THREE60 TRAINING

FREE CHECKLIST · FOOD BUSINESSES · 2026/27 · FILLABLE

The Food Business Training Checklist

For restaurants, cafes, takeaways, caterers and food producers: the training the law and your EHO expect, how often to refresh it, and the allergen and employment law changes heading your way. Fill it in on screen, or print it for the kitchen wall.

- Every legally driven course, from food hygiene to allergens, HACCP and fire, with the law behind each one
- Kitchen, front of house and manager requirements separated by role, each linked to the course that closes the gap
- Owen's Law, Martyn's Law and the October 2026 harassment duty, explained in plain English

FREE · FILLABLE · EHO-READY

Want your rating protected? Email your staff list to support@three60training.com with the subject "Food TNA" and we will map it against this checklist for you, free, within 48 working hours. Details on the last page.

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Latest version: three60training.com/resources

THE LAW IN ONE MINUTE

What the law actually says

Assimilated Regulation (EC) 852/2004 requires that food handlers are **"supervised and instructed and/or trained in food hygiene matters commensurate with their work activity"**, and that whoever runs your food safety management system is trained in **HACCP principles**. The law does not name a certificate, but Level 2 Food Safety is the standard environmental health officers expect for handlers, and your hygiene rating rests partly on the confidence they have in your people. Allergen duties come from the Food Information Regulations 2014. Tick what you can evidence for every relevant person.

BUSINESS NAME	COMPLETED BY	DATE	NEXT REVIEW

Core training, every food business

EVIDENCE FOR EVERY PERSON

DONE	TRAINING AND LEGAL BASIS	USUAL REFRESH	EXPIRES	EVIDENCE	COURSE
☐	**Food safety and hygiene Level 2** Assimilated Regulation (EC) 852/2004 Annex II Ch. XII; Food Safety and Hygiene (England) Regulations 2013 **Who:** all food handlers, before unsupervised work	3 years common			Online Pro Food Safety Level 2 ↗
☐	**Allergen awareness** Food Information Regulations 2014 (the 14 allergens); FSA allergen guidance, March 2025 **Who:** front and back of house; anyone who takes an order	Annual advised			Online Pro Introduction to Allergens ↗
☐	**HACCP and food safety management** Assimilated Regulation (EC) 852/2004 art. 5; Safer Food, Better Business or your own HACCP plan **Who:** whoever owns the plan; supervisors who run the checks	Keep current			Online Pro HACCP Level 3 for Caterers ↗
☐	**Health and safety induction** Health and Safety at Work etc. Act 1974 s.2; Management Regulations 1999 reg 13 **Who:** all staff: slips, burns, knives and hot oil are catering's big four injuries	Induction			Online Pro Health and Safety Level 2 ↗
☐	**Fire safety awareness** Regulatory Reform (Fire Safety) Order 2005 art. 21; Building Safety Act 2022 s.156 **Who:** all staff; kitchens are higher risk, nominate marshals per shift	Annual common			Online Pro Fire Safety in the Workplace ↗
☐	**First aid (EFAW minimum)** Health and Safety (First-Aid) Regulations 1981; HSE guidance L74 **Who:** enough first aiders to cover every shift; burns and cuts make kitchen cover essential	3 years			Classroom Emergency First Aid at Work (RQF) ↗
☐	**Manual handling** Manual Handling Operations Regulations 1992 reg 4 **Who:** deliveries, kegs, stock rooms, bins	1 to 3 years			Online Pro Manual Handling ↗

DONE	TRAINING AND LEGAL BASIS	USUAL REFRESH	EXPIRES	EVIDENCE	COURSE
☐	**COSHH awareness** Control of Substances Hazardous to Health Regulations 2002 reg 12 **Who:** anyone using cleaning chemicals, oven and line cleaners	1 to 3 years			Qualification Level 2 Award in COSHH ↗
☐	**Sexual harassment prevention** Worker Protection Act 2023 (since 26/10/2024); "all reasonable steps" and third-party liability from 30/10/2026 **Who:** all staff; the third-party duty covers customers	Annual advised			Online Pro Sexual Harassment: Employees ↗
☐	**Data protection basics** UK GDPR and Data Protection Act 2018 **Who:** bookings, CCTV, loyalty schemes and delivery-app data	Annual common			Online Pro GDPR ↗

"Usual refresh" reflects FSA and industry guidance, awarding body rules and common EHO expectations where the law sets no fixed interval. Refresh sooner after an incident, a menu change or a poor inspection. Course links open the matching Three60 course.

BY ROLE

Who needs what

Kitchen and production

BEFORE UNSUPERVISED WORK

DONE	REQUIREMENT	WHAT GOOD LOOKS LIKE	COURSE
☐	**Food Safety Level 2 before unsupervised work**	New starters are supervised until trained; keep the certificate date on file. Level 1 is not enough for anyone who prepares food.	Online Pro Food Safety Level 2 ↗
☐	**Allergen cross-contamination controls**	Separate preparation, utensils and fryers, written into your SFBB pack or HACCP plan and trained, not assumed.	Online Pro Introduction to Allergens ↗
☐	**Cleaning schedule and COSHH**	Who cleans what, with which chemical, wearing what. Signed off each shift.	Qualification Level 2 Award in COSHH ↗

Front of house and delivery

THE ALLERGEN CONVERSATION

DONE	REQUIREMENT	WHAT GOOD LOOKS LIKE	COURSE
☐	**Allergen conversation training**	How to take an allergy declaration, check with the kitchen and never guess. The FSA asks you to provide written allergen information and have the conversation.	Online Pro Introduction to Allergens ↗
☐	**Food hygiene awareness (Level 1 minimum)**	Anyone serving or handling wrapped food; Level 2 if they plate up or prepare.	Online Pro Food Safety Level 1 ↗
☐	**Age-restricted sales**	Licensing Act 2003 mandatory conditions: Challenge 25, refusals log, personal licence supervision. Also tobacco, vapes and lottery.	Online Pro Challenge Responsible Sales ↗
☐	**Personal licence holder on the premises**	Every sale of alcohol must be authorised by a personal licence holder; keep a trained deputy for holidays.	Online Pro Personal Licence Holders ↗

Managers and owners

THE PERSON THE EHO ASKS FOR

DONE	REQUIREMENT	WHAT GOOD LOOKS LIKE	COURSE
☐	**Food Safety Level 3 (supervising)**	The accepted standard for supervisors and managers; Level 4 for multi-site or production.	Online Pro Food Safety Level 3 ↗
☐	**HACCP Level 3**	You must be able to run and justify your food safety management system to an EHO.	Online Pro HACCP for Caterers ↗ · Manufacturing ↗
☐	**First aid needs assessment**	Decide and document how many first aiders each shift needs, then train them.	Classroom EFAW (RQF) ↗
☐	**Fire risk assessment actions**	Recorded in full (a legal duty since 1 October 2023) with staff trained on the findings.	Qualification Fire Safety Level 2 ↗
☐	**Handling harassment complaints**	Managers need the strengthened 2026 duty, including customer behaviour towards staff.	Online Pro Sexual Harassment: Managers ↗

The records your EHO asks for

KEEP THEM ONE CLICK AWAY

DONE	RECORD	WHAT IT NEEDS TO SHOW
☐	**Training records with dates**	A live matrix of every person, course and expiry; our free spreadsheet does the red, amber and green for you.
☐	**Allergen matrix for your menu**	Current, dated, and updated every time a recipe or supplier changes.
☐	**SFBB or HACCP records**	Opening and closing checks signed daily; corrective actions noted, not just ticked.
☐	**Cleaning schedules and temperature logs**	Fridges, freezers, cooking and hot-holding, with the reading and the initials.
☐	**Supplier and traceability records**	Who you buy from, delivery checks, and how you would trace a batch in a recall.

PLAN AHEAD

Coming in 2026-27 for food businesses

Already in force check compliance

Natasha's Law (since 01/10/2021): full ingredient and allergen labelling on prepacked-for-direct-sale food. **FSA allergen guidance** (March 2025): written allergen information for non-prepacked food, plus a conversation with every customer who asks. **Harassment prevention duty** (since 26/10/2024) already applies.

April 2026 in force

Employment Rights Act first wave. Statutory sick pay from day one, day-one paternity and parental leave, annual leave records kept for six years.

1 October 2026 weeks away

Tribunal claim windows double from three to six months, and hospitality's staff turnover multiplies the exposure of thin induction and training records.

30 October 2026 weeks away

Harassment duties strengthen. "All reasonable steps" to prevent sexual harassment, plus liability for harassment by third parties. For pubs, restaurants and takeaways this squarely covers customer behaviour towards your staff; train teams and managers before the date and keep the evidence.

2026 to 2027 watch closely

Owen's Law decision point. Written allergen menus have been FSA best practice since March 2025; the Government promised (June 2025) to evaluate uptake before deciding on legislation, and no law had been made when this checklist was updated. If it comes, 2027 to 2028 is the likely window. Adopt written allergen information and train staff now and you are covered either way.

1 January 2027 due

Unfair dismissal after six months and no compensation cap. Documented induction and training from week one becomes your protection.

Spring 2027 expected

Martyn's Law. Venues expecting 200 to 799 people (many pubs, restaurants and event caterers) need public protection procedures and staff who know them; 800 or more face enhanced duties. The SIA regulates; notification portal expected early 2027.

Score yourself. Count your unticked boxes across pages 2 and 3. **0 to 2:** inspection-ready, keep records current. **3 to 6:** book the gaps this month, allergens and food hygiene first. **7 or more:** your rating and your customers are at risk; get help now (we will map it for you, free, see page 6).

UNTICKED BOXES

Your 90-day fix list

BOOK IT, THEN TICK IT

GAP	OWNER	BY	BOOKED
			☐
			☐
			☐
			☐
			☐

CLOSE THE GAPS

From checklist to compliant

Three60 Training delivers Highfield Accredited online food safety courses and Ofqual-regulated qualifications including Food Safety Levels 1 to 3, allergen awareness, HACCP and first aid, with volume pricing for teams and certificates your EHO can verify. Most online courses take under two hours, so a new starter can be certificated before their second shift.

Free gap-mapping for your business

Email your staff list (names and roles, plus any training dates you hold) and we will return it mapped against this checklist within 48 working hours: who is covered, who is expiring, who is missing what. Free, no obligation.

Email your staff list, subject "Food TNA"

Book a free 15-minute review

Or call **01902 382250**, weekdays 9am to 5pm. Email **support@three60training.com** with the subject line "Food TNA".

Book a review

More free tools

Popular with food businesses

Food Safety Level 2 ↗	Online Pro
Food Safety Level 3 (supervising) ↗	Online Pro
Introduction to Allergens ↗	Online Pro
HACCP Level 3 for Caterers ↗	Online Pro
Emergency First Aid at Work (RQF) ↗	Classroom, Wolverhampton
Level 2 Award in Food Allergen Awareness (RQF) ↗	Qualification

Also free from us

Staff training matrix (Excel) ↗	Auto red, amber, green renewals
Training Needs Analysis workbook ↗	4 steps, about 20 minutes
UK workplace training checklist ↗	For the office side
Done-for-you TNA ↗	48-hour turnaround

Sources

Assimilated Regulation (EC) 852/2004, Annex II Chapter XII (training) and article 5 (HACCP); Food Safety and Hygiene (England) Regulations 2013

Food Information Regulations 2014; FSA allergen guidance for food businesses (written allergen information best practice, March 2025)

Owen's Law status and the FSA evaluation, C&C Solicitors, 1 March 2026

Employment Rights Act 2025 timeline, Acas; October 2026 commencement dates, Blake Morgan, 12 August 2026; Unfair dismissal changes from 1 January 2027, DavidsonMorris

Martyn's Law overview, ProtectUK; Martyn's Law tiers and spring 2027 enforcement, The Ops Con, 21 July 2026

Health and Safety at Work etc. Act 1974 s.2; Fire Safety Order 2005 art. 21; Health and Safety (First-Aid) Regulations 1981; COSHH Regulations 2002 reg 12; Licensing Act 2003; Worker Protection Act 2023

Small print. Updated September 2026, version 2.0. This checklist is general information for planning, not legal advice. It reflects England; Scotland, Wales and Northern Ireland differ in places. Dates for upcoming legislation can move; check the sources above or take professional advice before relying on them. The latest version is always at three60training.com/resources. © Three60 Training 2026. Saturn Centre, Spring Road, Ettingshall, Wolverhampton WV4 6JX. 01902 382250.