**APPENDIX 1**

**Guidance Note- please note that this document has relevant points and links to help guide you.**

**Food Safety Advice for Food Banks**

The following information has been prepared to assist those making provision for food banks.

**Registration**

If you are providing food on a regular and organised basis, or are setting up a food bank or a community operation, you may need to register with your local authority. Here are some scenarios that describe when registration may or may not be required <https://www.food.gov.uk/safety-hygiene/scenarios-where-registration-may-be-required-when-providing-food-in-the-community>

Should you need to register you can here: [Register a Food Business](https://register.food.gov.uk/new/armagh-city-banbridge-and-craigavon)

**Volunteers**

* If you feel at all unwell, do not volunteer
* Ensure volunteers handling food are trained and/or supervised appropriate to the level of activity they are involved in

**Structure/Maintenance of Food Bank**

* Floors, walls, and ceilings should be kept in reasonably good repair
* The room should be kept reasonably clean and tidy
* Food storage areas and equipment should be kept clean
* The premise must be kept free from pests
* Lighting should be adequate
* Toilet facilities should be kept in clean condition and in good repair. These rooms should not open directly into an area where unpackaged food is handled or stored.
* Vehicles used to transport food should be maintained in a clean condition whilst maintaining appropriate temperatures

**Accepting Food**

Checks must be completed to ensure that the food is safe, checks include;

* Physical condition
* Packing must be in an acceptable condition with no damages
* Full mandatory labelling including allergens present, please click to see labelling requirements; <https://www.food.gov.uk/business-guidance/packaging-and-labelling#labelling-food-pre-packed>
* Date codes
* Foods must be within their ‘use-by’ or ‘best before’ date
* Temperature
* Refrigerated food which has been maintained at 0-8°C
* Frozen food which has been maintained at <-18°C

**HACCP (Hazard Analysis and Critical Control Point)**

All food businesses, including food banks/food redistribution centres, are required to put in place and maintain a food safety management system based on the principles of HACCP. There is a requirement to ensure that all steps are put in place to prevent a hazard causing a risk to the safety of the food.

The Food Standards Agency has developed a free pack called Safer Food, Better Business (SFBB) to help small businesses to set up a documented food safety management system, please see the following link; <https://www.food.gov.uk/business-guidance/safer-food-better-business>

**Record Keeping**

A suggestion to some of the records you may wish to keep include;

* Freezer temperatures - The freezers should operate at -18oC or below and checked daily
* Fridge temperatures - The fridges should operate at 8oC or below and checked daily
* Pest Control Checks

Please note any corrective actions taken should be written down to show what happened and what you did to put it right.

**Further in depth advice and guidance is available at:**

* [FSA Guidance on food safety for community cooking and food banks](https://www.food.gov.uk/safety-hygiene/food-safety-for-community-cooking-and-food-banks)

Should you have any queries or require specific advice please email: **ehealth@armaghbanbridgecraigavon.gov.uk**

**APPENDIX 2**

**List of suggested preference projects –**

Projects of preference to include, small vegetable patch, Micro Greens, Herbs, Fruit trees/bushes, Hydroponics (as an alternative space), Vertical Gardens, (eco fuel including pine cones will be acceptable due to their use) and Apiaries (Bee Hives).

**Suggested List of eligible equipment/resources-**

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| **TOOLS AND RELEVANT PROJECT EQUIPMENT** |
| Gardening/Horticultural equipment (e.g. Wheelbarrow, spade, fork, hand secateurs etc.) |
| Wood/materials for creating raised beds, growing frames and growing boxes. |
| Hydroponics equipment. |
| Vertical Panels |
| Polytunnels and greenhouse/cold frame materials. |
| Bee Hives and Bee Keeping Equipment. |
| Storage and delivery containers |
| Health and Safety Signage. |
| Labelling equipment. |

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| **PPE** |
| Gardening gloves, safety glasses and knee mats etc. |
| Safety work wear (Hi-vis etc.) |
| Safety equipment pertaining to essential machinery/tools etc. |

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| **POTS, PLANTS & SEEDS** |
| Vegetable seeds and starts (e.g. seed potato) |
| Sustainable eco fuel producing plants (Pine trees, willow etc.) |
| Fruit bushes and trees (strawberry, blackberry, eating apple etc.) |
| Peat free compost, tomato/vegetable grow bags etc. |
| Pots (Non-plastic/Recyclable) |