Prevention of Contamination by Pests and Pets

Adequate procedures must be in place to control pests and to prevent domestic animals (pets) from getting into places where food is prepared, handled or stored. Adequate procedures must be in place to prevent contamination.

Pests must be prevented from entering food premises, by pest proofing and by maintaining the building in good condition. There are lots of precautions which can be taken to prevent pests from getting into the food premises. Contact the team or a professional pest control company for more information. A pest control contract is recommended.

Staff must be trained to identify signs of pest activity and be instructed to report concerns to management.

Hazardous or Inedible Substances

Hazardous and/or inedible substances must be adequately labelled and stored in separate and secure containers.

Microbiological Standards

Food made or sold must comply with specific 'microbiological criteria'. These criteria put limits on levels of certain bacteria that are allowed to be in foods.

Please note that in practice, most small catering businesses and small food shops will not need to do any testing of the levels of bacteria in the food they make/sell.

Businesses must be able to show that they have suitable food safety management procedures in place that control the levels of bacteria in food. Guidance can be sought from the Food Standards Agency www.food.gov.uk

Temperature

Food must not be kept at temperatures that might cause a risk to health.

The 'cold chain' must not be interrupted for foods that rely on temperature control for their safety. However, food businesses can have food outside temperature control for limited periods of time to allow for preparation, transport, storage and display. This can be done as long as it does not cause a risk to health and operators can reasonably demonstrate controls.

Where businesses manufacture, handle and wrap processed foods, they must have suitable rooms, large enough to store raw materials and processed materials separately, and enough refrigerated storage space to store materials apart.

Sufficient fridges and freezers for the amount of food preparation carried out must be provided. Keep raw and ready to eat foods separate, if raw and ready to eat foods have to be stored together, keep raw products wrapped or enclosed in containers at the bottom of the fridge, to prevent juices dripping onto ready to eat products.

The temperature of refrigerators should be checked in accordance with the written food safety management system.

The temperatures shown on the digital displays and thermometers kept in the fridges and freezers should be checked and a record kept of their readings. Please be aware that taking temperature readings from the digital display is not always accurate, the most accurate way of monitoring temperatures is by using a probe.

If foods are going to be stored or served at chilled temperatures, they must be cooled as quickly as possible after cooking or final preparation. Foods should be sufficiently cooled to be refrigerated within two hours.

The temperature control requirements are:

- Cold foods (which have to be kept cold to be safe) must be kept at 8°C or below. **This is a legal requirement.**
- Hot food must be kept at 63°C or above. **This is a legal requirement.**
- When you reheat food you make sure it is piping hot all the way through.

Food should be prepared as close to service as possible rather than many hours in advance. If this is not possible, the food should be prepared in small batches (to help cool them quickly) and kept at the correct temperature.

All foods should be covered when stored in refrigeration, this will reduce the risk of contamination and can help to maintain the quality of the food product too.

Service and Display

When serving or displaying food, it can be kept out of temperature control for a limited period of time:

- Cold foods can be kept above 8°C for up to four hours. This should only happen once. If food is leftover, it should be thrown away or kept chilled at 8°C or below until it is used.
- Hot foods can be kept above 63°C for up to two hours. Again, this should happen only once. If any food is leftover it should be thrown away, or cooled as quickly as possible to 8°C or below and consumed quickly.
- Food should only be served and displayed like this if it is really necessary. It is vital that food is not kept out of temperature control for longer than these times.

Defrosting

Food must be defrosted in a way that minimises the risk of harmful bacteria growing, or toxins forming in the foods. Whilst they are being defrosted, foods should be kept at a temperature that would not result in a risk to health. If time allows, food should be defrosted overnight in a refrigerator.

Where liquid coming from the defrosting food may present a risk to health (eg when defrosting raw meat) it must be drained off adequately. The liquid must not be allowed to drip onto ready to eat foods.

Wrapping and Packaging

If food is wrapped or packaged as part of the business (including selling food to take away) these requirements must be met.

Material used for wrapping and packaging must not be a source of contamination.

Wrapping materials must be stored so they are not exposed to a risk of contamination.

Wrapping and packaging must be carried out in a way that avoids contamination of products. Where appropriate, containers must be clean and undamaged, particularly if cans and/or glass jars are used.

If wrapping and/or packaging material for foods is re-used, it must be easy to clean and disinfect.

Training

Food businesses must make sure that any staff who handle food are supervised and instructed and/or trained in food hygiene in a way that is appropriate for the work they do.

The person or people responsible for developing and maintaining the businesses food safety management procedures, based on the principles of HACCP must have received adequate training to enable them to do this. Packs provided by the FSA (such as Safer Food Better Business) can be used for training purposes.



It may not be necessary for food handlers to attend a formal course but many food handlers have found attending short basic food hygiene courses run by education establishments and private training companies have helped them get a clearer understanding of safe food hygiene procedures. A list of Food Hygiene trainers can be found on the council's website.

Beer Cellars and Bottle Stores

The floor may need extra protection in drop areas to prevent impact damage from barrels.

All stairs must be kept in a safe condition and provided with a secure handrail.

All external openings e.g hatches, must be suitable, weather and rodent proof and safely secured when in use. Suitable guards may be required to prevent falls.

Full and empty gas cylinders must be secured within chains, brackets or suitable racking.

A cold water point and hose should be provided in all cellars.

Food Allergies and Intolerances

A food allergy and food intolerance are both types of food sensitivity. When someone has a food allergy, their immune system reacts to a particular food and it isn't safe. When someone has a severe food allergy, this can cause a life threatening reaction.

Food intolerances doesn't include the immune system and is generally not life threatening. But if someone does have an intolerance to a certain food and consumes it, this can make them feel ill or affect their long term health.

In theory, any food can cause an allergy/intolerances. However there are 14 allergens that you should be aware of, these are;

- **Cereals containing gluten, namely: wheat, rye, barley and oats**
- **Crustaceans for example prawns, crabs, lobster and crayfish**
- **Fish**
- **Eggs**
- **Peanuts**
- **Soya**
- **Milk**
- **Nuts**
- **Celery (including celeriac)**
- **Mustard**
- **Sesame Seed**
- **Sulphur dioxide/sulphites**
- **Lupin**
- **Mollusc**

When necessary, you have a duty to make customers aware of any allergens in the food you sell and also if there is a potential for your food to contain **traces** of any allergens. Clearly displayed signage must indicate who at the establishment customers can speak to in order to obtain relevant allergen information. Signage can be displayed in service areas/ the till point or on your menus.

When checking for allergens you need to check the ingredients of each product, also take note if there are warnings that any product or ingredient 'may contain traces of an allergen.' You should also be mindful of environmental contamination, meaning that allergenic particles may be present in the atmosphere and can contaminate 'allergen free' food.

You must be able to accurately inform the customer whether there are allergens present in the food you sell/make. You can obtain allergy signage and an allergy matrix which will assist you in identifying allergens at <https://www.food.gov.uk/safety-hygiene/allergy-and-intolerance>.