

HN Hospitality and Professional Cookery

Legislation Support Pack

Version 3

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Introduction

This document has been designed to aid the teaching and assessment of legislation within Hospitality and Professional Cookery HN Units.

For each unit where legislation is part of the knowledge and skills a reference sheet is given which details:

- Unit title and unit code
- Relevant legislation – including the Act name and date
- Sources of support – relevant website and literature information
- Integration – which units cover the same legislation
- Support notes – additional relevant information

A grid detailing the coverage of legislation across all the units is provided at the end of the individual unit sheets.

Food and Beverage Service – DL3G 34

RELEVANT LEGISLATION

- ◆ Licensing Scotland Act (1976)
- ◆ Weights & Measures (1985)
- ◆ Food Safety Act (1990)
- ◆ Food Hygiene (Scotland) Regulations (2006)
- ◆ Regulation (EC) No. 852/2004 on the hygiene of foodstuffs
- ◆ Health & Safety at Work Act (1974)
- ◆ Management of Health & Safety at Work Regulations (1999)
- ◆ Price Marking (Food & Drink) Services Order (2003)

SOURCES OF SUPPORT — website/booklets/text books etc

HSE priced and free publications are available from HSE Books, PO Box 1999, Sudbury, Suffolk CO10 2WA. Telephone:01787 881165 www.hse.gov.uk
A short guide to Health and Safety regulation: <http://www.hse.gov.uk/pubns/hsc13.pdf>

The Scottish Executive www.scotland.gov.uk

The Office of Public Sector Information www.opsi.gov.uk
(Her Majesty's Stationery Office)

The Department of Trade and Industry www.dti.gov.uk

Food Standards Publications available from:
Telephone 0845 606 0667 www.foodstandards.gov.uk

Food Standards Agency – Food Hygiene, A Guide for Businesses
<http://www.food.gov.uk/news/newsarchive/2006/feb/foodhygguide>

Food & Drink Federation www.foodlink.org.uk

Trade Publications:

The Caterer

The Legislation may be integrated with the following Units:

- ◆ Licensed Premises Operations
- ◆ Management of Food & Beverage Service
- ◆ Alcoholic Beverages

SUPPORT NOTES

The Department of Trade and Industry provides excellent information on Weights & Measures and Trading Standards.

The Health & Safety Executive provides excellent resources for all aspects of Health & Safety.

For up to date information regarding the changes within Scottish Licensing please refer to the Scottish Executive web site.

Management of Food and Beverage Operations – DL43 35

RELEVANT LEGISLATION

- ◆ Licensing Scotland Act (1976)
- ◆ Weights & Measures (1985)
- ◆ Food Safety Act (1990)
- ◆ Food Hygiene (Scotland) Regulations (2006)
- ◆ Regulation (EC) No. 852/2004 on the hygiene of foodstuffs
- ◆ Health & Safety at Work Act (1974)
- ◆ Management of Health and Safety at work Regulations (1999)
- ◆ Price Marking (Food & Drink) Services Order (2003)

SOURCES OF SUPPORT — website/booklets/text books etc

HSE priced and free publications are available from HSE Books, PO Box 1999, Sudbury, Suffolk CO10 2WA. Telephone:01787 881165 www.hse.gov.uk
A short guide to Health and Safety regulation: <http://www.hse.gov.uk/pubns/hsc13.pdf>

The Scottish Executive www.scotland.gov.uk

The Office of Public Sector Information www.opsi.gov.uk (Her Majesty's Stationery Office)

The Department of Trade and Industry www.dti.gov.uk

Food Standards Publications available from:
Telephone 0845 606 0667 www.foodstandards.gov.uk

Food Standards Agency – Food Hygiene, A Guide for Businesses
<http://www.food.gov.uk/news/newsarchive/2006/feb/foodhygguide>

Food & Drink Federation www.foodlink.org.uk

Trade Publications:

The Caterer

The Legislation may be integrated with the following Units:

- ◆ Licensed Premises Operations
- ◆ Food & Beverage Service
- ◆ Alcoholic Beverages

SUPPORT NOTES

The Department of Trade and Industry provides excellent information on Weights & Measures and Trading Standards.

The Health & Safety Executive provides excellent resources for all aspects of Health & Safety.

For up to date information regarding the changes within Scottish Licensing please refer to the Scottish Executive web site

Food Service for Food Production Personnel – DL3L 33

RELEVANT LEGISLATION

- ◆ Licensing Scotland Act (1976)
- ◆ Weights & Measures (1985)
- ◆ Food Safety Act (1995)
- ◆ Food Hygiene (Scotland) Regulations (2006)
- ◆ Regulation (EC) No. 852/2004 on the hygiene of foodstuffs
- ◆ Health & Safety at Work Act (1974)
- ◆ Management of Health & Safety at Work Regulations (1999)
- ◆ Price Marking (Food & Drink) Services Order (2003)

SOURCES OF SUPPORT — website/booklets/text books etc

HSE priced and free publications are available from:
HSE Books, PO Box 1999, Sudbury, Suffolk CO10 2WA
Telephone:01787 881165 www.hse.gov.uk
A short guide to Health and Safety regulation: <http://www.hse.gov.uk/pubns/hsc13.pdf>

The Scottish Executive www.scotland.gov.uk

The Office of Public Sector Information www.opsi.gov.uk
(Her Majesty's Stationery Office)

The Department of Trade and Industry www.dti.gov.uk

Food Standards Publications available from:
Telephone 0845 606 0667 www.foodstandards.gov.uk

Food Standards Agency – Food Hygiene, A Guide for Businesses
<http://www.food.gov.uk/news/newsarchive/2006/feb/foodhygguide>

Food & Drink Federation www.foodlink.org.uk

Trade Publications:
The Caterer

The Legislation may be integrated with the following Units:

- ◆ Management of Food & Beverage Operations

SUPPORT NOTES

The Department of Trade and Industry provides excellent information on Weights & Measures and Trading Standards.

The Health & Safety Executive provides excellent resources for all aspects of Health & Safety.

The Nicholson Committee Report should be referred to as the Licensing Scotland Act (1976) is currently under review. See Scottish Executive web site.

Hospitality Industry – DL3V 34

RELEVANT LEGISLATION

- ◆ Data Protection Act (1998)
- ◆ Copyright, Design & Patents Act (1988)
- ◆ Trades Description Act (1968)
- ◆ Price Marking (Food & Drink) Services Order (2003)
- ◆ Restrictive Practices Act (1976)
- ◆ Sale of Goods Act (1979)
- ◆ Sale and Supply of Goods Act (1994)
- ◆ Trade Marks Act (1994)
- ◆ Consumer Protection Act (1987)
- ◆ Misleading Advertising Regulations (1988)

SOURCES OF SUPPORT — website/booklets/text books etc

The Department of Trade and Industry www.dti.gov.uk

The Office of Public Sector Information www.opsi.gov.uk
(Her Majesty's Stationery Office)

Intellectual Property www.ipo.gov.uk

Information Commissioner's Office www.ico.gov.uk

The Legislation may be integrated with the following Units:

SUPPORT NOTES

The Market Research Code of Conduct — the Market Research Society & The Industrial Marketing research Society

Hospitality Supervision – DL3X 34

RELEVANT LEGISLATION

- ◆ Employment Rights Act (1996)
- ◆ Employment Act (2002)

SOURCES OF SUPPORT — website/booklets/text books etc

www.emplaw.co.uk

Advisory, Conciliation and Arbitration Service www.acas.org.uk

The Legislation may be integrated with the following Units:

Human Resource Management

SUPPORT NOTES

Food Hygiene – DC0V 34

RELEVANT LEGISLATION

- ◆ Food Safety Act (1990)
- ◆ Food Hygiene (Scotland) Regulations (2006)
- ◆ Regulation (EC) No 852/2004

SOURCES OF SUPPORT — website/booklets/text books etc

Food Standards Publications available from:
Telephone 0845 606 0667 www.foodstandards.gov.uk

Food Standards Agency – Food Hygiene, A Guide for Businesses
<http://www.food.gov.uk/news/newsarchive/2006/feb/foodhygguide>

The Scottish Executive www.scotland.gov.uk

The Office of Public Sector Information www.opsi.gov.uk
(Her Majesty's Stationery Office)

Royal Environmental Health Institute of Scotland www.rehis.org

Trade Publications:

The Caterer
Catering in Scotland
SLTN Catering
Restaurant Magazine
Practical Cookery
Theory of Catering

The Legislation may be integrated with the following Units:

Food Production units

SUPPORT NOTES

Food Classification and Purchase – DL3H 34

RELEVANT LEGISLATION

- ◆ Trade Descriptions Act (1968)
- ◆ Food Safety Act (1990)
- ◆ Food Hygiene (Scotland) Regulations (2006)
- ◆ Regulation (EC) No 852/2004
- ◆ Health & Safety at Work Act (1974)
- ◆ Management of Health & Safety at Work Regulations (1999)

SOURCES OF SUPPORT — website/booklets/text books etc

HSE priced and free publications are available from:

HSE Books, PO Box 1999, Sudbury, Suffolk CO10 2WA

Telephone: 01787 881165 www.hse.gov.uk

A short guide to Health and Safety regulation: <http://www.hse.gov.uk/pubns/hsc13.pdf>

The Scottish Executive www.scotland.gov.uk

The Department of Trade and Industry www.dti.gov.uk

The Office of Public Sector Information www.opsi.gov.uk
(Her Majesty's Stationery Office)

Food Standards Publications available from:

Telephone 0845 606 0667 www.foodstandards.gov.uk

Food Standards Agency – Food Hygiene, A Guide for Businesses

<http://www.food.gov.uk/news/newsarchive/2006/feb/foodhygguide>

Food & Drink Federation www.foodlink.org.uk

The Legislation may be integrated with the following Units:

SUPPORT NOTES

The Health & Safety Executive provides excellent resources for all aspects of Health & Safety.

Food Production Processes – DL3K 34

RELEVANT LEGISLATION

- ◆ Food Safety Act (1995)
- ◆ Food Hygiene (Scotland) Regulations (2006)
- ◆ Regulation (EC) No 852/2004
- ◆ Health & Safety at Work Act (1974)
- ◆ Management of Health & Safety at Work Regulations (1999)

SOURCES OF SUPPORT — website/booklets/text books etc

HSE priced and free publications are available from:

HSE Books, PO Box 1999, Sudbury, Suffolk CO10 2WA

Telephone:01787 881165 www.hse.gov.uk

A short guide to Health and Safety regulation: <http://www.hse.gov.uk/pubns/hsc13.pdf>

The Scottish Executive www.scotland.gov.uk

The Office of Public Sector Information www.opsi.gov.uk
(Her Majesty's Stationery Office)

Food Standards Publications available from:

Telephone 0845 606 0667 www.foodstandards.gov.uk

Food Standards Agency – Food Hygiene, A Guide for Businesses

<http://www.food.gov.uk/news/newsarchive/2006/feb/foodhygguide>

Food & Drink Federation www.foodlink.org.uk

Trade Publications:

The Caterer

Catering in Scotland

SLTN Catering

Restaurant Magazine

Practical Cookery

Theory of Catering

The Legislation may be integrated with the following Units:

- ◆ Food Hygiene

SUPPORT NOTES

The Health & Safety Executive provides excellent resources for all aspects of Health & Safety.

Production Cookery units

RELEVANT LEGISLATION

- ◆ Food Safety Act (1995)
- ◆ Food Hygiene (Scotland) Regulations (2006)
- ◆ Regulation (EC) No 852/2004
- ◆ Health & Safety at Work Act (1974)
- ◆ Management of Health & Safety at Work Regulations (1999)

SOURCES OF SUPPORT — website/booklets/text books etc

HSE priced and free publications are available from:

HSE Books, PO Box 1999, Sudbury, Suffolk CO10 2WA

Telephone: 01787 881165 www.hse.gov.uk

A short guide to Health and Safety regulation: <http://www.hse.gov.uk/pubns/hsc13.pdf>

The Scottish Executive www.scotland.gov.uk

The Office of Public Sector Information www.opsi.gov.uk
(Her Majesty's Stationery Office)

Food Standards Publications available from:

Telephone 0845 606 0667 www.foodstandards.gov.uk

Food Standards Agency – Food Hygiene, A Guide for Businesses

<http://www.food.gov.uk/news/newsarchive/2006/feb/foodhygguide>

Food & Drink Federation www.foodlink.org.uk

Trade Publications:

The Caterer

Catering in Scotland

SLTN Catering

Restaurant Magazine

Practical Cookery

Theory of Catering

The Legislation may be integrated with the following Units:

- ◆ Food Hygiene

SUPPORT NOTES

The Health & Safety Executive provides excellent resources for all aspects of Health & Safety.

Food Preparation for the Licensed Trade – DL3J 34

RELEVANT LEGISLATION

- ◆ Food Safety Act (1995)
- ◆ Food Hygiene (Scotland) Regulations (2006)
- ◆ Regulation (EC) No 852/2004
- ◆ Health & Safety at Work Act (1974)
- ◆ Management of Health & Safety at Work Regulations (1999)

SOURCES OF SUPPORT — website/booklets/text books etc

HSE priced and free publications are available from:

HSE Books, PO Box 1999, Sudbury, Suffolk CO10 2WA

Telephone: 01787 881165 www.hse.gov.uk

A short guide to Health and Safety regulation: <http://www.hse.gov.uk/pubns/hsc13.pdf>

The Scottish Executive www.scotland.gov.uk

The Office of Public Sector Information www.opsi.gov.uk
(Her Majesty's Stationery Office)

The Department of Trade and Industry www.dti.gov.uk

Food Standards Publications available from:

Telephone 0845 606 0667 www.foodstandards.gov.uk

Food Standards Agency – Food Hygiene, A Guide for Businesses

<http://www.food.gov.uk/news/newsarchive/2006/feb/foodhygguide>

Food & Drink Federation www.foodlink.org.uk

Trade Publications:

The Caterer

Catering in Scotland

SLTN Catering

Restaurant Magazine

Practical Cookery

Theory of Catering

The Legislation may be integrated with the following Units:

- ◆ Food Hygiene

SUPPORT NOTES

The Health & Safety Executive provides excellent resources for all aspects of Health & Safety.

Specialist Patisserie (and Advanced) – DL49 34 & DL42 35

RELEVANT LEGISLATION

- ◆ Food Safety Act (1990)
- ◆ Food Hygiene (Scotland) Regulations (2006)
- ◆ Regulation (EC) No 852/2004 Health & Safety at Work Act (1974)
- ◆ Management of Health & Safety at Work Regulations (1999)
- ◆ Control of Substances Hazardous to Health Regulations 1994 (COSHH)

SOURCES OF SUPPORT — website/booklets/text books etc

HSE priced and free publications are available from:

HSE Books, PO Box 1999, Sudbury, Suffolk CO10 2WA

Telephone: 01787 881165 www.hse.gov.uk

A short guide to Health and Safety regulation: <http://www.hse.gov.uk/pubns/hsc13.pdf>

The Scottish Executive www.scotland.gov.uk

The Office of Public Sector Information www.opsi.gov.uk
(Her Majesty's Stationery Office)

The Department of Trade and Industry www.dti.gov.uk

Food Standards Publications available from:

Telephone 0845 606 0667 www.foodstandards.gov.uk

Food Standards Agency – Food Hygiene, A Guide for Businesses

<http://www.food.gov.uk/news/newsarchive/2006/feb/foodhygguide>

Food & Drink Federation www.foodlink.org.uk

Trade Publications:

The Caterer

Catering in Scotland

SLTN Catering

Restaurant Magazine

Practical Cookery

Theory of Catering

The Legislation may be integrated with the following Units:

- ◆ Food Hygiene

SUPPORT NOTES

The Health & Safety Executive provides excellent resources for all aspects of Health & Safety.

Alcoholic Beverages – DL3E 34

RELEVANT LEGISLATION

- ◆ Licensing Scotland Act (1976) see Licensed Premises Ops sheet for info on changes to the legislation.
- ◆ Weights & Measures Act (1985)
- ◆ Trade Descriptions Act (1968)

SOURCES OF SUPPORT — website/booklets/text books etc

The Department of Trade and Industry www.dti.gov.uk

The Office of Public Sector Information www.opsi.gov.uk
(Her Majesty's Stationery Office)

Food Standards Publications available from:
Telephone 0845 606 0667 www.foodstandards.gov.uk

Food Standards Agency – Food Hygiene, A Guide for Businesses
<http://www.food.gov.uk/news/newsarchive/2006/feb/foodhygguide>

Food & Drink Federation www.foodlink.org.uk

Trade Publications:

The Scottish Licensed Trade News
The Caterer

Croner's Catering & Croner's Food Hygiene

The Legislation may be integrated with the following Units:

- ◆ Food & Beverage Service
- ◆ Management of Food & Beverage Service
- ◆ Licensed Premises Operations

SUPPORT NOTES

The Department of Trade and Industry provides excellent information on Weights & Measures and Trading Standards.

The Nicholson Committee Report should be referred to as the Licensing Scotland Act (1976) is currently under review. See Scottish Executive web site.

Licensed Premises Operations – DL41 34

RELEVANT LEGISLATION

- ◆ Licensing Scotland Act (1976) will be replaced by Licensing Scotland Act 2005
- ◆ Weights & Measures Act (1985)
- ◆ Trade Descriptions Act (1968)
- ◆ Health & Safety at Work Act (1974)
- ◆ Misuse of Drugs (1971)
- ◆ Food Safety Act (1990)
- ◆ Food Hygiene (Scotland) Regulations (2006)
- ◆ Regulation (EC) No 852/2004 Performing Rights Society/Phonographic Performance Ltd
- ◆ Fire Precautions Act (1971)
- ◆ Fire Precautions (Workplace) Regulations 1997
- ◆ Management of Health & Safety at Work Regulations (1999)
- ◆ Control of Substances Hazardous to Health Regulations 1994 (COSHH)
- ◆ Reporting of Injuries, Diseases & Dangerous Occurrences Regulations 1995 (RIDDOR)
- ◆ Personal Protective Equipment at Work Regulations 1997 (PPE)

SOURCES OF SUPPORT — website/booklets/text books etc

HSE priced and free publications are available from: HSE Books, PO Box 1999, Sudbury, Suffolk CO10 2WA. Telephone: 01787 881165 www.hse.gov.uk

A short guide to Health and Safety regulation: <http://www.hse.gov.uk/pubns/hsc13.pdf>

The Scottish Executive www.scotland.gov.uk

Nicholson Committee Report: <http://www.scotland.gov.uk/Publications/2003/08/17590/22947>

Alcohol Focus Scotland <http://www.alcohol-focus-scotland.org.uk/>

FAQ Licensing Scotland Act – what does it mean for me:

www.alcohol-focus-scotland.org.uk/iport/iportfilelibrary/1/Licensing%20training%20update.pdf

The Department of Trade and Industry www.dti.gov.uk

The Office of Public Sector Information www.opsi.gov.uk (Her Majesty's Stationery Office)

Licensing Act: <http://www.opsi.gov.uk/legislation/scotland/acts2005/20050016.htm>

Food Standards Publications available from: Tel 0845 606 0667 www.foodstandards.gov.uk

Food Standards Agency – Food Hygiene, A Guide for Businesses

<http://www.food.gov.uk/news/newsarchive/2006/feb/foodhygguide>

Food & Drink Federation www.foodlink.org.uk

Strathclyde Fire www.strathclydefire.org (there are similar sites for other Scottish regions)

Strathclyde Police www.scottish.police.uk

MCPS PRS Alliance www.mcps-prs-alliance.co.uk

Business Link www.businesslink.gov.uk

Fire Safety an Employers Guide (ISBN 0-11-341229-0)

BII www.bii.org

Licensed Premises Operations cont.

Trade Publications:

The Scottish Licensed Trade News
The Caterer

Croner's Catering & Croner's Food Hygiene

Local Authority Representatives: Trading Standards & Environmental Health Officers, Police and Fire Authority

The Legislation may be integrated with the following Units:

- ◆ Food & Beverage Service
- ◆ Management of Food & Beverage Service
- ◆ Alcoholic Beverages

SUPPORT NOTES

The Department of Trade and Industry provides excellent information on Weights & Measures and Trading Standards.

The Health & Safety Executive provides excellent resources for all aspects of Health & Safety.

The Licensing Scotland Act 2005 will be replacing the Licensing Scotland Act 1976. Alcohol Focus Scotlands FAQ – what does it mean for me – gives details for timescales of introduction of the Act. The changes are a result of the Nicholson Committee Report. See Scottish Executive web site.

Accommodation Servicing

RELEVANT LEGISLATION

- ◆ Health & Safety at Work Act (1974)
- ◆ Control of Substances Hazardous to Health (2002) (COSHH)
- ◆ Electricity at Work Act (1989)
- ◆ Personal Protective Equipment at Work Regulations (1992)
- ◆ Provision and use of Work Equipment Regulations (1998)
- ◆ Manual Handling Operations Regulations (1992)

SOURCES OF SUPPORT — website/booklets/text books etc

HSE priced and free publications available from HSE Books, PO Box 1999, Sudbury, Suffolk. C010 2WA. Telephone 01787 881165. www.hse.gov.uk

A short guide to Health and Safety regulation: <http://www.hse.gov.uk/pubns/hsc13.pdf>

Institute of Occupational safety and Health (IOSH) various publications and guidance on health and safety. IOSH, The Grange, Highfield Drive, Wigton, Leicestershire, LE18 1NN 01162573100, www.iosh.co.uk

Croner on line, health and safety, www.croner.co.uk

General health and safety legislation and application, www.hsedirect.com.
www.bgateway.com

www.osha.gov (American site has some good housekeeping examples that can be adapted re UK)

www.ccohs.ca (Canadian site, look in Hotel Housekeeping -has some good examples that can be adapted re UK)

HSE Infoline 08701 545 500

Local Authority Environmental Health Department

Health & Safety At Work Essentials, Mary Duncan, Finbar Cahill & Penny Heighway, Second Edition, Published by Law Pack Publishing Ltd. ISBN 1 904053 31 9, www.lawpack.co.uk

Health and Safety, John R Morris, Published by Cassell, ISBN 0 304 70120 3 (paperback)

SOURCES OF SUPPORT (continued)

Trade Publications:

The Caterer
Catering in Scotland
HCIMA Hospitality
Croner Health and Safety
Housekeeping Today

Accommodation Servicing cont.

The Legislation may be integrated with the following Units:

- ◆ Food and Beverage Service

SUPPORT NOTES

In depth knowledge of all pieces of legislation is not required. Candidates should be aware that health and safety legislation will have an impact on the servicing and maintenance of hospitality establishments. The importance of the HSW Act and the owners/managers duty to provide safe business premises/safe equipment and to protect all building users should be **outlined**. COSHH, Electricity At Work, Manual Handling, Provision and Use of Work Equipment and Personal Protective Equipment at Work Regulations should be **applied** to the handling and use of cleaning agents and equipment.

Accommodation Management

RELEVANT LEGISLATION

- ◆ Health & Safety at Work Act (1974)
- ◆ Control of Substances Hazardous to Health (2002) (COSHH)
- ◆ Fire Precautions Act (1971)
- ◆ Fire Precautions (Workplace) Regulations (1997)
- ◆ Occupiers Liability (Scotland) Act 1960 (OSLA)
- ◆ Housing (Scotland) Act 1987 (Houses in Multiple Occupation)
- ◆ The Trade Description Act (1968)
- ◆ Application of legislation covered in first year Accommodation Servicing
- ◆ Application of legislation covered in Hospitality Front Office Procedures 1
- ◆ Application of legislation covered in Human Resource Management

SOURCES OF SUPPORT — website/booklets/text books etc

HSE infoline 08701 545 500

A short guide to Health and Safety regulation: <http://www.hse.gov.uk/pubns/hsc13.pdf>

Accommodation Management, Constantinos S.Verginis & Roy Wood, Thomson Business Press.

Accommodation Management, Christine Jones & Val Paul, 2nd Edition, Batsford Ltd

Health & Safety, Mary Duncan, Finbar Cahill & Penny Heighway Law Pack Publishing.

Hospitality & Tourism Law, Mark Poustie, Jenifer Ross, Norman Geddes, William Stewart.
Thomson Business Press

www.hse.gov.uk

www.croner.co.uk

www.hcima.org.uk

www.housekeepingtoday.com

Trade Publications:

The Caterer

HCIMA Hospitality

Housekeeping Today

The Legislation may be integrated with the following Units:

- ◆ Human Resource Management

SUPPORT NOTES

In depth knowledge of all pieces of legislation not required. Candidates should be able to apply legislation to the management and operation of establishments offering accommodation. The impact of legislation on the resources available in the provision of accommodation should also be included.

Hospitality Front Office Procedures 1 and 2

RELEVANT LEGISLATION

- ◆ Law of Contract
- ◆ Price Display Order (1977)
- ◆ Sex Discrimination Act (1975)
- ◆ Race Relations Act (1976)
- ◆ Disability Discrimination Act (2005)
- ◆ Hotel Proprietor's Act (1956)
- ◆ Immigration (Hotel Records) Order (1972)
- ◆ Data Protection Act (1998)

SOURCES OF SUPPORT — website/booklets/text books etc

Barth, S.C., Hayes, David K.; 'Managing Legal Issues in the Hospitality Industry (Book)

Peters, R; 'Law for Catering Students' (Book)

Croner's Catering (Manual/CD Rom)

The Tartan Book — Visit Scotland (Manual)

Hospitality & Catering International Management Association www.hcima.org.uk

www.caterer-online.com

www.inlandrevenue.gov.uk

Equal Opportunities Commission www.eoc.org.uk

Commission for Racial Equality www.cre.gov.uk

Disability Rights Commission www.drc-gb.org

http://www.dwp.gov.uk/aboutus/dda_2005.asp

<http://www.direct.gov.uk/en/DisabledPeople/index.htm>

The Department of Trade and Industry www.dti.gov.uk

The Legislation may be integrated with the following Units:

SUPPORT NOTES

Human Resource Management 1 and 2 - Employment

RELEVANT LEGISLATION

All legislation for HRM

SOURCES OF SUPPORT — website/booklets/text books etc

N M Selwyn (2004); 'Law of Employment', 13th Edition, Butterworth

D Lewis (2004): Essentials of Employment Law, Chartered Institute of Personnel and Development (CIPD)

K Daniels (2004) 'Employment Law for HR and Business Students' CIPD

Croner's Employment Law

'Employment Law for People Managers' CIPD

Advisory, Conciliation and Arbitration Service www.acas.org.uk

The Department of Trade and Industry www.dti.gov.uk

The HRM Guide Network www.hrmguide.co.uk

www.emplaw.co.uk

www.consortiumpublishing.co.uk

Tailored Interactive Guidance on Employment Rights

www.tiger.gov.uk

www.caterer-online.com

Equal Opportunities Commission www.eoc.org.uk

Commission for Racial Equality www.cre.gov.uk

Disability Rights Commission www.drc-gb.org

http://www.dwp.gov.uk/aboutus/dda_2005.asp

<http://www.direct.gov.uk/en/DisabledPeople/index.htm>

The Department of Trade and Industry www.dti.gov.uk

The Legislation may be integrated with the following Units:

- ◆ Supervision

SUPPORT NOTES

Human Resource Management 1 and 2 — Personnel Records

RELEVANT LEGISLATION
◆ Data Protection Act (1998)
SOURCES OF SUPPORT — website/booklets/text books etc
The Office of Public Sector Information www.opsi.gov.uk (Her Majesty's Stationery Office) The Department of Trade and Industry www.dti.gov.uk www.businesslink.gov.uk
The Legislation may be integrated with the following Units:
Front Office Procedures 1/2
SUPPORT NOTES

Human Resource Management 1 and 2 — Recruitment & Selection

RELEVANT LEGISLATION

- ◆ Equal Pay Act (1970)
- ◆ Sex Discrimination Act (1975)
- ◆ Race Relations Act (1976)
- ◆ Disability Discrimination Act (1995)
- ◆ Employment Equality Regulations (2003) (Sexual Orientation & Religion Belief)
- ◆ Rehabilitation of Offenders Act (1974)
- ◆ Minimum Wage Regulations (1998)
- ◆ Law of Contract
- ◆ Terms & Conditions of Employment (TURERA 1993; EPA 1996; ERA 1999)

SOURCES OF SUPPORT — website/booklets/text books etc

The Office of Public Sector Information www.opsi.gov.uk
(Her Majesty's Stationery Office)

www.businesslink.go.uk

www.businessbureau-uk.co.uk

www.incomesdata.co.uk

www.emplaw.co.uk

Equal Opportunities Commission www.eoc.org.uk

Commission for Racial Equality www.cre.gov.uk

Disability Rights Commission www.drc-gb.org

http://www.dwp.gov.uk/aboutus/dda_2005.asp

<http://www.direct.gov.uk/en/DisabledPeople/index.htm>

The Department of Trade and Industry www.dti.gov.uk

The Legislation may be integrated with the following Units:

- ◆ Supervision
- ◆ Disability may be incorporated in Accommodation Units

SUPPORT NOTES

Human Resource Management 1 and 2 — Payment Systems

RELEVANT LEGISLATION

- ◆ Minimum Wage Regulations (1998)
- ◆ Equal Pay Act (1970)
- ◆ Sex Discrimination Act (1975)

SOURCES OF SUPPORT — website/booklets/text books etc

www.businesslink.gov.uk

Equal Opportunities Commission www.eoc.org.uk

Low Pay Commission www.lowpay.gov.uk

The Legislation may be integrated with the following Units:

SUPPORT NOTES

Human Resource Management 1 and 2 — Induction

RELEVANT LEGISLATION

- ◆ Terms & Conditions of Employment (TURERA 1993; EPA 1996; ERA 1999)
- ◆ Working Time Regulations (1998)
- ◆ Employment Rights Act (1996)
- ◆ Employment Act (2002)

SOURCES OF SUPPORT — website/booklets/text books etc

www.incomesdata.co.uk

www.emplaw.co.uk

The Department of Trade and Industry www.dti.gov.uk

Transport Salaried Staffs' Association www.tssa.org.uk

Advisory, Conciliation and Arbitration Service www.acas.org.uk

The Legislation may be integrated with the following Units:

- ◆ Supervision

SUPPORT NOTES

LEGISLATION	UNIT TITLE																			
		Food & Beverage Service	Management of Food & Beverage Operations	Food Service for Food Production Personnel	Hospitality Industry	Licensed Premises Operations	Alcoholic Beverages	Food Processes: Hospitality Management	Specialist Patisserie	Food Classification & Purchase	Food Preparation for the Licensed Trade	HRM 1/2	Personnel Records	Recruitment & Selection	Payment Systems.	Induction	Hospitality Front Office Procedures 1 and 2	Accommodation Management	Accommodation Servicing	Kitchen Planning & Design
	Building (Scotland) Act (1959)																			✓
	Construction (Design and Management) Regulations (1994)																			✓
	Consumer Protection Act (1987)				✓															
	Control of Substances Hazardous to Health Regulations 1994 (COSHH)					✓		✓												
	Control of Substances Hazardous to Health Regulations 2002 (COSHH)																	✓	✓	
	Copyright, Design & Patents Act (1988)				✓															
	Data Protection Act (1998)				✓								✓					✓		
	Disability Discrimination Act (2005)													✓			✓			
Electrical Equipment (Safety) Regulations (1994)																			✓	
Electricity at Work Act (1989)																		✓	✓	
Employment Act 2002															✓					

LEGISLATION	UNIT TITLE																					
	Food & Beverage Service	Management of Food & Beverage Operations	Food Service for Food Production Personnel	Hospitality Industry (Marketing/ Economics)	Licensed Premises Operations	Alcoholic Beverages	Food Processes: Hospitality Management	Specialist Patisserie 1	Food Classification & Purchase	Food Preparation for the Licensed Trade	Hospitality Supervision	Food Hygiene	HRM 1/2	Personnel Records	Recruitment & Selection	Payment Systems.	Induction	Front Office Procedures 1/2	Accommodation Management	Accommodation Servicing	Kitchen Planning & Design	
	Employment Equality Regulations (2003)										✓				✓							
	Employment Rights Act (1996)										✓						✓					
	Equal Pay Act (1970)														✓	✓						
	Fire Precautions Act (1971)					✓													✓		✓	
	Fire Precautions (Workplace) Regulations 1997					✓													✓		✓	
	Food Hygiene Scotland Regulations (1995)			✓				✓	✓		✓		✓									✓
	Food Safety Act (1990)	✓	✓			✓				✓			✓									
	Food Safety Act (1995)			✓				✓	✓		✓		✓									✓
Food Safety (General Food Hygiene) Regulations 1995	✓	✓			✓				✓			✓										
Food Safety (Temperature Control) Regulations 1995	✓											✓										
Gas Safety (Installation & Use) Regulations (1998)																					✓	

UNIT TITLE

LEGISLATION

	Food & Beverage Service	Management of Food & Beverage Operations	Food Service for Food Production Personnel	Hospitality Industry (Marketing/ Economics)	Licensed Premises Operations	Alcoholic Beverages	Food Processes: Hospitality Management	Specialist Patisserie 1	Food Classification & Purchase	Food Preparation for the Licensed Trade	Hospitality Supervision	Food Hygiene	HRM 1/2	Personnel Records	Recruitment & Selection	Payment Systems.	Induction	Front Office Procedures 1/2	Accommodation Management	Accommodation Servicing	Kitchen Planning & Design
Health & Safety at Work Act (1974)	✓	✓	✓		✓		✓	✓	✓	✓									✓	✓	✓
Hotel Proprietor's Act (1956)																		✓			
Housing (Scotland) Act 1987 (Houses in Multiple Occupation)																			✓		
Immigration (Hotel Records) Order (1972)																		✓			
Law of Contract															✓			✓			
Licensing Scotland Act (1976)	✓	✓	✓		✓	✓															
Management of Health & Safety at Work Regulations (1992)	✓																				
Management of Health & Safety at Work Regulations (1999)		✓	✓		✓		✓	✓	✓	✓											
Manual Handling Operations Regulations (1992)																				✓	
Minimum Wage Regulations (1998)															✓	✓					

UNIT TITLE																						
LEGISLATION	Food & Beverage Service	Management of Food & Beverage Operations	Food Service for Food Production Personnel	Hospitality Industry (Marketing/ Economics)	Licensed Premises Operations	Alcoholic Beverages	Food Processes: Hospitality Management	Specialist Patisserie 1	Food Classification & Purchase	Food Preparation for the Licensed Trade	Hospitality Supervision	Food Hygiene	HRM 1/2	Personnel Records	Recruitment & Selection	Payment Systems.	Induction	Front Office Procedures 1/2	Accommodation Management	Accommodation Servicing	Kitchen Planning & Design	
	Misleading Advertising Regulations (1988)			✓																		
	Misuse of Drugs (1971)				✓																	
	Occupiers Liability (Scotland) Act 1960 (OSLA)																		✓		✓	
	Performing Rights Society/Phonographic Performance Ltd				✓																	
	Personal Protective Equipment at Work Regulations 1992 (PPE)																				✓	
	Personal Protective Equipment at Work Regulations 1997 (PPE)					✓																
	Price Display Order (1977)																		✓			
	Price Marking (Food & Drink) Services Order (2003)	✓	✓	✓	✓																	
	Provision & use of Work Equipment Regulations (1998)																				✓	

UNIT TITLE																						
LEGISLATION	Food & Beverage Service	Management of Food & Beverage Operations	Food Service for Food Production Personnel	Hospitality Industry (Marketing/ Economics)	Licensed Premises Operations	Alcoholic Beverages	Food Processes: Hospitality Management	Specialist Patisserie 1	Food Classification & Purchase	Food Preparation for the Licensed Trade	Hospitality Supervision	Food Hygiene	HRM 1/2	Personnel Records	Recruitment & Selection	Payment Systems.	Induction	Front Office Procedures 1/2	Accommodation Management	Accommodation Servicing	Kitchen Planning & Design	
	Race Relations Act (1976)														✓			✓				
	Rehabilitation of Offenders Act (1974)														✓							
	Reporting of Injuries, Diseases & Dangerous Occurrences Regulations 1995 (RIDDOR)				✓																	
	Restrictive Practices Act (1976)				✓																	
	Sale of Goods Act (1979)				✓																	
	Sale and Supply of Goods Act (1994)				✓																	
	Sex Discrimination Act (1975)														✓	✓		✓				
	Terms and Conditions of Employment (TURERA 1993; EPA)														✓		✓					
	The Town & Country Planning (Scotland) Act (1997)																					✓

LEGISLATION	UNIT TITLE																				
	Food & Beverage Service	Management of Food & Beverage Operations	Food Service for Food Production Personnel	Hospitality Industry (Marketing/ Economics)	Licensed Premises Operations	Alcoholic Beverages	Food Processes: Hospitality Management	Specialist Patisserie 1	Food Classification & Purchase	Food Preparation for the Licensed Trade	Hospitality Supervision	Food Hygiene	HRM 1/2	Personnel Records	Recruitment & Selection	Payment Systems.	Induction	Front Office Procedures 1/2	Accommodation Management	Accommodation Servicing	Kitchen Planning & Design
Trades Description Act (1968)				✓	✓	✓			✓										✓		
Trade Marks Act (1994)				✓																	
Weights & Measures (1985)	✓	✓	✓		✓	✓															
Workplace (Health & Safety Welfare) Regulations (1992)																					✓
Working Time Regulations (1998)																	✓				