

Registering as a Food Business & Food Hygiene Advice for Warm Spaces

If you are intending to provide food at your warm space there may be some rules you need to follow. These are not difficult to put in place and your Local Council will be able to provide advice. The following may help you decide if your food provision requires formal registration and how much advice you need.

Are you planning to provide food for your visitors?

No

Yes
(3 options)

Only drinks

The store for the drinks (tea bags and coffee) should be clean, dry and pest free. Any open milk or milk substitutes should be stored in the fridge. The fridge should run at 5°C

1. Biscuits and other pre-wrapped foods that don't need to go in the fridge.

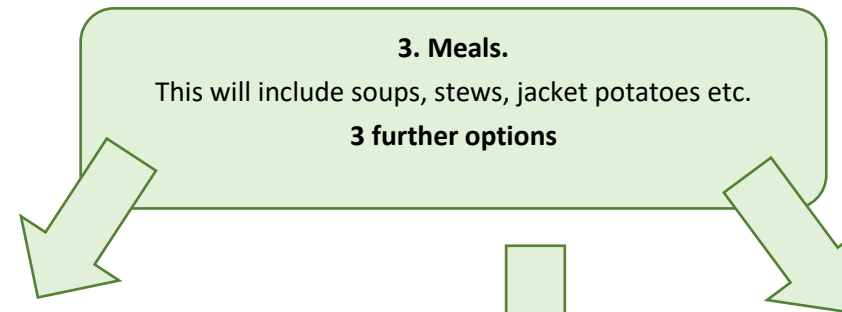
You will need to register with the Local Council and one of the Team may get in touch. Remember we're always happy to help so please contact us for any information.

Things to consider: Always buy the food from a reputable source and store it in a clean, dry and pest proofed area. The store should have plenty of light to make it easy to check for signs of pests

2. Customers will bring their own food to eat or re-heat using our fridge and equipment such as kettles and/or microwave. You do not need to register as the customers own food is not subject to regulations

Things to consider: You will need to ensure the appliances are safe for use, see <https://www.hse.gov.uk/pubns/indg236.htm>. If you are concerned about this, please contact the Commercial Team in Environmental Health for guidance. We would recommend keeping any areas used for food preparation clean and ensuring that any cleaning materials are used and stored as per instructions by the manufacturer.

It would be good practice to check the fridge is running at 5°C using a fridge thermometer



3.1 We will be making food at the venue

You will need to register with the Local Council and one of the team will visit. There are some things you will need to have in place to ensure you don't make anyone ill, these are legally required.

For example: Food handlers should have adequate training, the structure should be easy to clean and kept clean and must be pest proofed and pest free. There should be a sink for hand washing and a separate sink to wash equipment and you will need to write down how you are keeping food safe. There is lots of information on the Food Standards Agency's web site [Starting](#)

3.3 One or more of the volunteers will be making the food at home and bringing it into the venue

In most cases the volunteer will need to register their home address as this type of catering falls within food hygiene legislation. An officer will always call to make an appointment before they visit the volunteer's home.

The volunteers will probably need some paperwork depending on the type of food they are producing. Officers from the Local Council will be happy to provide advice and there's information the available on Food Standards Agency's web site [Starting a food business | Food Standards Agency](#)

3.2 We will be purchasing or being given the food by another business or person

The person or business providing the food should be registered with their Local Authority as a food business. In order to be sure that the food you are being supplied with is safe you should check they are registered with a Local Authority. An easy way to do this is by checking they are on the Food Standards Agency Food Hygiene Rating web site [Search for ratings | Food Standards Agency](#).

If they are not on the web site, you could ask the Local Authority if they are aware of the caterer.

It is not advisable to use a person or company that is not registered. This is because no one will have checked that the food they are producing is safe.

If the food provider is registered, you should also check that they are able to supply all the allergen information for each food item *that you are providing so this can be passed onto the consumers.*