

Our Ref:

Date: 2020

Name
Address

Corporate Director: Tom Stannard

Environmental Health
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Please Reply To: Sam Walters
Email: Food@wakefield.gov.uk
Typetalk calls welcome

Dear Sir/Madam

Adapting your food business model for takeaway meals (tier 3) or tables meals (tier 2)

This year has been a very difficult one for everyone, in particular for our businesses and local economy.

We appreciate that many of you have had periods of business closure or have been limited in your food provision activities due to covid-19 restrictions. We are here to support you through this difficult time to make changes to your food business models to comply with both covid-19 and food safety requirements.

If you decide to make changes to how you operate your food business in line with current covid-19 restrictions, such as starting to provide takeaway meals (tier 3) or serving table meals (tier 2), you must contact Wakefield Council Food Safety Team prior to making such changes. This is a legal requirement as it may change the risk rating applied to your premises at your previous inspection. If you are a new food business then you will need to register with Wakefield Council as a food business.

Please visit www.wakefield.gov.uk/business/food/register-a-food-business, contact food@wakefield.gov.uk or call 03458 506 506 asking to speak to the Food Safety Team.

The team will be able to provide advice and guidance on starting up a food business activity safely. The Council has decided to provide free advice during this time to assist businesses in adapting quickly and safely and we would encourage you to take full advantage of this offer (it is normally a paid for service).

We will ensure that the food registration applicable to your business is updated and guide you through food safety requirements. It is important that food safety controls are in place to

protect the health of your customers. Food Safety has been highlighted by the Government as a risk during covid-19 and we must ensure that any businesses starting to provide food or changing food activities are doing this safely.

Where a significant change in practices is identified, your business may need to be inspected or re-inspected by the Food Safety team and given a new food hygiene rating under the Food Hygiene Rating Scheme (FHRS).

You need to consider a number of requirements when changing how your food business operates.

1. The premises must comply with the necessary regulations and allow you to prepare food safely. You will need to consider how to manage:
 - food preparation areas
 - equipment
 - food waste
 - allergen management
2. You must have a written food safety management procedure which shows you are complying with food hygiene requirements. The food safety management system (FSMS) must cover all aspects of your operation.
 - Further advice can be found on the food standards agency (FSA) website: <https://www.food.gov.uk/business-guidance>
 - Small business can download safer food better business, a FSMS designed by the FSA, free of charge here: <https://www.food.gov.uk/business-guidance/safer-food-better-business>
3. It is important that as food business owner or manager, you have had suitable training in food safety and hygiene.
 - A minimum of level 2 food hygiene training, level 3 is recommended for the food business operator and or head chef.
 - Level 2 food hygiene for all food handlers or an alternative suitable programme of supervision and training.
4. You must also meet the requirements for fire safety and health and safety in the workplace. Further advice can be found here:
 - <https://www.food.gov.uk/business-guidance/setting-up-a-food-business#fire-safety>

5. You may have other responsibilities under law depending on what your new operation will be. Check if you need advice on:

- Planning - [Planning - Wakefield Council](#)
- Licencing - [Licensing and trading - Wakefield Council](#)
- Business premises and rates - <http://www.wakefieldfirst.com/>

All businesses must ensure that they are Covid-19 Secure in line with the current Health and Safety legislation and Government guidance. At this time Wakefield is in tier 3. Hospitality settings, such as bars (including shisha venues), pubs, cafes and restaurants are closed – they are permitted to continue sales by takeaway, click-and-collect, drive-through or delivery services however You **MUST** carry out a Covid-19 Risk assessment and share your findings of this with staff. The control measures that you identify **MUST** be implemented to protect your staff and customers <https://www.hse.gov.uk/coronavirus/assets/docs/risk-assessment.pdf>

In addition to the information provided above, we would refer you to the following links:

For Government advice with links for food and hospitality sectors please visit [Guidance for food businesses on coronavirus \(COVID-19\) - GOV.UK \(www.gov.uk\)](#) and <https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19>

To find out the latest information about staying safe, specific advice for your business type as well as financial support from Wakefield Council, visit www.wakefieldfirst.com

Please stay abreast of Government updates. Coronavirus guidance for businesses is updated each week so you should visit the links above regularly to check what may have changed for your business.

Your business may be eligible for financial support as part of a grant system. For more information about the help available to businesses and the financial support available visit <https://www.wakefieldfirst.com/covid-19/> or you may wish to contact the Council Economic Growth team on 01924 306630 or at businesssupport@wakefield.gov.uk

For the people of Wakefield, I want to thank you for continuing to respond to the challenges presented by coronavirus. If you need any further help contact food@wakefield.gov.uk.

Yours sincerely

Mrs Samantha Walters
Team Manager, Food Safety and Infectious Disease