

## MOBILE AND OUTDOOR EVENT CATERERS A STARTING-UP GUIDE

### **Food Hygiene Requirements**

1. If you want to operate a catering business in Sandwell then you must be registered with the Council. You must register by completing a [Food Hygiene Registration Form](#). It is a legal requirement to register and once we receive your form we will send you a letter confirming receipt. Following this an officer will contact you to clarify the type of food business you intend to start and when.
2. If you plan to trade on a public street in Sandwell then you will most likely require consent to trade. Click the link to find out more about [Street Trading Licences](#). To discuss your specific requirements please contact the Markets Manager on 0121 553 3074 or by e-mail: [contact\\_markets@sandwell.gov.uk](mailto:contact_markets@sandwell.gov.uk)
3. We will need to inspect your mobile and any other facilities that are used for your food business to ensure that they meet with food safety requirements. Follow this link for further information about [food safety inspections](#) in Sandwell.
4. Follow the link to the Food Standards Agency booklet - '[Starting Up a Food Business](#)' for general guidance on all aspects of running a food business including registration, hygiene, labelling, licensing, paper work and finance.
5. Specific details on structure, layout and hygiene requirements can be found in the leaflet - '[Mobile and Outdoor Event Catering Guide](#)'.
6. You must also ensure that you are aware of the risk of E. coli O157 cross contamination if you plan to handle and prepare raw foods, such as raw meat and unwashed vegetables alongside ready-to-eat foods. Ready-to-eat foods are foods that will not be cooked or reheated before being eaten and include foods such as cooked meats, sandwiches, cheese, salads and desserts. For important information on how to protect your customers please read the Food Standards Agency advice on [E. coli O157](#).
7. All operators of food businesses are now required to maintain a written food safety management system. The Food Standards Agency has provided a free food business pack called '[Safer Food Better Business - for Caterers](#)' to help business operators meet with this requirement. You can type directly into the on-line version but as you cannot save it you must print it once completed. Alternatively you can print it and complete it by hand. Some sections of the pack may not be relevant to your business and these do not need to be completed.

### **Food Hygiene Training**

8. You are required to have adequate food hygiene knowledge and training if you prepare and handle open foods. Attending the 'Level 2 Food Safety in Catering' run by education establishments and private training companies can help to give you a clearer understanding of safe food handling practices. Such courses have the added advantage of giving you the

9. opportunity to ask questions on things you are not sure about. You will also receive a certificate on successful completion of the course. Training should include cross contamination, safe storage, cooking, reheating, hot holding, and cleaning.

In England there are three Accredited Awarding Bodies for food safety qualifications:

- Chartered Institute of Environmental Health – [www.cieh-coursefinder.com](http://www.cieh-coursefinder.com)
- Highfield Awarding Body for Compliance - [www.highfieldabc.com/foodsafety/default.aspx](http://www.highfieldabc.com/foodsafety/default.aspx)
- Royal Society for Public Health - [www.rsph.org.uk/en/qualifications/centre-search/index.cfm](http://www.rsph.org.uk/en/qualifications/centre-search/index.cfm)

A list of current local training providers is also available by contacting this Department on 0121 569 6000

Refresher Food Hygiene training is recommended to be taken every three years. This training can be tutor based or online, examples of reputable training courses include:

[www.highspeedtraining.co.uk](http://www.highspeedtraining.co.uk) , [www.virtual-college.co.uk](http://www.virtual-college.co.uk) , [www.itrainingcourses.co.uk](http://www.itrainingcourses.co.uk)

## Labelling

10. The correct labelling of food is legal requirement enforced by Sandwell's Trading Standards Department. Labelling is very important as it enables a consumer to know exactly what the food is that they are eating. The Food Labelling Regulations 1996 that state that all pre-packed foods must be labelled with certain information relating to ingredients, name of producer, best before dates etc. Relevant information is included in the Trading Standards information leaflet '*Food Composition and Labelling*'.

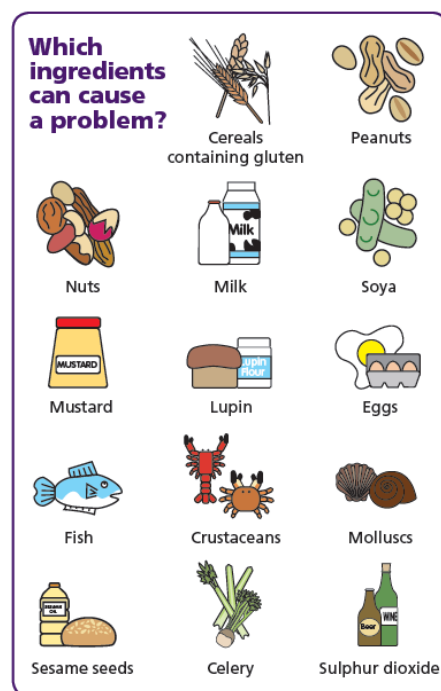
## Allergens

The Food Information Regulations 2014 that came into force on 13<sup>th</sup> December 2014 have placed a legal requirement on all food businesses and caterers to provide customers with information on the presence of the 14 allergens (shown opposite) in food they serve if they request it. This legislation requires any caterer providing 'loose food' (e.g. sausages, sandwiches etc.) to give information, if asked, about allergenic ingredients used in any food and drink served. Either by:

A sign displayed, telling customers that allergen information is available. (The allergen information should then be collated in a table or food labels kept for reference);

Or

Allergen information could be shown on a display board by the food;



Or

Allergen information could be shown on a menu.

The Food Standards Agency has produced a variety of booklets, posters, information cards and other useful material that is free for you to use. Go to:

<http://www.food.gov.uk/business-industry/allergy-guide/allergen-resources#toc-2>.

If you still require further information please phone the Trading Standards Duty Officer on 0121 569 6628.

### **Food Hygiene Rating Scheme**

11. Sandwell Council have adopted the national Food Hygiene Rating Scheme, further information about this is available at [Sandwell's Food Hygiene Rating Scheme for Businesses](#). In brief, following a food safety inspection your business you will be awarded a food hygiene rating



score. This score will be published on the [Food Standards Agency Ratings](#) website and you will receive a window sticker showing the score that has been awarded. Please note that private home addresses which are not normally advertised to the public will not be listed on the website, in these cases only the name of the food business will appear.

### **Further Information:**

- If you plan to operate an ice-cream van you should visit Sandwell's website to obtain information about [consent to trade](#)
- If you plan to use LPG in your mobile catering premises you should make reference to the 'NCASS Code of Practice for the Installation, Maintenance and Use of LPG in trailers' free to download from [www.ncass.org.uk](http://www.ncass.org.uk)
- 'The CIEH National Guidance for Outdoor and Mobile Catering' free to download from [www.cieh.org](http://www.cieh.org)
- Remember, as an employer or self employed person, you must also comply with health and safety law. Visit the HSE website for information at [www.hse.gov.uk/catering](http://www.hse.gov.uk/catering)
- For further useful support, information and advice to meet all your business needs please visit [www.thinksandwell.com](http://www.thinksandwell.com)
- Trading Standards Information Leaflet - 'Giving Your Customers a Healthy Choice'.

#### **Information provided by Sandwell Council's Environmental Health Team:**

**Email us:** [ehs\\_enquiries@sandwell.gov.uk](mailto:ehs_enquiries@sandwell.gov.uk)

**Call us:** 0121 569 6600

**Write to us:** Environmental Health Team, Court House, 335-337 High Street, West Bromwich, West Midlands, B70 8LU