



Registering, Starting-up and Running a Food Business

Signposting Service

This document is being maintained by East Riding Council food services as a signposting portal to give East Riding food business operators easy access to advice and guidance on how to register, start-up and maintain good food business operations.

Simply click on the tiles below to take you to the portal pages of interest to you.



Contact us at food.services@eastriding.gov.uk



What this document is about

Basic Guidance for Food Business Operators

This document is maintained on the East Riding Council food services' webpages, to help food businesses set-up, start-off and maintain food operations that meet the minimum legal requirements to ensure a high level of consumer protection with regard to food safety.

A summary overview of the basic food safety requirements is set out below. More detailed guidance and links to other advice sources are provided on the topic specific pages. These are available by simply clicking on the each of topic tiles on the above contents page above and or on the various section links below.

PLEASE HOVER OVER HIGHLIGHTED TEXT TO GAIN ACCESS TO FURTHER INFORMATION LINKS AND RESOURCES

Registration

When you start a new food business or take over an existing food business it is a legal requirement to register with your local authority. You will need to register your food business if you: sell, cook, store or handle, prepare, manufacture or distribute food or drink.

You should register 28 days before opening. Registration is free. If you are already trading and have not registered, you must do so immediately.

If your business is within the East Riding or in the case of a mobile trader if your unit is stored overnight within the East Riding then registration must be with East Riding Council.

You must also:

- make sure your local authority always has up-to-date information about your business.
- tell your local authority if what you do in your business changes significantly.

Further details about when and how to register your food business can be found on the topic page: [{REGISTRATION}](#)

Links to guidance about other potential regulatory requirements relating to your new business can also be found on the topic page: [{Planning, Licensing, Etc}](#)

Premises and Equipment

When choosing the premises for your business, it is very important to make sure that they:

- comply with the necessary regulations,
- are suitable for the type and size of food business you intend to run, and,
- allow you to prepare food safely

You must keep your premises clean and maintained in good repair and condition. Your premises must allow you to follow good food hygiene practices, including protection against contamination and pests.

Premises and equipment requirements are reviewed in detail on the topic page: [{PREMISES}](#)
[Management Procedures](#)

You must put in place 'food safety management procedures' based on the principles of HACCP (hazard analysis and critical control point). You must also:

- keep up-to-date documents and records relating to your procedures
- review your procedures if you change what you produce or how you work

In practice, this means that you must have procedures in place to manage food safety 'hazards' in your business. You must write these procedures down, update them as needed and keep records that can be checked by your local authority. For most businesses the completion of the FSA publication Safer Food Better Business (SFBB) will be sufficient.

Food safety management procedures, including use of the FSA's SFBB pack are reviewed in detail on the topic page: [{PROCEDURES}](#)

People

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 business's food safety management procedures, based on the principles of HACCP, such as SFBB, must have received adequate training to enable them to do this.

Every person working in a food-handling area must maintain a high level of personal cleanliness. They must wear suitable, clean clothing and, where necessary, protective clothing. They must also be physically fit and well to work as a food handler.

Further details about staff training and hygiene requirements can be found on various topic pages, and in particular on: [{PEOPLE}](#) and [{FSA Training Resources}](#)

Practices

Good food hygiene practices are essential for you to prepare or sell food that is safe to eat. Good food hygiene is all about controlling hazardous food contaminants such as harmful bacteria, toxins and food allergens which can cause serious illness.

Prevention of the most common food safety problems can be readily achieved by paying particular attention to the 4 Cs:

- Cross-contamination
- Cleaning
- Chilling
- Cooking

Further details about hygiene practices and measures that are essential to protect consumers and your business can be found on the topic pages: [{PRACTICES}](#)

Products

Any food you sell must be of the nature, substance and quality demanded by the purchaser. It must not be offered or exposed for sale in a manner which falsely describes the food or is likely to mislead as to the nature or substance or quality of the food.

Food Information Regulations prescribe strict rules on how accurate and appropriate information about any food supplied is to be available and conveyed to the consumer. For businesses that produce packaged foods or food pre-packed for direct sale to the consumer, detailed food labelling and

information requirements will need to be met. All food businesses must also take steps to ensure food allergen management, control and communication obligations are adequately met.

Further details on these matters can be found on the topic pages: [{PRODUCTS}](#) and [{Food Allergens}](#)

New Business Inspection and Risk Rating

Normally within 28 days of opening or taking over a food business, the premises will have an initial New Business Inspection/Audit. (This may be delayed for certain inherently low risk food businesses).

Authorised officers have the right to enter and inspect your premises at any reasonable time and will usually arrive without making an appointment. They will look at:

- your premises
- how you work
- your food safety management system
- the types of food you make and prepare
- the information you provide about the food you supply or sell.

Following the inspection, the officer will report back on legal contraventions / requirements and may also make good practice recommendations. They will also generate a premises risk rating based on a Food Law Code of Practice directed appraisal of:

- a) inherent risk determined by the nature and scale of the business operation; and,
- b) controllable risks relating to Premises Structure, Hygienic Practices and Confidence-in-Management arrangements.

How often your business is routinely inspected will depend on outcome of the overall risk rating. Some premises might be inspected at least every six months, others much less often.

For most businesses *Premises Structure, Hygienic Practices and Confidence-in-Management* will also be used to generate a premises **Food Hygiene Rating Scheme (FHRS)** score ranging from 0 – Urgent improvement necessary to 5 – Very good. This score will be added to the FSA’s FHRS database and made available to consumers via the FSA FHRS Web-page. A FHRS window sticker will also be issued for display at the business premises.



Further details on all these matters can be found on the topic pages: [{FHRS}](#) and [{PROCEDURES}](#)

What the Law Says

The most important basic food hygiene and standards regulations applying to most food businesses are:

- The Food Safety Act 1990 and The Food Safety and Hygiene (England) Regulations 2013
- Regulation (EC) No. 178/2002 on general principles and requirements of food law
- Regulation (EC) No. 853/2004 on the hygiene of foodstuffs
- Regulation (EU) No. 1169/2011 on food information for consumers

See also : <https://www.food.gov.uk/business-guidance/general-food-law>

Some key legal definitions you need to be aware of

- Reg (EC) 178/2002 - defines a Food Business Operator (FBO) as the natural or legal persons responsible for ensuring the requirements of food law are met within the food business under their control.
- Reg (EC) 852/2004 Art 2, para 3 – defines the terms: '**where necessary**', '**where appropriate**', '**adequate**' and '**sufficient**' shall mean respectively where necessary, where appropriate, adequate or sufficient to achieve... a high level of consumer protection with regard to food safety'.
- FSA 90 Sec 1(1)– defines 'food' as including 'drink'... and also... 'articles and substances used as ingredients in the preparation of food'.
- FSA 90 Sec 2(1) - extends the meaning of 'sale' to include:
 - a) the supply of food, otherwise than on sale, in the course of a business; and,
 - b) any other thing which is done with respect to food and is specified in an order... shall be deemed to be a sale of the food, and references to purchasers and purchasing shall be construed accordingly.





When and How to Register your New Food Business

When you start a new food business or take over an existing food business it is a legal requirement to register with your local authority. You will need to register your food business if you: sell, cook, store or handle, prepare, manufacture or distribute food or drink.

You should register 28 days before opening. Registration is free. If you are already trading and have not registered, you must do so immediately.

If your business is within the East Riding or in the case of a mobile trader if your unit is stored overnight within the East Riding, then registration must be with East Riding Council.

You must also:

- make sure your local authority always has up-to-date information about your business.
- tell your local authority if what you do in your business changes significantly.

PLEASE HOVER OVER HIGHLIGHTED TEXT TO GAIN ACCESS TO FURTHER INFORMATION LINKS AND RESOURCES

When to Register

- If you are starting a new food business or taking over an existing food business premises, you should register at least 28 days before opening. If you are already trading and have not yet registered, you must do so immediately.

Examples of when registration of food operations/activities may not be required

On the East Riding council web-page describing the registration process we have provided examples of the marginal food supply that is unlikely to require registration with the council. There are also examples of extended community food provision that is likely to require registration. These can be found here: [Do I need to register my food business / food activities with the council?](#)

<https://www.eastriding.gov.uk/business/food-services/advice-and-guidance-for-new-and-existing-food-businesses/#register-my-food-business>

What is a 'FOOD BUSINESS'

Food law requires the registration of activities where food or drink is supplied on a regular and organised basis. This is required whether food is given away free or sold.

While you may not consider your undertaking to be a food business, if you are providing food or drink on a regular and organised basis, it is a 'food business' under food law. This includes undertakings such as charities, clubs, associations, community or voluntary organisations, etc.

Information Required

- On registration, you will need to provide following information:
 - trading name(s)
 - food premises address (for mobiles address where kept overnight)
 - contact details: correspondence address + active email address + telephone/mobile no.
 - type of business (sole trader, partnership, LLP or Limited Company (and Company No.)
 - Head Office address where applicable
 - details of business activities / operations (e.g. takeaway, café, wet pub, home baker, retailer, supermarket, manufacturer, etc)
 - water supply information
 - number of people to be involved
 - date of opening, operational hours and if the business will only open seasonally

How to Register

- Food businesses based in the East Riding can register on the council's website here:
<https://www.eastriding.gov.uk/EasySiteWeb/GatewayLink.aspx?allid=100538>
- Mobile vendors and traders should register with the local authority where their vehicle is kept and/or stock is stored overnight. If this is in East Riding of Yorkshire Council's area use the link above.

What happens next

- Once your registration is received by food services, normally an officer will contact you in due course to discuss the application and then make arrangements for a New Business inspection and risk rating.
- You are able to begin trading before the New Business inspection has been completed.
- Note if you have not had a registration acknowledgement or contact within 28 days of trading you should contact us at : food.services@eastriding.gov.uk

Further information can also be found at:

<https://www.food.gov.uk/business-guidance/register-a-food-business>

<https://www.food.gov.uk/business-guidance/setting-up-a-food-business>

<https://www.food.gov.uk/business-guidance/starting-a-food-business-from-home>





Food Business Operators and Staff

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 business's food safety management procedures, based on the principles of HACCP, such as SFBB, must have received adequate training to enable them to do this.

Every person working in a food-handling area must maintain a high level of personal cleanliness. They must wear suitable, clean clothing and, where necessary, protective clothing. They must also be physically fit and well to work as a food handler.

Further details about staff training and hygiene requirements can be found below.

PLEASE HOVER OVER HIGHLIGHTED TEXT TO GAIN ACCESS TO FURTHER INFORMATION LINKS AND RESOURCES

Food Business Operators (FBO) and Staff

- All food businesses must ensure all food handlers receive the appropriate level of supervision, instruction and training in order for them to handle food safely.

Staff Instruction, Supervision and Training

- FBOs must make sure that any member of staff who handles food is supervised and instructed and/or trained in food hygiene in a way that is appropriate for the work they do.
- Generic Level 2 Food Safety is recommended for all food handlers and is easily accessed on-line or from local course providers. Depending on the nature of your food business, some staff may also require further training or product/process specific training to ensure adequate understanding of related hazards and controls.
 - Advice Note 67 – Local Food Hygiene Training Providers:
<https://www.eastriding.gov.uk/EasySiteWeb/GatewayLink.aspx?allId=112577>
- The person responsible for developing and maintaining your business's food safety management procedures must have received adequate training to enable them to do this.
- Additionally, all staff must receive instruction and training on your particular businesses' food safety management procedures.

Who is a 'FOOD BUSINESS OPERATOR'

Regulation (EC) 178/2002 defines a Food Business Operator (FBO) as the natural or legal persons responsible for ensuring the requirements of food law are met within the food business under their control. This means the business owners, directors, partners as well as operational managers may all be FBOs.

- The FSA also have a range of free online food safety courses and resources available to help you and your business comply with food hygiene and food standards:
 - FSA food hygiene coaching videos on the [FSA YouTube channel](#)
 - Instructions and guidance within FSA Safer Food, Better Business (SFBB) information packs:
 - [SFBB retailers](#)
 - [SFBB caterers](#)
 - [SFBB Chinese cuisine in English](#) and [Cantonese](#)
 - [SFBB Indian cuisine](#)
 - [SFBB residential care homes](#)
 - [SFBB childminders](#)
 - FSA on-line training at: <https://www.food.gov.uk/business-guidance/online-food-safety-training>
 - [Allergen training](#)
 - [Labelling training](#)
 - [Traceability training](#)
 - [Vacuum packing training](#)

Personal Hygiene

- Every person working in a food-handling area must maintain a high level of personal cleanliness. They must wear suitable, clean clothing and, where necessary, protective clothing.
- Staff should keep hair tied back and 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).
- Staff should not touch their face and hair, smoke, spit, sneeze, eat or chew gum when they are handling food.

See here: <https://www.food.gov.uk/business-guidance/personal-hygiene>

Fitness to Work

- You must not allow anyone 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 or symptoms and, if possible, what has caused them.
- Staff with diarrhoea or vomiting should not return to work until they have had no symptoms for 48 hours.

See here: <https://www.food.gov.uk/sites/default/files/media/document/fitnesstoworkguide.pdf>





PREMISES

Food Premises & Equipment Requirements and Expectations

When choosing the premises for your business, it is very important to make sure that they:

- comply with the necessary regulations,
- are suitable for the type and size of food business you intend to run, and,
- allow you to prepare food safely

You must keep your premises clean and maintained in good repair and condition. Your premises must allow you to follow good food hygiene practices, including protection against contamination and pests.

PLEASE HOVER OVER HIGHLIGHTED TEXT TO GAIN ACCESS TO FURTHER INFORMATION LINKS AND RESOURCES

The premises you choose for your business must:

- comply with the necessary regulations
- allow you to prepare food safely

You must keep your premises clean and maintained in good repair and condition. Your premises must allow you to follow good [food hygiene](#) practices, including protection of food against [contamination](#) and [pests](#).

A [basic summary of premises requirements](#) is listed here:

<https://www.food.gov.uk/business-guidance/legal-requirements-for-meat-establishments#basic-requirements-under-the-food-hygiene-regulations-852-2004all-premisesclean-premises-in-good>

(Note: although this web-page is focused on meat preparation premises the basic requirements will similarly apply to all food premises)

Premises - Pre-requisites & Expectations

"Prerequisites" are basic hygiene measures that must be in place in your food business to support your HACCP-based Food Safety Management Procedures (see [PROCEDURES](#)). In regard to your food premises these include:

- Good design of equipment and premises layout
- Surfaces and materials that are easy to clean and disinfect
- Adequate and good quality water supplies
- Cleaning and disinfection procedures
- Preventative maintenance
- Pest proofing and control

General Purpose, Layout and Structure

Your premises must be big enough to be able to carry on your food business safely. It must be structurally sound and of appropriate design and location. It must be clean, free from [pests](#) and be capable of being easily [cleaned](#), and [maintained](#) in a good condition.

What do we mean by “CLEAN”?

We simply mean the food premises or equipment surfaces or material are ‘visibly clean and free from dirt, dust, food debris or grease deposits’.

We expect surfaces and equipment not in immediate use to be ‘clean’, kept ‘clean’ and capable of being easily cleaned.

Ventilation

All food preparation areas must have adequate ventilation, either natural or mechanical, to reduce high humidity, room temperatures, cooking odours and airborne particles, as well as to help keep premises clean.

Lighting

Adequate lighting, natural or artificial, is required to allow safe food preparation and aid cleaning of premises and equipment.

Drainage

The premises must have adequate drainage to ensure wastewater is dispersed away from floors and equipment and prevent pooling or stagnation. Drainage systems should be constructed to avoid risks of contamination by draining dirty water away from clean areas and be suitably trapped and grated to prevent smells and pest access.

Food Preparation Areas

The rules applying to rooms where food is prepared are summarised here:

<https://www.food.gov.uk/business-guidance/setting-up-a-food-business#food-preparation-areas>

The food preparation area must have adequate space and layout to carry out food preparation in a hygienic manner.

If you handle and prepare raw foods and ready to eat foods on the same premises, you must design and plan the use of your premises to remove or reduce the risks of cross-contamination. This is explained in detail in the FSA E.coli O157 Control of Cross-contamination (Pages 11 – 15):

https://www.food.gov.uk/sites/default/files/media/document/e.-coli-0157-cross-contamination-guidance_1.pdf

Surfaces (including equipment surfaces) in areas where food is handled, particularly those which come into contact with food, must be:

- maintained in a good condition
- easy to clean and disinfect
- durable to withstand regular cleaning or otherwise be disposable.

Work surfaces and equipment should be designed to be smooth, washable, non-corrosive and impervious and that can be easily disinfected and maintained. Unsealed wood that is generally not acceptable as it is not impervious and cannot be easily cleaned.

Facilities for Washing of Food

Adequate facilities should be provided for the washing/preparation of food. These should have an adequate supply of hot and cold or appropriately mixed running water. In commercial premises equipment for washing food must be separate from hand washing; the same sink may not be used for hand washing and for the washing or preparation of food, this includes defrosting. These facilities must be kept clean and be disinfected.

Equipment

All items, fittings and equipment that food comes into contact with must be:

- kept in good order, repair and condition
- [cleaned](#) effectively and be disinfected frequently enough to avoid any risk of contamination

<https://www.food.gov.uk/business-guidance/setting-up-a-food-business#equipment>

Large items of equipment should be installed and sited in a way that enable access for cleaning of surrounding areas and structure.

Facilities for Cleaning and Storing Equipment

Your premises must have adequate facilities for cleaning, disinfecting and storing utensils and equipment. In commercial premises, where necessary, equipment washing sinks must be separate from those used for food washing and hand washing. The facilities must have an adequate supply of hot and cold water. Any wash up sinks need to be big enough to accommodate the equipment that you use, for example you may need a deep sink to wash large items and a good size draining board.

Handwashing

Commercial premises must have sufficient, suitably located washbasins to enable staff to regularly wash their hands. Washbasins should be provided with hot and cold running water and materials for cleaning hands and drying hands, hygienically. Hand washbasins must be situated where they can be easily used and kept freely accessible for regular use by food handlers.

Changing facilities

Where necessary, you must provide adequate facilities for staff to change their clothes and put on protective clothing for working food handling areas. They should also be able to store their outer clothing and belongings away from food preparation and serving areas.

Toilet Facilities

East Riding food businesses that provide seating or tables for customers, inviting them to consume food or drink on the premises are required to also provide customer toilet facilities on the premises in accordance with the council's policy on Sanitary Accommodation in Cafés, Etc. This can be downloaded here: <https://www.eastriding.gov.uk/EasySiteWeb/GatewayLink.aspx?allId=125610>

The siting and access of any customer toilet facilities must not compromise food safety nor require customer access to or through areas used for food storage, preparation or service. Adequate toilet facilities must also be available for food handling staff that promote good personal hygiene and hand washing.

Domestic, Mobile or Temporary Premises

The legal requirements for food businesses preparing or selling food/drink from home, mobile or temporary premises such as market stalls, differ slightly from other commercial premises. For further details see: [{Trading from Home}](#)

CHECKLIST

You can use this Food Standards Agency [Checklist](#) to check that your premises will meet the requirements for a good hygiene rating before an inspection:

<https://www.food.gov.uk/sites/default/files/media/document/food-safety-checklist.pdf>



[Return to Index](#)



PRACTICES

Food Hygiene Practices and Controls

Good food hygiene practices are essential for you to prepare or sell food that is safe to eat. Good food hygiene is about controlling hazardous food contaminants such as harmful bacteria, toxins and food allergens which can cause serious illness.

Prevention of the most common food safety problems can be readily achieved by paying particular attention to the 4 Cs:

- Cross-contamination
- Cleaning
- Chilling
- Cooking

Further details about hygiene practices and measures that are essential to protect consumers and your business can be found below.

PLEASE HOVER OVER HIGHLIGHTED TEXT TO GAIN ACCESS TO FURTHER INFORMATION LINKS AND RESOURCES

[Good Food Hygiene](#) is essential to make sure the food you serve or sell is safe to eat. When you are [setting up a food business](#), you need to introduce ways of working that will help you ensure good hygiene standards are implemented right from the start.

See here: <https://www.food.gov.uk/business-guidance/setting-up-a-food-business>

To prevent the most common food safety problems, as a minimum you will need to consider the basic [4C's](#) :

- **CLEANING**

How to clean equipment and surfaces to prevent harmful bacteria from spreading onto food.

<https://www.food.gov.uk/business-guidance/cleaning-effectively-in-your-business>

- [Cloths](#)
- [Cleaning Schedule](#)
- [Clear and Clean As You Go](#)
- [Cleaning Effectively](#)
-  [Cleaning Effectively Video](#)

<https://www.food.gov.uk/business-guidance/safer-food-better-business-for-caterers#cleaning>

What do we mean by “CLEAN”?

We simply mean the food premises or equipment surfaces or material are ‘visibly clean and free from dirt, dust, food debris or grease deposits’.

We expect surfaces and equipment not in immediate use to be ‘clean’, kept ‘clean’ and capable of being easily cleaned.

- **COOKING**

How to cook, reheat and hot-hold food in your business to kill harmful bacteria and prevent food poisoning.

<https://www.food.gov.uk/business-guidance/cooking-safely-in-your-business>

- [Cooking Safely](#)
 - ▶ [Cooking Safely Video](#)
- [Foods That Need Extra Care](#)
- [Reheating](#)
 - ▶ [Reheating Video](#)
- [Checking Your Menu](#)
- [Hot Holding](#)
- [Ready to Eat Foods](#)
- [Acrylamide](#)

Advice Note 17 - Cooking, Cooling and Reheating of Food

<https://www.eastriding.gov.uk/EasySiteWeb/GatewayLink.aspx?allId=113183>

- **CHILLING**

How to chill, freeze and defrost food safely in your business.

<https://www.food.gov.uk/business-guidance/chilling-food-correctly-in-your-business>

- [Chilled Storage and Display](#)
 - ▶ [Chilled Storage and Display Video](#)
- [Chilling Hot Food Down](#)
 - ▶ [Chilling Hot Foods Down Video](#)
- [Defrosting](#)
- [Freezing](#)
-

Advice Note 17 - Cooking, Cooling and Reheating of Food

<https://www.eastriding.gov.uk/EasySiteWeb/GatewayLink.aspx?allId=113183>

- **CROSS-CONTAMINATION**

Guidance on how to prevent cross-contamination.

<https://www.food.gov.uk/business-guidance/avoiding-cross-contamination-in-your-food-business>

- [Separating Foods](#)
 - ▶ [Cross Contamination Video](#)
 - ▶ [Keeping Food Covered Video](#)
- [Physical and Chemical Contamination](#)
- [Pest Control](#) (see below also)
- [Maintenance](#)
- [Food Allergens](#)

Advice Note 1 - Food Contamination and Food Poisoning

<https://www.eastriding.gov.uk/EasySiteWeb/GatewayLink.aspx?allId=113207>

There is more information on how to manage **food hygiene in your business**, including storing and transporting food, training and personal hygiene at:

<https://www.food.gov.uk/business-guidance/food-hygiene-for-your-business>

Non-traditional & Complex Food Preparation Techniques

If an East Riding food business is to practice non-traditional or complex food preparation techniques for example, sous vide, vacuum packing and the cooking of rare burgers then the food business operator should contact Food Services for further advice and guidance before commencing operations:

Food.Services@eastriding.gov.uk.

Food Storage and Handling

It is very important to store food properly to keep it safe, to protect it from harmful bacteria, chemicals and objects falling into food.

<https://www.food.gov.uk/business-guidance/food-hygiene-for-your-business#storing-food-safely>

Stock Control

It is important to ensure that food ingredients and stock supplied to and used within your food operations is sourced from reputable suppliers that you can trust to supply and handle food safely, and that you can identify as a supplier if required. See:

<https://www.food.gov.uk/sites/default/files/media/document/sfbb-management-05-suppliers-and-contractors.pdf>

You must also take steps to maintain the integrity and quality of the ingredient/food stocks used in your business and ensure these are kept and used appropriately. In particular you and your staff will need to be aware of any instructions given regarding storing or using products, temperature controls, allergenic ingredients and shelf-life indicators e.g. Use-by or Best Before dates, and what this means. See:

<https://www.food.gov.uk/sites/default/files/media/document/sfbb-management-06-stock-control.pdf>

 [FSA Consumer Video Use-by & Best Before Dates: https://youtu.be/CD1pDupYPiY](https://www.youtube.com/watch?v=CD1pDupYPiY)

Transporting and Delivering Food Safely

When you **transport or deliver food**, from your premises to another location or the cash-and-carry to your premises, you must prevent it from becoming contaminated, for example with dirt or bacteria, and where necessary maintain adequate temperature controls. See here:

<https://www.food.gov.uk/business-guidance/businesses-that-supply-or-produce-food-on-the-move>

Pest Control

Adequate procedures are to be in place to prevent access and damage by pests such as rodents, flying and crawling insects. If there are any pest issues a professional pest control contractor is recommended. Adequate procedures are also to be in place to prevent domestic animals from having access to places where food is prepared, handled or stored.

<https://www.food.gov.uk/sites/default/files/media/document/pest-control.pdf>

<https://www.food.gov.uk/business-guidance/setting-up-a-food-business>

 [FSA – Pest Control Video](#)

Waste Management and Control

You must have adequate arrangements to prevent the accumulation of food waste and other types of waste that may attract or harbour pests and be a source for cross- contamination.

<https://www.food.gov.uk/business-guidance/setting-up-a-food-business#food-waste>

<https://www.food.gov.uk/business-guidance/food-and-cooking-oil-waste>

<https://www.food.gov.uk/business-guidance/food-and-drink-businesses-supplying-into-the-animal-feed-chain>

Personal Hygiene

Persons working in a food handling/preparation area are required to wear suitable, clean protective clothing where necessary. Any food handlers that handle open food are not allowed to work whilst infected with skin or gastrointestinal infections and must report such illness to management. Smoking is not allowed in food production areas. Non-food personnel should also be discouraged from entering food production areas during operational hours.

<https://www.food.gov.uk/business-guidance/personal-hygiene>

<https://www.food.gov.uk/sites/default/files/media/document/personal-hygiene-fitness-to-work.pdf>

 [Staff Fit for Work Video](#)

Hand Washing

Effective handwashing is extremely important for all staff that handle food or drink to help prevent harmful bacteria spreading from peoples' hands to food, work surfaces, equipment, etc. See here:

<https://www.food.gov.uk/business-guidance/personal-hygiene#handwashing>

<https://www.food.gov.uk/sites/default/files/media/document/handwashing.pdf>

 [Handwashing Video](#)



[Return to Index](#)



PROCEDURES

HACCP Based Food Safety Management Procedures and Traceability

You must put in place 'food safety management systems' based on the principles of HACCP (hazard analysis and critical control point). You must also:

- keep up-to-date documents and records relating to your procedures
- review your procedures if you change what you produce or how you work

In practice, this means that you must have procedures in place to manage food safety 'hazards' in your business. You must write these procedures down, update them as needed and keep records that can be checked by your local authority.

Food safety management systems, including use of the Food Standards Agency's (FSA) Safer Food Better Business (SFBB) pack are reviewed below:

PLEASE HOVER OVER HIGHLIGHTED TEXT TO GAIN ACCESS TO FURTHER INFORMATION LINKS AND RESOURCES

Food Safety Management Systems (FSMS)

You must have HACCP-based approach to managing the food hygiene and safety procedures in your food business. These should ensure the implementation and maintenance of 'pre-requisite measures' and 'HACCP-based controls and records. General guidance on HACCP this can be found here:

<https://www.food.gov.uk/business-guidance/hazard-analysis-and-critical-control-point-haccp>

The FSA have produced a template based on HACCP based procedures called 'Safer Food Better Business'. These documents can be used by most types of High Street food businesses. The following packs are available:

- [SFBB retailers](#)
- [SFBB caterers](#)
- [SFBB Chinese cuisine in English](#) and [Cantonese](#)
- [SFBB Indian cuisine](#)
- [SFBB residential care homes](#)
- [SFBB childminders](#)

Alternatively caterers could follow the Scottish approach to a simplified FSMS by using the CookSafe manual: <https://www.foodstandards.gov.scot/publications-and-research/publications/cooksafe-manual>

For small food manufacturing businesses, the FSA have developed the free web based tool [MyHACCP](#). This will guide you through the process of developing a food safety management system based on the HACCP principles. This may also be helpful to other food businesses including larger catering operations such as central production units in hospitals, universities and similar.

- Safe Food Handling for Butchers - If you are a retail butchers and intend to sell raw and ready to eat foods the following pack is applicable: <https://acss.food.gov.uk/sites/default/files/butchers-haccp.pdf>

Prerequisite programs (PRPs)

Prerequisites provide the foundation for effective HACCP-based management of food hygiene and safety and include matters such as:

- Premises and equipment requirements - {[PREMISES](#)}
- Quality of raw ingredients /suppliers - {[PRACTICES](#)}
- Safe food handling practices - {[PRACTICES](#)}
- Waste handling and control - {[PRACTICES](#)}
- Pest control - {[PREMISES](#)}
- Cleaning and disinfection arrangements - {[PREMISES](#)}
- Water quality - {[PREMISES](#)}
- Maintenance of the cold chain - {[PRACTICES](#)}
- Personal hygiene - {[PEOPLE](#)}
- Staff training - {[PEOPLE](#)}

Guidance on such matters can be found throughout the other parts of this document by clicking on the various topic tiles on the [front-page index](#).

Traceability

Traceability rules help keep track of food in the supply chain. In the event of food safety problems, they ensure unsafe foods can be withdrawn or recalled from the market. You must keep records of all the suppliers who provide you food or ingredients and the businesses you supply with food or ingredients.

Your records need to be kept up-to-date and available for inspection.

The Quick Reference Guide for Food Traceability, Withdrawal and Recalls within the UK Food Industry provides a summary of the requirements:

<https://www.food.gov.uk/sites/default/files/media/document/food-traceability-guide.pdf>

For businesses requiring more detail on traceability requirements please use the following link :

<https://www.food.gov.uk/business-guidance/food-incidents-product-withdrawals-and-recalls>

A free training course is also provided by the FSA:

<https://traceabilitytraining.food.gov.uk/>

TOP TIP

FSMS and Confidence in Management (CIM) Scores in the Food Hygiene Rating Scheme (FHRS)

The existence of food safety management/documented procedures, appropriate for size and nature of the business, is an important part of the CIM score as part of the risk rating to determine a food businesses' overall FHRS score. The score is also influenced by the implementation of prerequisite matters and HACCP-based controls and records. For more details on this see the {[FHRS](#)} tile page or the following:

- [Advice Note 77 - Food Hygiene Rating Scheme \(FHRS\)](#)
- [Food Focus 21- FHRS Special Edition](#) - (Pages 6-8)

[Return to Index](#)

Products and Packaging

Food Standards, Food Labelling and Distance Selling

Any food you sell must be of the nature or substance or quality demanded by the purchaser. It must not be offered or exposed for sale in a manner that falsely describes the food or is likely to mislead, as to the nature or substance or quality of the food.

Food Information Regulations set out what is required to be shown on food packaging, labelling and menus. Labelling is regulated to protect consumers who should have the correct information to make confident and informed food choices based on diet, allergies, personal taste or cost.

Further details on these matters can be found below.

PLEASE HOVER OVER HIGHLIGHTED TEXT TO GAIN ACCESS TO FURTHER INFORMATION LINKS AND RESOURCES

Packaging and labelling

Food labelling laws set out the requirements for information to be shown on food packaging and labelling. Labelling is regulated to protect consumers. They should be provided the correct information to be able to make confident and informed food choices based on diet, allergies, personal taste or cost.

Labelling of Prepacked, Prepacked for Direct Sale (PPDS) and Non-Prepacked Food

All food is subject to general food labelling requirements. Any labelling provided must be accurate and not misleading. Prepacked foods and Prepacked for Direct Sale (PPDS) foods require a food label that displays certain mandatory information. Non-prepacked foods are generally sold loose but may require information to be displayed on a nearby ticket or notice. These foods are generally sold at retail.

The labelling requirements for prepacked and non-prepacked foods are summarised on the following pages:

- The East Riding food services sign-posting document '[Focus on Food Labelling](#)'.
- The Food Standards Agency: <https://www.food.gov.uk/business-guidance/packaging-and-labelling>
- The Department for Environment, Food & Rural Affairs (DEFRA): <https://www.gov.uk/guidance/food-labelling-giving-food-information-to-consumers>
- The Food Standards Agency have produced a free online training course on labelling food: <https://labellingtraining.food.gov.uk/>

Additional information is available on the Business Companion website. A range of guides are available that explain the laws on preparing and selling food, and on composition, labelling and packaging: <https://www.businesscompanion.info/en/quick-guides/food-and-drink#Foodsafetyqualityandcomposition>

Food Allergens

Packed foods must be marked with any allergens present. When food is sold loose or by caterers, this information must be available to customers when they request it. For details on how to provide allergens information please refer to [{FOOD ALLERGENS}](#).

Prepacked for Direct Sale (PPDS) Food

PPDS food is food that is packed before being offered for sale (e.g. prepacked) by the same food business to the final consumer:

- i) on the same premises; or
- ii) on the same site; or
- iii) on other premises if the food is offered for sale from a moveable and/or temporary premises (such as marquees, market stalls, mobile sales vehicles) and the food is offered for sale by the same food business who packed it.

and the contents cannot be altered without opening or changing the packaging.

The FSA provides examples of PPDS foods in part 3 of the [Food allergen labelling and information requirements technical guidance](#).

Food with Compositional and other Regulated Standards

Certain foods have specific regulations which regulate matters such as composition. For example, bread and flour, cocoa and chocolate products, milk products, honey, jam, meat products etc. Details are available on the following link: <https://www.gov.uk/guidance/food-standards-labelling-durability-and-composition>

Food Labelling for Caterers and Menu Descriptions

There are fewer labelling requirements for food sold from catering establishments than for prepacked food, however, any information you do provide must be accurate and not misleading. This applies to all information, whether provided in writing (such as on a menu or chalkboard) or verbally (for example in response to a customer's question). Catering establishments includes restaurants, canteens, pubs, clubs, schools or similar, or mobile caterers such as fast-food vans.

The following link to the Business Companion website explains the requirements for caterers and includes examples of some commonly misdescribed foods:

<https://www.businesscompanion.info/en/quick-guides/food-and-drink/food-labelling-for-caterers>

Distance Selling, Mail Order or Delivery

Distance selling means any selling that happens without face-to-face contact with the consumer. Methods of selling include online, via social media, text messaging, phone calls, interactive TV or mail order. This method of selling is very popular. The following link details matters to consider when distance selling food, including the requirements for labelling:

<https://www.food.gov.uk/business-guidance/distance-selling-mail-order-and-delivery>

TOP TIP

If you are unsure how to describe foods on your menu, you should check your descriptions match those given by your supplier or on the packaging/label. If you are still in doubt you should check with your supplier. Over time, food product specifications may change, or you may change your suppliers. You should ensure your menu information is always up to date and reflects any changes.

Food Fraud and Food Crime

During inspections of food businesses, the Food Services officers will check product labelling and or menu descriptions. They may also visit to collect food samples. The focus of these checks is to check for food crime activities, in particular:

- Adulteration - including foreign substances which are not on the product's label to lower costs or fake a higher quality, for example fake wine.
- Substitution - replacing a food or ingredient with another substance that is similar but inferior or may be dangerous and cause injury.
- Misrepresentation - marketing or labelling a product to wrongly portray its quality, safety, origin or freshness.

More information of types of food crime and how this is investigated nationally by local authorities and the Food Standards Agency is on the following link:

<https://www.food.gov.uk/safety-hygiene/food-crime>

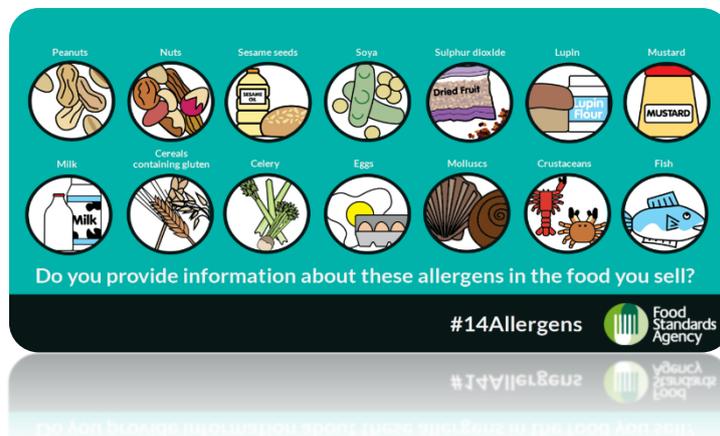


FOOD ALLERGENS

Food Allergens Management, Control and Communication

Food labelling rules are very specific about how food businesses are required to provide allergen information. You must be able to:

- provide allergen information to your customers
- handle and manage food allergens effectively during food preparation and storage.
- ensure that staff receive adequate training on allergens.



You need to tell customers if any food you provide contains any of the **14 allergens** that are required to be declared as allergens by food law: **celery**, **cereals containing gluten** (such as barley and oats), **crustaceans** (such as prawns, crabs and lobsters), **eggs**, **fish**, **lupin**, **milk**, **molluscs** (such as mussels and oysters), **mustard**, **peanuts**, **sesame**, **soybeans**, **sulphur dioxide** and **sulphites** (if they are at a concentration of more than ten parts per million) and **tree nuts** (such as almonds, hazelnuts, walnuts, brazil nuts, cashews, pecans, pistachios and macadamia nuts).

▶ FSA Explains: Food hypersensitivity : https://www.youtube.com/watch?v=fHoI5_MxS4g

FSA Guidance

There is a large amount of advice and guidance available on Food Allergens Management, Control and Communication available from the FSA, including:

- General Information for Caterers and Retailers – <https://www.food.gov.uk/business-guidance/allergen-guidance-for-food-businesses><https://www.food.gov.uk/sites/default/files/media/document/loosefoodsleaflet.pdf>
- Allergens Training Course and Allergens Resources for Caterers - <https://www.food.gov.uk/business-guidance/allergy-training-for-food-businesses>
- Guidance for Caterers in schools, hospitals and care homes - <https://www.food.gov.uk/business-guidance/allergen-guidance-for-institutional-caterers>
- Guidance for Manufacturers - <https://www.food.gov.uk/business-guidance/allergen-labelling-for-food-manufacturers>

Avoiding Misuse of “FREE FROM” Claims

You must ensure that you do not declare products as being “FREE FROM” an allergenic ingredient or contaminant; unless you are able to fulfil all the strict and onerous control and validation requirements needed for ‘FREE FROM’ foods.

Most catering situations don’t allow for adequate cross-contamination controls to be implemented to make it possible to guarantee a menu item is ‘FREE FROM’ even if it has been made with pre-packaged ‘FREE FROM’ ingredients.

Its usually safer to use suitable menu or sign wording or statements to achieve this, such as: “...made with ‘x’ allergen FREE ingredients...”

For example: ‘...made with gluten free ingredients...’

East Riding Council Food Services

East Riding Food Services have also separately developed some allergens management resources hosted on our webpages at:

<https://www.eastriding.gov.uk/business/food-services/food-allergen-management-control-and-communication/>

Including:

- How does food allergens management affect a premise's risk rating and Food Hygiene Rating Scheme score? <https://www.eastriding.gov.uk/business/food-services/food-allergen-management-control-and-communication/#FHRS>
- Food Allergen Management, Control and Communication for Caterers = <https://www.eastriding.gov.uk/EasySiteWeb/GatewayLink.aspx?allId=757057>
- Allergens Management, Control and Communication Frequently Asked Questions = <https://www.eastriding.gov.uk/EasySiteWeb/GatewayLink.aspx?allId=757058>
- Food Allergen Risk Assessment For Caterers = www.eastriding.gov.uk/assets/FIR3
- The East Riding food services sign-posting document ‘[Focus on Food Labelling](#)’.

Further Advice and Guidance:

- <https://www.fdf.org.uk/globalassets/resources/publications/brc-free-from-guidance.pdf>
- <https://www.businesscompanion.info/en/quick-guides/food-and-drink/food-allergens-and-intolerance>
- <https://www.allergyuk.org/for-industry-and-education/restaurants-caterers/>
- <https://www.nhs.uk/conditions/anaphylaxis/>
- <https://www.coeliac.org.uk/food-businesses/caterers-and-restaurateurs/gluten-free-and-the-law>


[Return to Index](#)



**Food Hygiene
Rating
Scheme
(FHRS)**

Food Hygiene Rating Scheme (FHRS)

The Food Hygiene Rating Scheme gives businesses a rating out of 5, so consumers can make informed choices about where to buy and eat food.

The scheme helps consumers by giving clear information about businesses' hygiene standards including in restaurants, pubs, cafés, takeaways, hotels, and other places people go to eat out, as well as supermarkets and other food shops.

The ratings are published on the national Food Hygiene Rating Scheme website managed by the Food Standards Agency.

PLEASE HOVER OVER HIGHLIGHTED TEXT TO GAIN ACCESS TO FURTHER INFORMATION LINKS AND RESOURCES

The purpose of the FHRS is to allow consumers to make informed decisions about the places they eat out or shop for food. The scheme recognises those businesses with the highest standards and encourages others to improve.

How is the rating score calculated?

The rating is based on how well a business is meeting the requirements of food hygiene law **at the time of inspection**. It is the responsibility of the business to comply, **at all other times**, with food hygiene laws.

To achieve a '5' rating score businesses must score well in the following three elements:

1. How hygienically the food is handled - safe food preparation, cooking, re-heating, cooling and storage. For details refer to [{PRACTICES}](#)
2. The condition of the structure of the premises - cleanliness, repair, layout, lighting, ventilation and other facilities. For details refer to [{PREMISES}](#)
3. How the business manages food safety and the confidence the officer has in standards being maintained in the future. For details refer to [{PROCEDURES}](#) & [{PEOPLE}](#)

Further information about how the scheme operates and the scoring system works is available from:

- FSA national FHRS scheme web-page: <https://www.food.gov.uk/safety-hygiene/food-hygiene-rating-scheme>
- East Riding Food Services: [Food Focus 21- FHRS Special Edition](#)
- East Riding Food Services: [Advice Note 77 - Food Hygiene Rating Scheme \(FHRS\)](#)
- East Riding Food Services FHRS web-page: <https://www.eastriding.gov.uk/business/food-services/food-hygiene-rating-scheme/>

Customer Focus

So consumers can make informed choices about where to buy and eat food, business premises included in the scheme will have their FHRs score published by on the FSA FHRs web-page at: <https://ratings.food.gov.uk/>

In addition premises should display the FHRs window sticker provided following the food premises inspection:



TOP TIP

The following are some cost-effective tips to help you get the most out of your hygiene rating. The 'How to' guide includes downloadable images allowing ratings to be easily included on menus, promotional materials and your website:

- FHRs Business Toolkit: <https://www.food.gov.uk/sites/default/files/media/document/fhrs-business-toolkit-a-how-to-guide.pdf>
- 'It's good for business, how to get the most out of your food hygiene rating': https://www.food.gov.uk/sites/default/files/media/document/FHRS%20Good%20Food%20Hygiene%20is%20Easy%20to%20Spot%2C%20business%20online%20version%20-%20England_1.pdf
- Making the Most of Your Rating: <https://www.food.gov.uk/business-guidance/making-the-most-of-your-business-rating#downloads-for-local-authorities-and-example-leaflets>

[Return to Index](#)



**Planning,
Licensing,
Etc**

Planning, Licensing and other Regulatory Requirements

As well as food premises registration before operating a food business, you may need to consider the following:

Planning

- When you are choosing new premises, making changes to existing premises or planning running a business from home, it's a good idea to review the council's planning department advice, as you may need certain permission:
 - <https://www.eastriding.gov.uk/planning-permission-and-building-control/>
 - <https://www.eastriding.gov.uk/planning-permission-and-building-control/applications-for-planning-and-building-control/>
 - <https://www.eastriding.gov.uk/planning-permission-and-building-control/applications-for-planning-and-building-control/non-householder-and-commercial-planning-advice/>

Licensing

- Your business will need a licence if you are intending to do any of the following:
 - sell or supply alcohol direct to the public either in person or through an online system
 - sell hot food and/or drinks between 11pm and 5am
 - provide entertainment or live music (some exemptions apply here, you will need to seek advice by email to licensing@eastriding.gov.uk)
 - sell food from a stall or van/cart on the street or any place where the public have free access
 - place seating and tables on the pavement/highway
 - provide gambling facilities
- The council's Licensing web-pages have more information regarding this:
 - <https://www.eastriding.gov.uk/business/licences-and-registrations/>
 - <https://www.eastriding.gov.uk/business/licences-and-registrations/available-licences/commercial-trading/street-traders/>

Business Rates

- Business rates are charged on most non-domestic premises, including commercial properties such as shops, offices, pubs, warehouses, and factories. It is worth contacting the council if you are running a business from home too.
- More information is available on the council's website:
<https://www.eastriding.gov.uk/business/business-rates/> or email business.rates@eastriding.gov.uk
 - [Do I pay rates if I run a business from home?](#)

Health and 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 written risk assessments and a health and safety policy which describes your health and safety arrangements.
- For more information, see the www.gov.uk website and the Health and Safety Executive website www.hse.gov.uk
- Other information is available here: <https://www.eastriding.gov.uk/business/health-and-safety-at-work/advice-to-businesses/>

Fire Safety

- You must carry out a fire risk assessment at your premises and take fire safety precautions to help protect you, your staff and customers.
- The type of precautions you must have will depend on a number of things, such as the size of your premises. For advice, contact your local fire authority: <https://humbersidedefire.gov.uk/>

If you are planning to adapt your premises, it is a good idea to get fire safety advice before you start the work. For more information, see the fire and explosion pages of the Health and Safety Executive website at: www.hse.gov.uk/fireandexplosion

Insurance

- It is recommended that business insurance (public liability insurance) is taken out regardless of the type of food business (e.g. takeaway, pub, home caterer etc). If you have employees, you will require Employers Liability Insurance:
 - <https://www.hse.gov.uk/simple-health-safety/insurance/index.htm>,
 - <https://www.hse.gov.uk/pubns/hse40.pdf>
- If members of public come onto your premises, you may want to consider Public Liability Insurance. It covers compensation costs and legal fees that may occur if a member of the public is harmed, or their property is damaged, because of your business activities.

TOP TIP

Trades associations may often provide liability cover within their terms of membership eg. National Market Traders Federation (NMTF) :
<https://www.nmtf.co.uk/what-we-offer/>

**If you intending to run your food business from a domestic premises,
please refer to guidance on:**

**Trading
from
Home**

[Return to Index](#)



[Return to Index](#)

FSA Coaching Videos and Other Training Resources

FSA Coaching YouTube Channel Videos

[Introduction](#)

Introduction showing you how to keep food safe, based on the Food Standards Agency '4Cs' - Cross-contamination, Cleaning, Chilling and Cooking.

[Handwashing](#)

How to wash your hands properly, to help stop bacteria from spreading.

[Keeping Equipment Separate](#)

Controlling cross-contamination by using clean and separate equipment to keep food safe.

[Pest Control](#)

Keeping pests out of your business - What to look for and what action to take.

[Keeping Foods Covered](#)

Keep food covered to protect it from harmful bacteria, chemicals and objects falling into food.

[Cross Contamination Staff Illness](#)

What to do if a member of staff is ill at work and how long they should stay at home.

[Cleaning Effectively](#)

How to clean work surfaces properly using a two stage process.

[Chilled Storage and Display](#)

Keeping foods cold in a fridge or display unit to keep food safe.

[Chilling Foods](#)

Ways of chilling foods down as quickly as possible.

[Cooking Safely](#)

Checking that foods are cooked thoroughly to kill harmful bacteria.

[Reheating](#)

Reheating food until it is steaming hot.

Online Food Safety Training

Free online training courses for businesses, including allergen training and food labelling courses.
<https://www.food.gov.uk/business-guidance/online-food-safety-training>

[Return to Index](#)



Food Sector Led Advice and Guidance

Business Companion

What the law says on preparing and selling food and drink, including hygiene, composition, labelling and packing:

<https://www.businesscompanion.info/en/quick-guides/food-and-drink>

Chilled Food

The Chilled Food Association provides chilled food expertise:

<https://www.chilledfood.org/resource/>

Food Safety for Community Cooking and Food Banks

Hygiene and allergy advice for individuals and groups preparing meals to share in their community.

<https://www.food.gov.uk/safety-hygiene/food-safety-for-community-cooking-and-food-banks>

Allergen Guidance

Guidance for food businesses on providing allergen information and best practice for handling allergens.

<https://www.food.gov.uk/business-guidance/allergen-guidance-for-food-businesses>

Free-from Allergen Claims

Best practice guidance, jointly developed by the Food and Drink Federation (FDF) and British Retail Consortium (BRC), provides regulatory advice to food manufacturers and caterers on the appropriate use of “free-from” claims in relation to food allergens:

<https://www.fdf.org.uk/fdf/resources/publications/guidance/guidance-on-free-from-allergen-claims/>

Precautionary May Contain Statements

Guidance to improve the use of “may contain” statements:

<https://www.cieh.org/media/1234/Improving-the-use-of-may-contain-allergen-statements.pdf>

Natasha’s Law

What businesses need to know about the new allergen labelling for prepacked for direct sale (PPDS) food.

<https://www.food.gov.uk/business-guidance/introduction-to-allergen-labelling-changes-ppds>

Licensing Issues

The latest information on licensing issues from the East Riding Licensing team can be found here:

<https://www.eastriding.gov.uk/business/licences-and-registrations/licensing-news-flashes/>

For any specific queries over their license permissions/amendments to licences/whether a license is needed or similar concerns please contact the team at: Licensing@eastriding.gov.uk

Contact us at food.services@eastriding.gov.uk





Trading from Home

Food Business Operators who decide to operate their business from a domestic premises, face some particular constraints and requirements that differ from food businesses operating from dedicated commercial premises. In particular, there are issues relating to PREMISES, PRACTICES and PROCEDURES that differ if trading from home and the governing Regulations change significantly.

The FSA's primary guidance on '[Starting Your Business From Home](https://www.food.gov.uk/business-guidance/starting-a-food-business-from-home)' can be found here:

Topical guidance for those trading from home can be accessed via the portal pages below, however, FBOs must also take account of the other main portal pages available via the front Index page. This includes matters such as [Food Business Registration, Products & Packaging, Food Allergens, Training Resources and Planning/Licencing etc.](#)

Simply click on the tiles below to take you to the Trading from Home portal pages of interest to you.



PREMISES if Trading from Home

Food Premises & Equipment Requirements and Expectations

When you choose to run a food business from a domestic premises, it is very important to make sure that they:

- comply with the necessary regulations
- it is suitable for the purpose of your business
- allow you to prepare food safely and separately from any domestic activities

You must keep your premises clean and maintained in good repair and condition. Your premises must allow you to follow good food hygiene, handling and storage practices, including protection against contamination. Therefore, the scale and scope of food businesses run from domestic premises will need to be limited accordingly.

PLEASE HOVER OVER HIGHLIGHTED TEXT TO GAIN ACCESS TO FURTHER INFORMATION LINKS AND RESOURCES

General Purpose, Layout and Structure

Your premises must be big enough to be able to carry on your food business safely. It must be structurally sound and of appropriate design and location. It must be clean, free from [pests](#) and be capable of being easily cleaned, and maintained in a satisfactory condition.

Food Preparation Areas

The rules applying to rooms where food is prepared are summarised here:

<https://www.food.gov.uk/business-guidance/setting-up-a-food-business#food-preparation-areas>

The food preparation area must have adequate space and layout to carry out food preparation in a hygienic manner. Often domestic kitchens are more compact than commercial kitchens and therefore food businesses operating from home must ensure that they have enough space available to carry out all the practices the business requires without the risk of contamination.

Surfaces (including surfaces of equipment) in areas where food is handled, particularly those that are touched by food, must be:

- maintained in a good condition
- easy to clean and disinfect
- durable to withstand regular cleaning or disposable.

Domestic kitchen surfaces are usually deemed adequate as long as they are kept clear, clean and free from damage/wear and tear and also free from unnecessary clutter (eg school bags, fridge magnets, unnecessary equipment, ornaments and soft furnishings).

Lighting

Adequate lighting, natural or artificial, is required to allow safe food preparation and aid cleaning of premises and equipment.

What do we mean by “CLEAN”?

We simply mean the food premises or equipment surfaces or material are ‘visibly clean, free from dirt, debris, dust or deposits’.

We expect surfaces and equipment not in immediate use to be ‘clean’, kept ‘clean’ and capable of being easily cleaned.

Ventilation

All food preparation areas must have adequate ventilation, either natural or mechanical, to reduce high humidity, room temperatures, cooking odours and airborne particles, and aid cleaning. In a domestic setting the opening of a window or door may be sufficient but attention must be given to access by domestic pets or pests.

Drainage

The premises must have adequate drainage to ensure wastewater is dispersed away from floors and equipment, not allowing pooling or stagnation and constructed to avoid risk of contamination. Most domestic premises the drainage systems are usually connected to mains drainage and are sufficient for the business purposes, but the food business operator must ensure that these are running freely at all times

Premises - Pre-requisites & Expectations

"Prerequisites" are basic hygiene measures that must be in place in your food business to support your HACCP-based Food Safety Management Procedures (see [PROCEDURES](#)). In regard to your food premises these include:

- Good design of equipment and premises layout
- Surfaces and materials that are easy to clean and disinfect
- Adequate and good quality water supply
- Cleaning and sanitising procedures
- Preventative maintenance
- Pest proofing and control

Equipment

All items, fittings and equipment that food comes into contact with must be:

- kept in good order, repair and condition
- [cleaned](#) effectively and be disinfected frequently enough to avoid any risk of contamination

<https://www.food.gov.uk/business-guidance/setting-up-a-food-business#equipment>

Ideally cold storage equipment used for your business should be separate to that used for domestic use. Otherwise you will need to show how you separate and control any business stock or products from food used for domestic purposes. Note that domestic grade refrigeration equipment is generally less effective and reliable than commercial grade equipment.

Domestic laundering and use of washing machines should not be undertaken while food business activities are in operation.

Facilities for Washing of Food

Where necessary, adequate facilities should be provided for the washing/preparation of food, which are separate from those used for other purposes. In domestic settings this is usually difficult to achieve physically, so reliance is made on separation by time and practice.

In a domestic kitchen, where the same sink is used for equipment washing this can be achieved by ensuring the sink and surrounds are sanitised before use, and the food washing takes place using dedicated clean bowl/container/colander only used for food washing, (which is protected from contamination when not in use).

Facilities for food washing must be kept clean and where necessary disinfected. An adequate supply of hot and cold or appropriately mixed running water must be provided for these purposes.

Facilities for Cleaning Equipment

Your premises must have adequate facilities for cleaning, disinfecting and storing utensils, including equipment. In domestic premises where necessary these must be separate from arrangements made for food washing. As described above, in a domestic premises this can be achieved by separation in time and practice, of these activities. If only one sink is available, then this should be cleaned and disinfected after the use for cleaning equipment. The facilities must have an adequate supply of hot and cold water. Any wash up sinks need to be big enough to accommodate the equipment that you use, and as mentioned above, in a domestic kitchen if the same sink is being used for both food washing and equipment washing they must be kept clean and be disinfected before and after each practice.

Handwashing

Domestic premises used as a food business must have readily accessible handwashing facilities to allow adequate hand washing before and during food handling/preparation; including hot and cold running water and materials for **cleaning hands** and drying them hygienically. Hand washbasins/facilities must be situated where they can be used, are kept freely accessible for regular use by food handlers. For most food operations carried out in domestic premises, it is acceptable to designate a half bowl sink for hand washing. Alternatively, in some cases, if a separate dedicated wash bowl is used for equipment washing, then it may be acceptable for the bare sink to be kept available for hand washing during food handling/preparation. Handwashing facilities and contact surfaces should be cleaned and disinfected after each use.

Any domestic toilet facilities must also always have available adequate arrangements for hygienic hand washing.

CHECKLIST

You can use this Food Standards Agency [Checklist](#) to check how your premises will meet the requirements for a good hygiene rating following inspection:

<https://www.food.gov.uk/sites/default/files/media/document/food-safety-checklist.pdf>



PRACTICES if Trading from Home

Food Hygiene Practices and Controls

Good food hygiene practices are essential for you to prepare or sell food that is safe to eat. Good food hygiene is about controlling hazardous food contaminants such as harmful bacteria, toxins and food allergens which can cause serious illness.

Prevention of the most common food safety problems can be readily achieved by paying particular attention to the 4 Cs:

- Cross-contamination
- Cleaning
- Chilling
- Cooking

Further details about hygiene practices and measures that are essential to protect consumers and your business can be found below.

PLEASE HOVER OVER HIGHLIGHTED TEXT TO GAIN ACCESS TO FURTHER INFORMATION LINKS AND RESOURCES

[Good Food Hygiene](#) practices are even more essential to overcome some of the constraints and limitations found when food businesses are run from home.

Its vital that when you are [setting up a food business](#) at home, you need to introduce ways of working that will help you ensure hygiene standards are right from the start.

<https://www.food.gov.uk/business-guidance/setting-up-a-food-business>

To prevent the most common food safety problems, as a minimum you will need to deal with the basic [4C's – Cleaning+Cooking+Chilling+Contamination](#) :

- **CLEANING**

[Guidance on how to clean equipment and surfaces to prevent harmful bacteria from spreading onto food.](#)

<https://www.food.gov.uk/business-guidance/cleaning-effectively-in-your-business>

- [Cloths](#)
- [Cleaning Schedule](#)
- [Clear and Clean As You Go](#)
- [Cleaning Effectively](#)
 - ▶ [Cleaning Effectively Video](#)

<https://www.food.gov.uk/business-guidance/safer-food-better-business-for-caterers#cleaning>

What do we mean by “CLEAN”?

We simply mean the food premises or equipment surfaces or material are 'visibly clean, free from dirt, debris, dust or deposits'.

We expect surfaces and equipment not in immediate use to be 'clean', kept 'clean' and capable of being easily cleaned.

• **COOKING**

Careful consideration should be given to the scale, type and the complexity of the food being prepared and produced in a domestic kitchen. Domestic appliances (ovens and hobs) often don't have the capacity for business usage.

Complex catering operations such as cook/chill and sous vide are generally NOT suitable for operation from a domestic kitchen. If you are considering this type of operation, then this must be carried out from a designated commercial kitchen and further advice should be sought from your local food services officer.

How to cook, reheat and hot-hold food in your business to kill harmful bacteria and prevent food poisoning.

<https://www.food.gov.uk/business-guidance/cooking-safely-in-your-business>

- [Cooking Safely](#)
 - ▶ [Cooking Safely Video](#)
- [Food That Need Extra Care](#)
- [Reheating](#)
 - ▶ [Reheating Video](#)
- [Checking Your Menu](#)
- [Hot Holding](#)
- [Ready to Eat Foods](#)
- [Acrylamide](#)

Advice Note 17 - Cooking, Cooling and Reheating Of Food

<https://www.eastriding.gov.uk/EasySiteWeb/GatewayLink.aspx?allid=113183>

• **CHILLING**

It is essential that adequate refrigerated storage is available at all times the business is in operation. This must be for the storage of perishable ingredients or products of the business requiring temperature-controlled storage. Normally this should be separate storage from that used for normal domestic purposes. Otherwise there must be arrangements to effectively separate and control any business stock or products from food used for domestic purposes. Note that domestic grade refrigeration equipment is generally less effective and reliable than commercial grade equipment.

How to chill, freeze and defrost food safely in your business.

<https://www.food.gov.uk/business-guidance/chilling-food-correctly-in-your-business>

- [Chilled Storage and Display](#)
 - ▶ [Chilled Storage and Display Video](#)
- [Chilling Hot Food Down](#)
 - ▶ [Chilling Hot Foods Down Video](#)
- [Defrosting](#)
- [Freezing](#)

- **CONTAMINATION**

Contamination is defined as any substance or material that finds its way into a product that should NOT be there. (Eg. Bacteria, Foreign bodies, Allergen, Chemicals).

In a domestic setting it is necessary to demonstrate adequate arrangements to avoid contamination that may otherwise occur from other household activities and occupants. This includes due to the presence of children or pets.

Guidance on how to prevent cross-contamination.

<https://www.food.gov.uk/business-guidance/avoiding-cross-contamination-in-your-food-business>

- [Separating Foods](#)
- [Physical and Chemical Contamination](#)
 - ▶ [Cross Contamination Video](#)
 - ▶ [Keeping Food Covered Video](#)
- [Pest Control](#) (see below also)
- [Maintenance](#)
- [Food Allergens](#)

Advice Note 1 - Food Contamination and Food Poisoning

<https://www.eastriding.gov.uk/EasySiteWeb/GatewayLink.aspx?allId=113207>

There is more information on how to manage [food hygiene in your business](#), including storing and transporting food, training and personal hygiene. <https://www.food.gov.uk/business-guidance/food-hygiene-for-your-business>

Food Storage and Handling

It is very important to store food properly to keep it safe, to protect it from harmful bacteria, chemicals and objects falling into food.

<https://www.food.gov.uk/business-guidance/food-hygiene-for-your-business#storing-food-safely>

Transporting Food Safely

When you [transport food](#), from your home to another venue or from the supplier/cash-and-carry to your home, you must prevent it from becoming contaminated, for example with dirt or bacteria.

<https://www.food.gov.uk/business-guidance/businesses-that-supply-or-produce-food-on-the-move>

Pest and Pet Control

Adequate procedures are to be in place to prevent access and damage by pests such as rodents, flying and crawling insects. Adequate procedures are also to be in place to prevent domestic animals from having access to places where food is prepared, handled or stored.

<https://www.food.gov.uk/sites/default/files/media/document/pest-control.pdf>

<https://www.food.gov.uk/business-guidance/setting-up-a-food-business>

▶ [FSA – Pest Control Video](#)

Waste Management and Control

You must have adequate arrangements to prevent the accumulation of food waste and other types of waste that may attract or harbour pests and be a source for cross- contamination.

<https://www.food.gov.uk/business-guidance/food-and-cooking-oil-waste>

<https://www.food.gov.uk/business-guidance/food-and-drink-businesses-supplying-into-the-animal-feed-chain>

Personal Hygiene

Persons working in a food handling/preparation area are required to wear suitable, clean protective clothing. Any food handlers that handle open food are not allowed to work whilst infected with skin or gastrointestinal infections. Smoking should not be allowed in food production areas. Members of the family, including children and other non-food personnel should also be discouraged from entering the food production area of the home, during the hours the food business production/activity is taking place.

<https://www.food.gov.uk/business-guidance/personal-hygiene>

<https://www.food.gov.uk/sites/default/files/media/document/personal-hygiene-fitness-to-work.pdf>

 [Staff Fit for Work Video](#)

Hand Washing

Effective handwashing is extremely important to help prevent harmful bacteria from spreading from peoples' hands. Especially those staff handling and preparing all foods, foremost the prevention of cross-contamination.

<https://www.food.gov.uk/business-guidance/personal-hygiene#handwashing>

<https://www.food.gov.uk/sites/default/files/media/document/handwashing.pdf>

 [Handwashing Video](#)

Non-traditional Food Preparation Techniques

If an East Riding food business is to practice non-traditional or complex food preparation techniques for example, sous vide, vacuum packing and the cooking of rare burgers then the food business operator should contact Food Services for further advice and guidance:

Food.Services@eastriding.gov.uk.



PROCEDURES if Trading from Home

HACCP Based Food Safety Management Procedures and Traceability

You must put in place 'food safety management system' based on the principles of HACCP (hazard analysis and critical control point) and appropriate to your business. You must also:

- keep up-to-date documents and records relating to your procedures
- review your procedures if you change what you produce or how you work

In practice, this means that you must have procedures in place to manage food safety 'hazards' in your business. You must write these procedures down, update them as needed and keep records that can be checked by your local authority. The amount of information written down and consequently recorded varies depending on the type of business operation being run from a domestic premises. Eg. A business providing ready to eat foods such as buffet would require a fully documented system such as Safer Food Better Business – Catering Pack, whereas a business providing celebration cakes or sweet packers would require basic hygiene rules and monitoring records such as suppliers, customers and days of production

PLEASE HOVER OVER HIGHLIGHTED TEXT TO GAIN ACCESS TO FURTHER INFORMATION LINKS AND RESOURCES

Food Safety Management Systems (FSMS)

You must have HACCP-based approach to managing the food hygiene and safety procedures in your food business. These should ensure the implementation and maintenance of 'pre-requisite measures' and 'HACCP-based controls and records. General guidance on HACCP this can be found here:

<https://www.food.gov.uk/business-guidance/hazard-analysis-and-critical-control-point-haccp>

The FSA have produced a template based on HACCP based procedures called 'Safer Food Better Business'. These documents can be used by most high street food businesses. The following packs are available:

- [SFBB retailers](#)
- [SFBB caterers](#)
- [SFBB childminders](#)

Alternatively caterers could follow the Scottish approach to a simplified FSMS by using the CookSafe manual: <https://www.foodstandards.gov.scot/publications-and-research/publications/cooksafe-manual>

TOP TIP

FSMS and Confidence in Management (CIM) Scores in the Food Hygiene Rating Scheme (FHRS)

The existence of food safety management/documented procedures, *appropriate for size and nature of the business*, is an important part of the CIM score as part of the risk rating to determine a food businesses' overall FHRS score. The score is also influenced by the implementation of prerequisite matters and HACCP-based controls and records. For more details on this see the [{FHRS}](#) tile page or the following:

- [Advice Note 77 - Food Hygiene Rating Scheme \(FHRS\)](#)
- [Food Focus 21- FHRS Special Edition](#) - (Pages 6-8)

Prerequisite programs (PRPs)

Prerequisites provide the foundation for effective HACCP-based management of food hygiene and safety and include matters such as:

- Premises and equipment requirements - {[PREMISES](#)}
- Quality of raw ingredients /suppliers - {[PRACTICES](#)}
- Safe food handling practices - {[PRACTICES](#)}
- Waste handling and control - {[PRACTICES](#)}
- Pest and pet control - {[PREMISES](#)}
- Cleaning and disinfection arrangements - {[PREMISES](#)}
- Water quality - {[PREMISES](#)}
- Maintenance of the cold chain - {[PRACTICES](#)}
- Personal hygiene - {[PEOPLE](#)}
- Staff training - {[PEOPLE](#)}

Guidance on such matters can be found throughout the other parts of this document by clicking on the various topic tiles on the [front-page index](#) or as per above for those Trading from Home.

Note that for businesses operating from domestic premises, arrangements made to overcome the constraints of the premises and facilities, and to control the activities of children or pets, should be reflected in your written procedures. Explicit reference should also be made to arrangements for avoiding cross-contamination by separation in time and or practice; as well as separating of domestic and business food ingredients/stock.

Traceability

Traceability rules help keep track of food in the supply chain. In the event of food safety problems, they ensure unsafe foods can be withdrawn or recalled from the market you must keep records of all the suppliers who provide you food or ingredients and the businesses you supply with food or ingredients.

Your records need to be kept up-to-date and available for inspection.

The Quick Reference Guide for Food Traceability, Withdrawal and Recalls within the UK Food Industry provides a summary of the requirements:

<https://www.food.gov.uk/sites/default/files/media/document/food-traceability-guide.pdf>

For businesses requiring more detail on traceability requirements please use the following link :

<https://www.food.gov.uk/business-guidance/food-incidents-product-withdrawals-and-recalls>

A free training course is also provided by the FSA:

<https://traceabilitytraining.food.gov.uk/>

or

<https://www.food.gov.uk/business-guidance/online-food-safety-training#traceability-training>

