

歡迎/WELCOME

HONG KONG BNO DROP-IN SESSION 5 OCTOBER 2022

Registering and setting up food business in the UK



Migration Yorkshire



Department for Levelling Up,
Housing & Communities



Rules for today

- We are recording this event, but participants (audience members) will not be recorded
- Cantonese interpreter is available
- Camera can be on/off, but please keep microphones off when not participating
- In-meeting chat is open for your messages in either Cantonese or English
- PowerPoint slides and recording will be available on our Hong Kong Hub (please allow a week) but can also be requested from HK@migrationyorkshire.org.uk



What will we cover?

- First steps
- Legal requirements
- Food hygiene inspection
- Other things to think about
- Key points
- Information, guidance and help
- Experience sharing – Eric (TRINI Hong Kong Style Milk Tea)



First steps

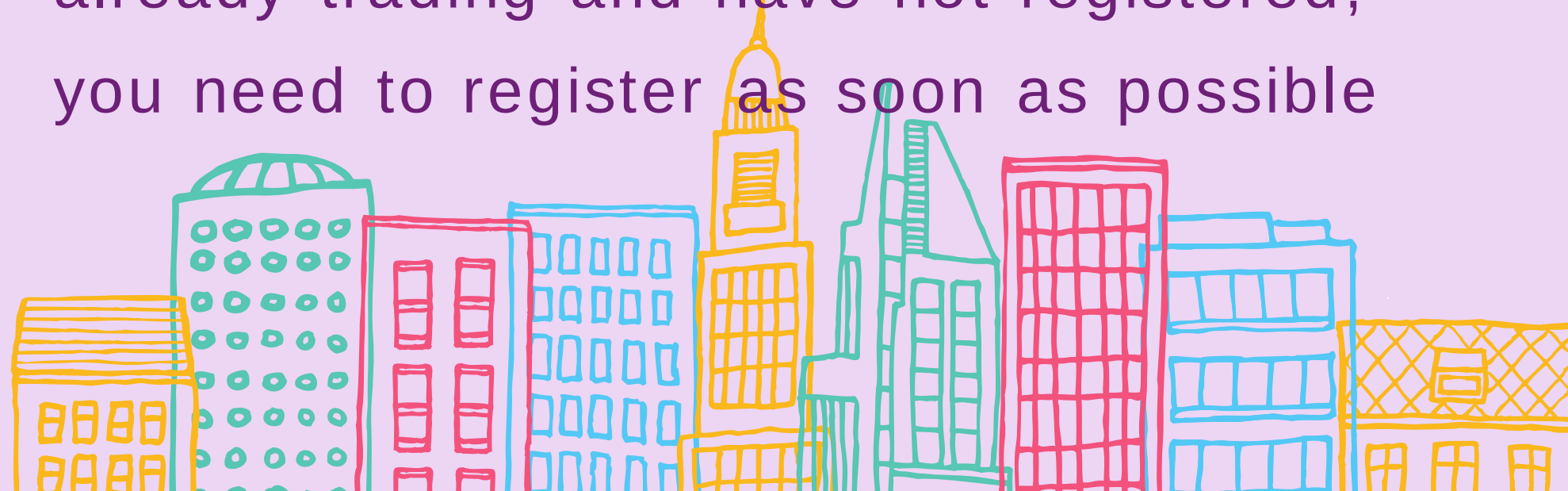
Seek advice/research about starting up a new food business

- Contact local authority (local council) – Health Protection, Environment Health
- Food Standards Agency [Homepage | Food Standards Agency](#)
- Trading standards ([local office](#))
- Legal advice – type of business, self-employment, VAT registration, record keeping, employing / paying staff, trademarks; local advice i.e. [Business and Intellectual Property Centre in Sheffield](#) with free business legal advice clinics
- Free local/regional Business support (i.e. [Sheffield](#), [Leeds](#), [York and North Yorks](#))
- Hong Kong Business Hub [Hong Kong Business Hub \(@hkbusinesshub\)](#) • [Instagram photos and videos](#)
- Checklist [Start-up checklist for new food businesses | Food Standards Agency](#)

First steps

Register with your local authority

- Food business is business involved in preparing, storing or handling, cooking, distributing, selling or providing food and/or drink
- Register at least 28 days before you start your food business. If you are already trading and have not registered, you need to register as soon as possible



Application for the Registration Of A Food Business Establishment

(Regulation (EC) No. 853/2004 on the Hygiene of Foodstuffs, Article 6(2))

This form should be completed by food business operators in respect of new food business establishments and submitted to the relevant food authority 28 days before commencing food operations. On the basis of the activities carried out, certain food business establishments are required to be approved rather than registered. If you are unsure whether any aspect of your food operations would require your establishment to be approved, please contact the Health Protection Service on (0114) 2735774 for guidance.

1. **Address of establishment:** _____
(Or address at which moveable establishment is kept) _____ Postcode: _____

2. **Name of food business (Trading name):** _____
Telephone no: _____ Email: _____

3. **Full Name of food business operator:** _____

4. **Home Address of food business operator (If Limited Company fill in (9) below):** _____
Postcode: _____

Telephone no: _____ Email: _____

5. **Type of food business:** (Please tick ALL boxes that apply)

<input type="checkbox"/> Farm Shop	<input type="checkbox"/> Catering	<input type="checkbox"/> Chilled foods	<input type="checkbox"/> Eggs
<input type="checkbox"/> Food manufacturing/processing	<input type="checkbox"/> Hospital/residential home/school	<input type="checkbox"/> Frozen foods	<input type="checkbox"/> Bakery
<input type="checkbox"/> Packer	<input type="checkbox"/> Hotel/pub/guest house	<input type="checkbox"/> Fruit & Vegetables	<input type="checkbox"/> Sandwiches
<input type="checkbox"/> Importer	<input type="checkbox"/> Private house used for a food business	<input type="checkbox"/> Fish/fish products	<input type="checkbox"/> Confectionery
<input type="checkbox"/> Wholesale/cash and carry	<input type="checkbox"/> Moveable establishment	<input type="checkbox"/> Fresh/frozen meat	<input type="checkbox"/> Table meals/snacks
<input type="checkbox"/> Distribution/warehousing	<input type="checkbox"/> Market Stall	<input type="checkbox"/> Fresh/frozen poultry	<input type="checkbox"/> Delivery service
<input type="checkbox"/> Retailer	<input type="checkbox"/> Food Broker	<input type="checkbox"/> Meat products or delicatessen	<input type="checkbox"/> Bulk chilled food storage
<input type="checkbox"/> Restaurant/cafe/snack bar	<input type="checkbox"/> Takeaway	<input type="checkbox"/> Dairy products	<input type="checkbox"/> Other: _____
<input type="checkbox"/> Market	<input type="checkbox"/> Other (please give details): _____		
<input type="checkbox"/> Seasonal Slaughterer			
<input type="checkbox"/> Staff restaurant/canteen/kitchen			

7. **Type of business:**

<input type="checkbox"/> Sole Trader	<input type="checkbox"/> Other (please give details): _____
<input type="checkbox"/> Partnership	(If Limited Company, please Complete 9. below)
<input type="checkbox"/> Limited Company	

8. **Does your business involve any of the following processes**

<input type="checkbox"/> Canning	<input type="checkbox"/> Other packaging
<input type="checkbox"/> Vacuum packing	<input type="checkbox"/> Other: please give details
<input type="checkbox"/> Bottling	

9. **Limited company name:** _____ **Company no:** _____
Registered Office address: _____

Postcode: _____
Telephone no: _____ Email: _____

10. **Number of vehicles or stalls kept at, or used from, the food business establishment and used for the purposes of preparing, selling or transporting food:**
None 1-5 6-10 11-50 51 plus

11. **Water supplied to the food business establishment:** Public (mains) supply Private supply

12. **Full name of manager (if different from operator):** _____

13. **Date you intend to open/date opened:** _____ 14. **If this is a seasonal business:** _____
(Period during which you intend to be open each year)

15. **Number of people engaged in food business:** 0-10 11-50 51 plus (Please tick one box)
Count part-time worker(s) as one half (working 25 hrs per week or less)

16. **Opening Hours:** _____

Signature of food business operator: _____

Date: _____

Name: _____
(BLOCK CAPITALS)

Position: _____

After this form has been submitted, Food Business Operators must notify any changes to the activities stated above, within 28 days to:

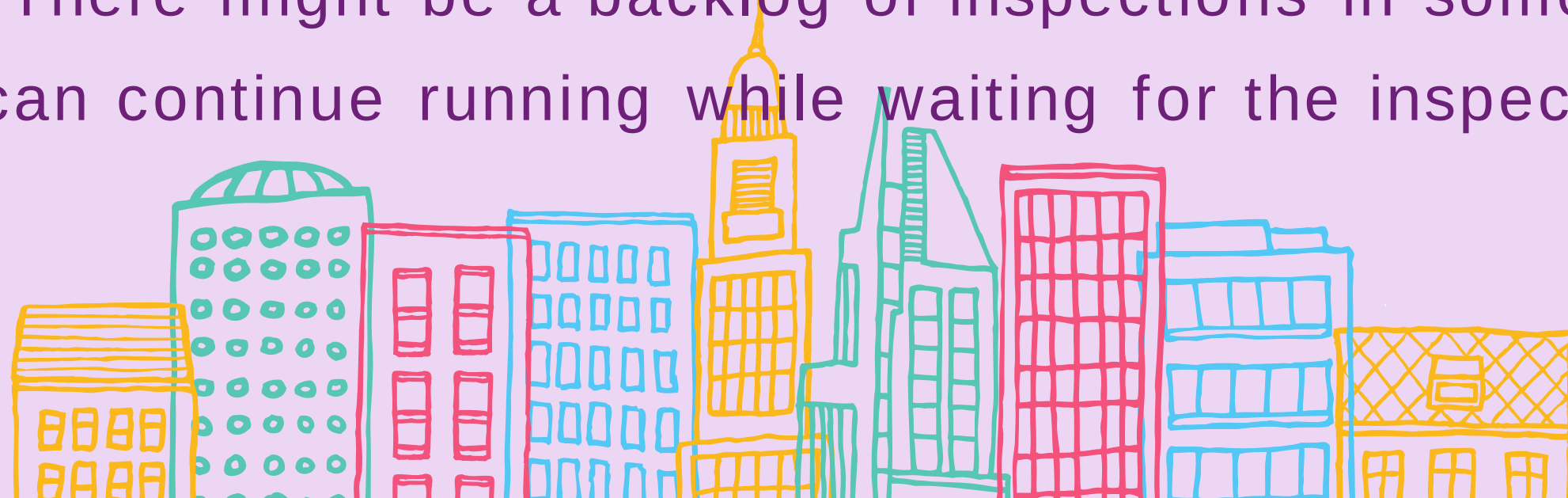
Food Safety Team
5th Floor (North), Howden House
1 Union Street
Sheffield, S1 2SH.

First steps

Register with your local authority

- Local authority will be risk assessed to determine the level of risk your business operation(s) may pose to the public
- The registration is free and cannot be refused
- Business will be added to local food register within approx. 30 days
- A food inspection will then take place

*There might be a backlog of inspections in some local authorities, but business can continue running while waiting for the inspection appointment.



Legal requirements

1. Prepare premises

- Check you have the appropriate permissions (mortgage company/ landlord, local planning authority, insurance provider, tax allowances, business rates)
- Condition of structure – layout, work surfaces, ventilation, storage, cleaning facilities, etc.
- Hygiene of rooms and equipment
- Health and safety and fire safety
- Pest control (contracts or own arrangements e.g. poisons, locations and checking points)
- More details at [Setting up a food business | Food Standards Agency](#)

Legal requirements

2. How hygienically the food is handled?

- Food safety requirements – [Food Safety Checklist](#)
- Labelling – Allergens, ingredients [Trading Standards](#)
- Storage and handling practices (separating food, freezing etc.)
- Free online training [Online food safety training | Food Standards Agency](#)

An example of a chart of the dishes provided and their allergen content

Dish	Cereals containing gluten	Crustaceans	Eggs	Fish	Peanuts	Soyabean	Milk	Nuts	Celery	Mustard	Sesame	Sulphites	Lupin	Molluscs
Chicken korma							✓	✓ almonds						
Seafood risotto		✓ prawn		✓			✓		✓					✓ Mussels, squid
Lemon cheesecake	✓ wheat		✓				✓							



Legal requirements

3. How you manage and document food safety

- Safer Food Better Business guidance from Food Standards Agency (available in Cantonese [Safer food, better business \(Cantonese language version\) | Food Standards Agency](#))
- Written records (i.e. cleaning schedules, temperature monitoring, training, pest control reports and waste collection)
- Procedure for when things go wrong
- Hazard analysis and critical control points (HACCP) based procedures are example of the management system



Legal requirements

3. How you manage and document food safety



Food hygiene inspection

Done by the local authority to make sure food is safe to eat

- Inspectors will check if business produces food that is safe to eat.
- To do this, they will look at:
 - Premises
 - The kinds of food made or prepared
 - How staff work
 - Food safety management system

- Preparing for inspection

[Food safety inspections and enforcement | Food Standards Agency](#)



Food safety checklist

This checklist covers the key things that will be checked during a food safety inspection. Your rating will be based on what is seen on the day of inspection. If you answer 'no' to a question you must put it right.

	Satisfactory		Details of action taken
	Yes	No	
Hygiene of Food Rooms & Equipment			
Are food rooms and equipment in good condition and well maintained?			
Are food rooms clean and tidy and do staff clean as they go including difficult areas?			
Is equipment easy to clean and kept in a clean condition?			
Are all food and hand contact surfaces e.g. work surfaces, slicers, fridge handles, probe thermometers, in good condition and cleaned/ disinfected regularly?			



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Food hygiene inspection

Food Hygiene Rating

- 5 is top of the scale, this means the hygiene standards are very good and fully comply with the law
- 0 is at the bottom of the scale, this means urgent improvement is necessary
- Understanding Food Hygiene Rating [Food Hygiene Rating Scheme | Food Standards Agency](#)



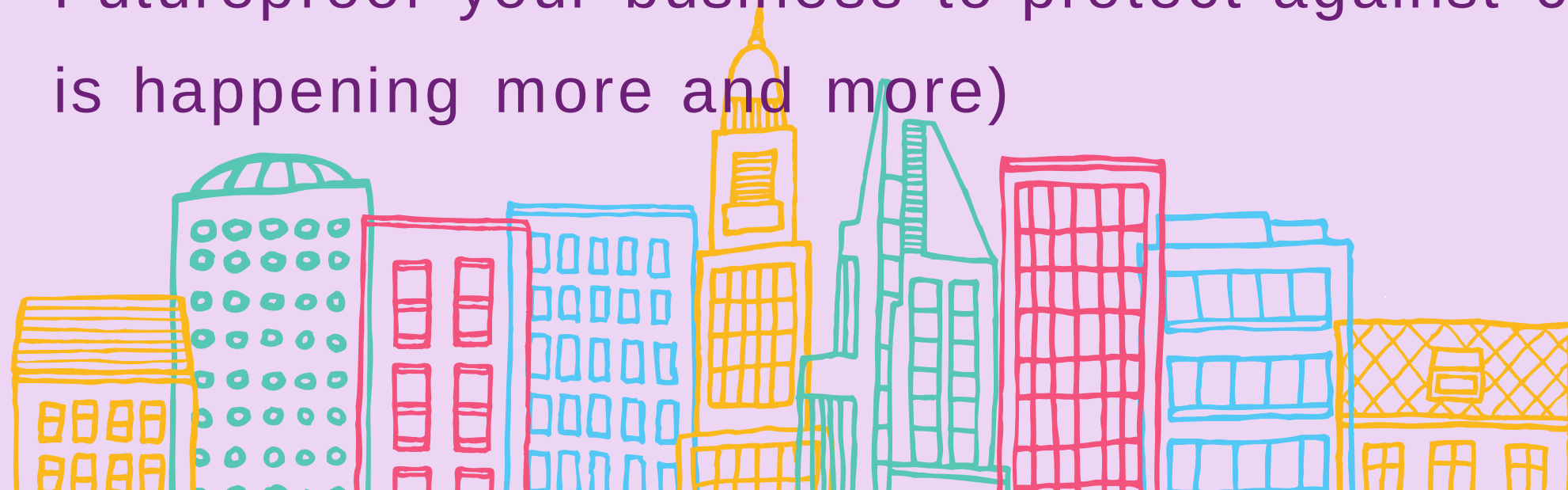
Other things to think about

- Keep up to date with information and changes to legislation
- Training and upskilling – local providers [Online Training Courses | CPD & RoSPA Approved e-Learning \(highspeedtraining.co.uk\)](#)
- Allergens – ingredients popular in Asian cuisine
- BME businesses might be classed as higher risk
- Futureproof your business to protect against closures due to staff shortages, especially chefs (this is happening more and more)
- Food importing rules, changes after Brexit [Imports and exports | Food Standards Agency](#)



Key points

- Seek advice and guidance
- Register with your local authority
- Tax and finances
- Prepare premisses
- Set up food safety procedures and training – Food Safety Management System
- Practice good food hygiene
- Provide allergen information and follow labelling rules
- Futureproof your business to protect against closures due to staff shortages (this is happening more and more)



Information, guidance and help

Nationally

- Food Standards Agency [Homepage | Food Standards Agency](#)
- Business Support Growth – 03330 00 00 39 <https://www.scrgrowthhub.co.uk/>

Locally and regionally

- Local government/council – environment help for business (food, waste, pest control, premises) – Advice and guidance
- Local/regional Business support <http://www.welcometosheffield.co.uk/business> – Advice and guidance
- Hong Kong Welcome Hub [Hong Kong hub | Migration Yorkshire](#) – Information and signposting



Experience sharing – Eric

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Next drop-in session

Wednesday 19 October, 12:00 – 13:30

Understanding hate crime

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