

New business advice

Action to take	Links to guidance/ further information	tick
<p>Registration: If you haven't already, you need to register your business with the Food Safety Team.</p>	<p>https://www.brighton-hove.gov.uk/content/business-and-trade/food-safety/starting-and-registering-a-new-food-business</p>	
<p>Food Safety Procedures: Put together written food safety procedures. They should detail how you handle and prepare food to ensure it remains safe at all times. This is also referred to as a 'food safety management system'.</p>	<p>The Food Standards Agency (FSA) have put together a pack you can use called Safer Food Better Business (SFBB). This is available free of charge on the FSAs website below. The link also includes retail packs and packs in others languages: https://www.food.gov.uk/business-guidance/safer-food-better-business</p> <p>Alternatively, you can contact the Food Safety Team to buy a copy (contact details below).</p> <p>You may need to add information to the pack if the practices you carry out are not covered e.g. fermenting, drying, curing etc. Ask the team for guidance sheets if you require further advice on this. Contact details can be found below.</p>	
<p>Allergens: You must have procedures in place to ensure customers have the correct allergen information about the food they buy. This will include:</p> <ol style="list-style-type: none"> 1. Displaying a sign informing customers they can ask for allergen information. 2. Having accurate allergy information available on request for all foods. You can use the allergy matrix to help with this. 3. Undertaking Allergy Training, which will give staff an understanding of how to control unintentional cross-contamination of allergies. 	<p>Allergen sign:</p> <ul style="list-style-type: none"> • https://www.food.gov.uk/sites/default/files/media/document/allergen-signage.pdf <p>Allergen chart:</p> <ul style="list-style-type: none"> • https://www.food.gov.uk/sites/default/files/media/document/allergen-chart.pdf <p>Allergen training:</p> <ul style="list-style-type: none"> • FSA training - https://www.food.gov.uk/business-guidance/allergy-training-for-food-businesses • For Brighton & Hove City Council allergen training - Please contact Trading Standards trading_standards@brighton-hove.gov.uk or 01273 292495 <p>Further allergen information: https://www.food.gov.uk/business-guidance/allergen-guidance-for-food-businesses</p>	
<p>Training: Complete Food Safety Training</p>	<ul style="list-style-type: none"> • All food handling staff must read through the business's food safety management system. Records of staff training should be kept. These videos can also be helpful: https://www.youtube.com/playlist?list=PL43290765924EDEAE • In addition, all food handling staff in a management or supervisory role should also undertake formal food safety training: https://www.brighton-hove.gov.uk/content/business-and-trade/food-safety/food-safety-training NB - There are a number of different 	

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	companies that offer food safety training, we always recommended you use accredited ones.	
Premise Structure (walls/floors/ceiling/doors/windows):	The walls, floors, ceiling, doors, windows, woodwork and all other parts of the room where you handle food should be made of materials, or covered with a material, that is non-absorbent. This material must be easy to clean, and, where necessary, disinfected. There are many different types of materials that can be used.	
Food Preparation Surfaces:	Food preparation surfaces must be easy to clean and, where necessary, disinfect. Surfaces to use include stainless steel, ceramics or food grade plastics. Household melamine worktop is not recommended, as it does not last a long time in a commercial business.	
Wash Hand Basins: All areas, where open food is handled, need a sink solely for hand washing.	Wash hand basins should be near to where you handle open foods. You will also need a separate sink in the toilet/s. Each basin should be supplied with hot and cold running water (or a mixer tap), soap (liquid pump soap is best) and hand-drying e.g. paper towels, hot air dryer. The wash hand basin must be empty at all times and it must not be used for anything else.	
Sinks:	You require a sink to wash-up equipment, and ideally, a separate sink for washing food.	
Drainage:	All drainage facilities that take away waste water e.g. toilets, sinks, dishwashers, etc. should be properly connected to the foul drainage system. Regular maintenance of the drainage system and good housekeeping practices can prevent excessive amount of fat, oil or grease entering the system. Always recycle your oil where possible. Suppliers are available by looking in your local directory. Toilets should feed into the drainage system after the kitchen.	
Ventilation:	Adequate mechanical or natural ventilation is needed to remove grease, steam, smells, and dangerous combustive gases and provide a comfortable working environment. The more cooking involved, the more likely you will require mechanical ventilation, with suitable fan, ducting and canopy.	
Lighting:	There should be enough lighting to all areas of a food premises. This is to allow good visibility when cleaning, working with food and checking for pests. Glass lights should be protected with shatterproof covers in areas where open food is handled.	
Disinfecting:	Equipment and surfaces that come into contact with food must not only be cleaned, but also disinfected to reduce the spread of harmful germs. Disinfection can be carried out with a suitable chemical, steam or hot water (80°C and above). Where raw meat, vegetables and ready to eat food is handled, the chemical disinfectant used must meet British Standards: EN 1276 or 13697. A list of those known to comply are listed here: http://www.disinfectant-info.co.uk/ It is always important to follow the contact time detailed on the back of the bottle. A quick acting disinfectant (e.g. 30 seconds) is best.	

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<p>Protective Clothing: All staff working in food areas are required to wear clean protective clothing.</p>	<p>Protective clothing must be worn in areas where open food is handled to protect food from contamination. It must be clean, changed regularly and not be worn when outside the premises.</p> <p>Your apron may need changing during the day when carrying out different tasks, such as after handling raw foods.</p>	
<p>Pest Control: All businesses must be free of pests.</p>	<p>Regular visual checks must be undertaken. You can also employ the services of a pest control company. You must make sure that any holes, cracks or gaps are covered or blocked to prevent access.</p>	
<p>Waste Management: All commercial waste and waste oil must be disposed of</p>	<p>There should be sufficient bins in the food preparation areas to stop waste building up. External bins should also be provided with close fitting lids and be capable of being cleaned. You must use a licensed waste carrier to remove refuse and recycling on a regular basis.</p>	
<p>General Food Safety Advice:</p>	<p>https://www.food.gov.uk/business-guidance</p> <p>Look out for the newsletter and general food hygiene updates here: https://www.brighton-hove.gov.uk/content/business-and-trade/food-safety</p>	
<p>Food Hygiene Rating Scheme:</p>	<p>https://www.food.gov.uk/business-guidance/food-hygiene-ratings-for-businesses</p> <p>https://www.brighton-hove.gov.uk/content/business-and-trade/food-safety/food-hygiene-rating-scheme-0</p>	
<p>Food Hygiene Inspection:</p>	<p>Read enclosed guide – Food Hygiene Inspection – What to Expect?</p>	
<p>Contact Information:</p>	<p>Email: ehl.food@brighton-hove.gov.uk</p> <p>Phone: 01273 294416/4491</p>	