

Starting a food business



This brochure is designed to help you start up a business concerning food and with the building or renovation of premises to that purpose.

Food business - Read this first!

When running a food business you have to meet the legislated demands concerning this type of operation. These demands relate to the layout of premises, hygiene, knowledge and self-inspection. Consequently, before you start you need to find out about the regulations pertaining to your particular operation.

General information and legislation on handling foodstuffs is available on the Umeå municipality website, www.umea.se/livsmedel.

Legislation etc. can also be found on the National Food Administration website, www.slv.se.

If you are a member of a trade association, you can also find information there.

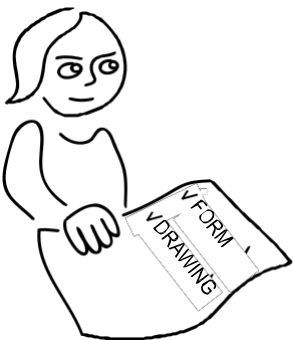
Registration and approval

If you wish to run a food business, you must first ensure that the facilities are registered or approved.

Most facilities must be *registered*, which is more easily administered than approval. You can start your operation 14 days after the Miljö- och hälsoskydd (Environment and health protection) section has received your registration application - if you have not been informed that you can start earlier. When the operation is registered, you will be informed of this by letter.

As a businessman, you must, on starting your business, ensure that it meets all the legal requirements. After you have been in operation for some time, a controller will visit your premises to check that the requirements are being met, that the operation is being run safely and that it incorporates sufficient self-inspection.

Some facilities must be *approved* rather than registered. This is the case when animal products, such as meat, fish and dairy produce are concerned. If the business requires approval, an administrator from the Miljö- och hälsoskydd section will visit you to check that all the regulations are met. The administrator can then grant approval, after which the business can be started.



Registration/ Approval forms

Application forms for both registration and approval are available on the Umeå municipality website. If you do not have access to the Internet, contact the Miljö- och hälsoskydd section and we will send the forms to you.

www.umea.se/blanketter

Fee

The Miljö- och hälsoskydd committee charges a fee for registration and approval procedures. In the case of permanent operations, we also charge a yearly control fee.

Self-inspection

When running a food business you must ensure that your products are safe and meet the applicable demands. This is why it is necessary to establish a self-inspection system, which is to say procedures to check risk factors within your operations. Some trade associations can provide you with good examples of self-inspection systems. There are also several examples on the Umeå municipality website.

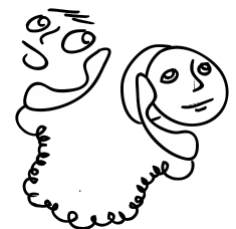
www.umea.se/livsmedel

Planning the premises

Inspect the potential premises at an early stage to ensure that it is suitable for the operation in question. It is often the size that limits what it can be used for. So ensure that it is large enough to house the activities you have in mind. Contact the property owner to make sure that he/she approves of your plans and if the premises and installations are suitable for your planned activities.

Check with Umeå municipality as to whether building permission or building registration is needed. You may also need to contact Umeå municipality/Brandförsvar och säkerhet (Fire protection and safety) to check whether it places demands regarding your activities. UMEVA (Umeå Water and Waste Co.) can tell you whether you will need to install a grease trap. If you plan to sell alcoholic beverages, you must apply for permission for this from Umeå municipality/Social tjänsten/Tillståndsenheten (Social services/Permits) section.

To avoid problems when starting up your business, it may also be beneficial to discuss your drawings and activities with the Miljö- och hälsoskydd section prior to registration.



Tips and advice on planning a food premises

There are many types of operations within the food trade and consequently solutions can vary considerably. The primary aim is to provide safe food. Think through your menu and product range, and base the internal and external facilities and equipment for your premises on these.

Flow

Bear in mind that clean and dirty processes must not take place in the same area or cross paths. For example, dirty dishes should not pass through the food preparation part of the kitchen and personnel should not enter a food preparation area before having changed into their working clothes.

Choice of material

Choose materials and construction that facilitate cleaning the premises, fittings and equipment, and which prevent vermin from entering.

Water and wastewater

Plan for the provision of a sufficient number of easily accessible taps and drains. Washbasins with hot and cold water as well as soap and paper towels shall be provided in places where the type of work done demands clean hands.

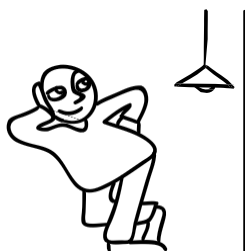


Air quality and ventilation

The mechanical or natural ventilation must be adapted to suit the activities. Ensure that there is no airflow from an impure air space to a necessarily clean air space, for example from a toilet to a food preparation area. Make sure the ventilation system is designed to facilitate cleaning and the replacement of filters or other parts.

Lighting

There must be sufficient lighting in the premises. Check that fluorescent tubes or bulbs are shatterproof and that they are protected by covers.



Goods receiving

There must be sufficient space to receive, check and unpack goods.

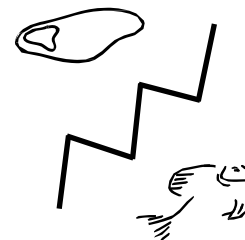
Storage space

- Fridges - sufficient number, different products must be stored well separated
- Freezers - sufficient number, different freezers depending on the foodstuffs in question, packaged or not
- Dry store - for spices, tinned food, dry products etc.
- Space for crockery, linen, single-use material, pizza boxes etc.

Food preparation area

Depending on the activities, consider:

- Heat retaining units with extraction hoods, stoves, electric friers, deep friers, boiling pans, bain maries, ovens
- Cooling equipment for cooling prepared food
- Worktop with sink and water - preparing raw meat
- Worktop with sink and water - filleting fish
- Worktop with sink and water - fruit and vegetables
- Worktops, shelves, cutting boards, appliances, utensils
- Space for mixing machine, slicing machine, tin-opener, rice cooker etc.
- Special area may be needed for descaling fish, cleaning root vegetables etc.



Baking - pastry room

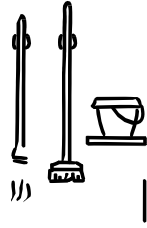
- Worktop, perhaps with sink and water
- Pastry mixer
- Flour storage space

Dish-washing area (separated from other areas)

- Large sink and shower pistol
- Dish-washing machine with extractor hood
- Separated spaces for dirty and clean utensils/dishes (not storage)
- Trolleys or similar for dish-washing baskets
- Space and equipment for kitchen waste and other refuse

Facilities room

- Closed-off space/room with disposal sink and water supply as well as air extraction
- Hooks, racks and shelves for cleaning equipment/cleaning agents

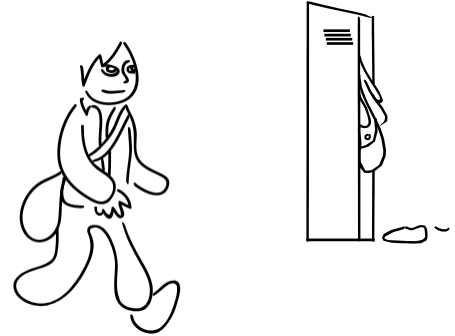


Personnel space

- Changing rooms with separated space for private and working clothes
- Space for handling dirty washing and washed clothes
- Personnel toilet with washbasin with liquid soap and paper towels as well as air extraction. The toilet and the food preparation areas must be separated by a room.

Rubbish room/waste handling

- Space accessible from outside with drainage and which can be rinsed off
- Rubbish container



Other space

- Office/writing top
- Store for alcoholic beverages
- Bar/counter - place for crockery, glasses, cutlery, serviettes, till, coffee machine, ice-making machine, routine cleaning equipment, washbasin
- Space for preparing drinks, empty glasses, carbonic acid installation, water supply
- Space for return packaging, trolleys, bottle crates, recycle drink cans/bottles

More information

Umeå kommun (Umeå municipality)

Bygglöv (building permission), 090-16 13 61
Brandförsvar och säkerhet
(Fire protection and safety), 090-16 22 00
Miljö- och hälsoskydd, Tillståndsenheten
(Environment and health protection/ Permits dept.), 090-16 16 97

UMEVA, 090-16 19 00 (exchange)

Website: www.umeva.se

Livsmedelsverket (National Food Administration),

018 - 17 55 00 (exchange)

Website: www.slv.se

Umeå kommun (Umeå municipality)

Miljö- och hälsoskydd
(Community planning dept.
Environment and health protection)

Visiting address Courtyard annex at the Town Hall
Postal address 901 84 Umeå
Telephone 090-16 16 97
Fax 090-14 04 80
E-mail mhn@umea.se

► www.umea.se/livsmedel