

Guidance for opening a Catering Business



1. General

Food Business Registration

Food business operators in respect of new food business establishments are required to register with the local food authority 28 days before commencing food operations.

Food Hygiene Training

You must ensure that all food handlers engaged in your food business are supervised, instructed and/or trained in food hygiene matters as necessary, bearing in mind the type of work which they do. Level 2 in Food Safety in Catering is recommended as a minimum for employees. A Level 3 in Food Safety in Catering is recommended for owners/managers/supervisors.

Food Safety Management (Safer Food Better Business)

You are required to

- Identify all the relevant food safety hazards in your food business that must be controlled, in order to ensure that the food you produce is safe to eat and record the hazards you have identified in your food safety procedures.
- Put in place practices and procedures that would control potential hazards identified in 1 above.
- Document the 1 & 2 above and keep monitoring records. The Food Standards Agency has issued guidance (safer food better business pack) (SFBB) which will guide you through how to comply and how to provide the necessary documentation.
- Evidence of compliance for example the completed Safer Food Better Business Pack and up to date diary and monitoring sheets, must be available for inspection during opening hours.

Personal Hygiene

All food handlers are to maintain a high degree of personal cleanliness and must wear clean and protective clothing.

No person who may be suffering from a disease likely to be transmitted through food should be allowed to work with food, e.g. vomiting, diarrhoea, viral infections, skin infections. Food handlers must be symptom free for at least 48 hours before returning to work.

2. Structural - Design layout, construction and material finishing

Hand Wash basins

An adequate number of hand wash basins are to be available, suitably located and designated for cleaning hands only. Hand wash basins are to be provided with hot and cold running water, materials for cleaning hands and for hygienic drying. We recommend the use of antibacterial liquid hand soap and paper towels. When installing a hand wash basin we recommend the installation of a single lever operated mixer tap.

Sinks for Cleaning of Equipment and Food Preparation

Adequate facilities (sinks and/or dishwasher) are to be provided for the cleaning of food utensils and equipment. These facilities are to be constructed of corrosion-resistant materials, be easy to clean and have an adequate supply of hot and cold running water. A dishwasher should be able to reach 80°C for at least 15 seconds to ensure sufficient disinfection.

The provision of two separate deep sinks in addition to the designated wash hand basin is advised to enable food products to be washed and cooked products drained in a separate clean area away from where dirty utensils and equipment are cleaned.

We advise that two separate sinks ideally separately located are required to minimise the risk of cross contamination and has been highlighted as a strict measure necessary to control *E.coli* 0157 in the latest guidance from the Food Standards Agency.

Premises layout and workflow

The layout and design of the premises must permit adequate maintenance, cleaning and disinfection and provide adequate working space for staff to carry out food preparation hygienically.

Separation of equipment has been highlighted as a key control measure necessary to reduce the risk of contamination from *E.coli* 0157 therefore adequate provisions for two separate preparation areas must be made where possible.

It is recommended that you supply us with a copy of the floor plan of the kitchen layout indicating where equipment will be located. We can offer advice on the design and layout of your kitchen.

Floor Surfaces

Floor surfaces are to be maintained in a sound condition and be easy to clean. This will require the use of impervious, non-absorbent, washable and non-toxic materials. Floors are to allow adequate surface drainage where necessary. Floor surfaces that will satisfy the requirements of the Regulations include, floor tiles (quarry/ceramic/vinyl), vinyl safety flooring, terrazzo tiling, cast resin flooring.

Ceilings

Ceilings (or, where there are no ceilings, the interior surface of the roof) and overhead fixtures are to be constructed and finished so as to prevent the accumulation of dirt and to reduce condensation, the growth of undesirable mould and the shedding of particles.

Wall Surfaces

Wall surfaces are to be maintained in a sound condition and be easy to clean. This will require the use of smooth, impervious, non-absorbent, washable and non-toxic materials unless the food business operator can satisfy the competent authority that other materials used are appropriate. Suitable wall coverings include washable paint, epoxy resin coating, ceramic tiles with epoxy based grouting, stainless steel or plastic sheeting.

Equipment

Surfaces (including surfaces of equipment) in areas where foods are handled and in particular those in contact with food are to be maintained in a sound condition and be easy to clean and, where necessary, to disinfect. Bare wood is not acceptable in a food room.

Large fixed equipment should be on wheels or castors to allow access for cleaning.

Ventilation

All food preparation and storage areas must have adequate ventilation either by natural or mechanical means. This is to reduce high humidity, room temperatures, cooking odours and airborne particles.

Lighting

All areas where food is stored or handled must have lighting to allow food preparation to be carried out safely and cleaning to be carried out thoroughly.

WC provision

WC's must not open directly into rooms in which food is handled. A ventilated lobby is required between a WC and a food room.

See separate guidance 'Public Toilet Provision in small Cafes'.

3. Cleaning

Sanitiser

Articles, fittings and equipment must be **effectively** cleaned and disinfected where necessary. Sanitisers/Disinfectants should comply with BS EN 1276:1997 or BS EN 1276: 2009 or BS EN 13697: 2001. You need to understand the correct use of all sanitisers and disinfectants used in your premises. Consideration of contact time is vital when choosing an appropriate sanitiser.

The consistent use of a single brand for each type of cleaning chemical helps to ensure safe and effective disinfection, and reduces the amount of necessary staff training and documentation.

Cleaning Chemical Storage

Cleaning chemicals and disinfectants must not be stored in areas where food is handled.

4.Waste

Waste Oil

If you produce waste cooking oil as part of your catering business, for example as a chip shop or other takeaway outlet or restaurant, you must ensure that it is collected by a licensed company, who will take your waste to an authorised site for disposal. Oil should be stored properly in a covered leak-proof container and not allowed to spill.

Waste cooking oil must be collected and sent for disposal separately from other commercial waste.

You must ensure that your contractor gives you a receipt containing their name and waste management licence number which permits them to collect the waste

oil. These documents must be kept on site for three years and be available for inspection under Section 34 of the Environmental Protection Act 1990.

Used cooking oil must not be disposed of via the drainage system as it can lead to blockages.

Although used cooking oil from catering premises can no longer be used as an ingredient in animal feed, licensed contractors can supply the cooking oil for use in bio-diesel production or for burning as fuel.

General Waste Disposal in Catering Premises

You must remove food waste and other rubbish from rooms containing food as quickly as possible, to avoid it building up.

You must have 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, where necessary, free of animals and pests.

You must put food waste and other rubbish in containers that can be closed.

You must get rid of all waste in a hygienic and environmentally friendly way, in accordance with EC legislation.

5. Health & Safety

Gas Safety

All gas appliances used in connection with the business are classified as work equipment and as such are controlled by the 'Provision and Use of Work Equipment Regulations 1998'. Regulation 5 requires that all work equipment is maintained in good repair and efficient working order.

To ensure that the appliances are operating correctly they must be inspected and certificated after installation and at least annually by a competent person. In this respect it is mandatory that the person carrying out the inspection and certification be a Gas Safe registered engineer.

These requirements must be satisfied and a certificate of safety produced to this department before any gas appliance is used.

Electricity

You must ensure that all electrical equipment and the installation are maintained to prevent danger.

It is strongly recommended that you have the complete electrical installation and all electrical equipment inspected and tested on a regular basis by a competent person. It is recommended that installations be checked in accordance with BS

7671: 2001 Requirements for Electrical Installations and equipment be checked in accordance with the Institution of Electrical Engineers Code of Practice for the In-service Inspection and Testing of Electrical Equipment ISBN 0 85296 776 4.

6. Pest Control in Food Business Premises

Requirements for Control of Pests

Food businesses are required to take all reasonable precautions to prevent food pests, namely rats, mice, cockroaches and flying insects gaining entry into food storage and preparation areas. This is to prevent the contamination of foodstuffs.

Check that you have done the following:

- Any gaps and holes to external doors, windows, pipes, drains etc. must be filled or covered with a solid, durable material in order to minimise pest entry points into food preparation and storage areas.
- You should regularly check for any evidence of pests and call in a reputable pest control company if any signs are seen.

Removing Pests

You can search for a company on the [British Pest Control Association](#) (BPCA website)

Insect Control

If flying pests are likely to be a problem, openable windows will need to be fitted with insect proof screens which can be easily removed for cleaning. Electric insect killers should be situated in an area away from main light sources and food preparation surfaces.

Insecticidal aerosol sprays should not be used in food preparation areas because of the risk of chemical contamination to food. Manufacturers and suppliers advice should always be sought prior to using insecticides yourself.

Cockroaches in Food Premises

To control cockroaches, you need a regular pest control treatment programme organised with a private company. You can search for companies on the [British Pest Control Association](#) (BPCA) website.