

HOME CATERERS – Food Safety Guidance

Please find below guidance to assist you as a food business operator on current legal requirements:

1. **Food Registration** – You must register your business with your Local Authority – Environmental Health Department – New business must register at least 28 days prior to operating at any market event. If you live outside the Highland area you should contact your local authority to register with them. Highland Council contact details are included on the link - [https://www.highland.gov.uk/info/135/health_and_safety - food/82/food_premises_registration](https://www.highland.gov.uk/info/135/health_and_safety_-_food/82/food_premises_registration)
2. **Existing Food Registered businesses** – Are required to be inspected by the local authority – Environmental Health Department in the area they are registered. Highland Council would expect all food business operators to have been inspected and receive a pass before they can operate at any market event. Food Standards Scotland operate the Food Information Scheme where these details are retained and where you can obtain what your status is after registering with the local authority. There are three categories of registered food businesses, and these are detailed below:
 - a) Awaiting Inspection – Registered with the local authority and not yet inspected.
 - b) Improvement required – Inspected by the local authority Environmental Health Department, but the business did not meet the legal requirements and needs to make improvements.
 - c) Pass- the business meets the legal requirements for food hygiene.

If you have not achieved a pass rating, either because you have not been inspected, or you have been inspected and rated as improvement required, you should contact your local authority environmental health department to arrange a visit, or revisit. Link - <https://www.foodstandards.gov.scot/business-and-industry/safety-and-regulation/fhis-info-for-businesses>

3. Food Safety 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. The regulations are designed to be flexible, so these procedures can be in proportion to the size of your business and the type of work you do. This means that many small businesses will have very simple procedures and records. Cook safe is a Food Safety Management System for High-Risk Food Business Operators.

Retail safe is a Food Safety Management System that can be used for low-risk food business operators. For further information on this see what type of food business I am operating.

Where you are supplying foods, which require strict temperature control or there are risks of cross contamination between unwrapped low and high-risk foods – see categories below, specific controls to prevent temperature abuse or cross contamination should be put in place – see cook safe manual for further guidance. **If you are in any doubt you should consult with your local authority Environmental Health Department before the event for further clarification.**

Links -

https://www.foodstandards.gov.scot/downloads/CookSafe_Manual_Complete_September_2021.pdf

https://www.foodstandards.gov.scot/downloads/RetailSafe_Manual_Complete_September_2021.pdf

4. Food Safety Training

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

Food handlers who handle or prepare low risk foods only should complete level 1 food safety Training.

Food handlers who handle or prepare high risk foods should complete food safety training to level 2

Links to Food Hygiene Training:

<http://foodtrainingscotland.co.uk/food-safety.cfm>

<https://www.fife.ac.uk/courses/search-all-courses/ONREE>

<https://www.highspeedtraining.co.uk/food-hygiene/>

<https://www.virtual-college.co.uk/courses/food-and-drink/level-2-catering>

Definition: for further advice on low and high-risk food businesses please refer to section 7.

Allergen Training

Can assist you in awareness about allergen labelling requirements. Although this is not a legal requirement the training (link below) provided by Food Standards Scotland is free and will assist key staff in a better understanding on the allergen requirements.

Link - <https://www.foodstandards.gov.scot/business-and-industry/safety-and-regulation/food-allergies-2/allergen-training-tool>

5. Allergens

All prepacked or prepacked foods for direct sale are required to identify the allergens present in the foods sold and this must be on the labelling. Where you are selling non-pre-packed food, you are required to carry out an allergen assessment of the allergens present in the foods sold and provide this information to the customer. This should include:

- a) a point of display notice at the point of sale requesting if the customer requires further information on allergens present, they ask a member of staff, and
- b) You carry out an allergen assessment of the unwrapped foods sold and provide this to the customer.

Link: - <https://www.food.gov.uk/sites/default/files/media/document/allergen-chart.pdf> to be completed for unwrapped foods

New requirement for products sold pre-packed for direct sale and allergen declaration

The attached web link to the <https://www.foodstandards.gov.scot/business-and-industry/safety-and-regulation/food-allergies-2/prepacked-for-direct-sale> website explains the allergen requirements for pre-packed for direct sale.

6. Packaging and Labelling – If you wrap or package food as part of your business then you must follow these requirements:

- a) Material used for wrapping and packaging must not be a source of contamination. Packaging may contain the Fork and Glass to demonstrate it is food grade. If this is not available, you should check with the supplier for a certificate of conformance that it is made of food grade material.

Where you are packing food, it would be classed as either prepacked, or prepacked for direct sale.

Definition: Prepacked – any single item for presentation as such to the final consumer and to mass caterers, consisting of a food and the packaging into which it was put before being offered for sale, whether such packaging encloses the food completely or only partially, but in any event in such a way that the contents cannot be altered without opening or changing the packaging

Definition Prepacked for direct sale – any food that has been put into packaging before it goes on sale and not pre-ordered by the stall holder

Definition: Non – prepacked -

In a physical retail environment this is likely to apply to foods which are sold loose from a delicatessen counter (e.g., cold meats, cheeses, quiches, pies, and dips), fresh pizza, salad bars, bread sold in bakery shops, meat from butchers, pick and mix confectionery (including individually wrapped sweets and chocolates), etc.

For further information on prepacked labelling requirements and the need to include allergens – see links and section below on allergens.

https://www.highland.gov.uk/info/135/health_and_safety_-_food/79/food_safety/5

https://www.foodstandards.gov.scot/downloads/FSS_PPDS_Allergens_Labelling_-_Questions_and_Answers_-_V.1.pdf

https://www.foodstandards.gov.scot/downloads/Prepacked_for_Direct_Sale_Labelling_-_FSS_Food_Allergen_Labelling_and_Information_Technical_Guidance_-_Final_Published_Document_-_23_September_2021.pdf

https://www.foodstandards.gov.scot/downloads/Guidance_on_the_Labelling_of_Food_Sold_Prepacked_for_Direct_Sale.pdf

7. Premises including moveable premises/stalls

Movable and/ or temporary premises include marquees, market stalls, mobile vans, vending machines. This category includes people's homes where food is regularly prepared to be sold or given to the public and includes B&Bs. Premises and vending machines must be positioned, designed, constructed, and kept clean and maintained in good repair and condition in a way that avoids the risk of contamination, particularly from animals and pests, as far as reasonably practical. What the law says:

Where necessary:

- You must have appropriate facilities to maintain adequate personal hygiene, including facilities to wash and dry hands hygienically, hygienic toilet facilities and changing facilities.
- Surfaces that are touched by food must be in a sound condition and be easy to clean and, where necessary, to disinfect. This means that they need to be made of materials that are smooth, washable, corrosion-resistant, and non-toxic, unless you can satisfy your local authority that other materials are appropriate.
- You must have adequate facilities for the cleaning and, where necessary, disinfecting of working utensils and equipment.

- If you wash or clean food as part of your business, then you must have adequate facilities to do this hygienically. You must have an adequate supply of hot and/or cold water that is potable (drinking quality)
- You must have adequate arrangements and/or facilities to store and dispose of hygienically any hazardous and/or inedible substances, and waste (whether liquid or solid).
- You must have adequate facilities and/or arrangements for keeping food at suitable temperatures and monitoring these.
- You must place food in a way that avoids the risk of contamination as far as reasonably practical.
- Labelling and allergen requirement – see paragraphs 4 and 5 above.