

# FOOD PREMISES Guidelines

## GUIDELINES FOR THE ESTABLISHMENT OF NEW FOOD PREMISES

### OVERVIEW

When establishing a new food premises there are a number of issues you must consider.

You will need to approach various departments of Council to discuss provisions of various legislation.

The Acts/Regulations/Codes that relate to setting up a food premise and are enforced by Council officers include:

- Food Act and Food Hygiene Regulations
- Food Safety Standards
- Public & Environmental Health Act and Regulations
- Development Act and Regulations
- Renmark Paringa Council Development Plan
- Building Code of Australia & Australian Standards
- SA Public Health (Wastewater) Regulations and On-site Wastewater Systems Code

### NOTIFICATION

The Environmental Health Section of the Renmark Paringa Council must be notified of a new food business contact details, the nature of the business and the location of the food premises.

Council must also be notified if you are about to sell your business or are taking over the management of a business.

### DEVELOPMENT REQUIREMENTS

It is important to check with Council before you do anything to ensure that the business is suited to the property. You should verify if the property has any heritage status, as it is likely to have a bearing on any land use change and alterations to the building.

Development Approval will be required if the layout of the premises is to be altered. The installation of a new shop front, doors or windows, new flues associated with cooking exhaust canopies, verandahs, certain signs or an expansion of floor area, partitions and toilet facilities will all require Development Approval.

Where the work requires a change of classification of the building in terms of the Development Act, then it may be necessary to undertake some fire safety upgrading. This should be discussed with Council's Development Assessment Officers.

## **ENVIRONMENTAL HEALTH REQUIREMENTS**

The Renmark Paringa Council's Environmental Health Officer is available to discuss proposals in the office or on the premises by contacting 8580 3000 to make an appointment.

### **FOOD HYGIENE – GENERAL STRUCTURE**

Floors:

- Must be durable, easily cleaned, non-absorbent and non-slip.

Walls:

- Must be smooth, easily cleaned, light colour.
- Must have a coving between floor and wall junctions.

Ceilings:

- Must be smooth, easily cleaned and light colour.

Benches:

- Must be smooth, durable and impervious to water (i.e. stainless steel or laminate). Avoid particle board in wet areas.

Hand washing requirements:

- A hand basin is required adjacent to the food preparation area with hot and cold water supplied through a single outlet (i.e. mixer tap).
- The hand basin must be of an adequate size to allow for effective hand washing. A basin of 11 litres capacity with minimum dimensions of 500mm x 400mm 'off the wall' should be adequate for most food handlers.
- A supply of soap and single use hand drying facilities are required.

Lighting – Australian Standard 1680

- Ensure food preparation area is of illuminance 300 lux.
- Ensure use of shatterproof fluorescent tubes and/or cover lighting to avoid contamination of premises.

Exhaust hoods – Australian Standard 1668

- Hoods must be over cooking appliances with rates at or above 8kw output or equivalent.
- Hoods must comply with Standard.

Dishwashing requirements:

- Must be either a double bowl sink or a dishwasher that can adequately sanitise.

Food Preparation requirements:

- A separate sink is required for food preparation.

## **FOOD STORAGE**

- Hot foods must be stored at 60°C or above.
- Cold foods must be stored at 5°C or below.
- Frozen foods must be stored at -18°C or below.
- The '4-hour/2-hour' rule – any ready to eat potentially hazardous food, if it has been at temperatures between 5°C and 60°C:
  - For a total of less than 2 hours, must be refrigerated or used immediately.
  - For a total of longer than 2 hours but less than 4 hours, must be used immediately.
  - For a total of 4 hours or longer, must be thrown out.
- Prevent contamination by ensuring raw foods are stored below cooked foods.
- Ensure all food is covered or stored in food grade containers with lids.
- Avoid over stacking food in cool room.

## **FOOD HANDLING**

- Minimise hand contact, by using tongs or gloves where possible.
- Clean and sanitise utensils and equipment after use.
- Wash hands and/or change gloves frequently.
- Thaw food in refrigerator or microwave thoroughly before cooking.
- Rapidly cool cooked food to below 5°C.
- Rapidly reheat cooked food to above 75°C.
- Do not allow cooked food to contact raw food, or utensils used for handling raw food.
- Provide separate cutting boards for cooked and raw foods.

## **PERSONAL HYGIENE**

- Ensure hands are washed between handling raw and cooked foods, after visiting the toilet, using a handkerchief or tissue, handling garbage, touching your ears, nose, mouth or other parts of the body, smoking and after every break.
- Clean clothing should be worn at all times.
- Ensure cuts and sores are covered with coloured band-aids and wear a glove.
- Do not handle food when sick and report your illness to your supervisor.
- Ensure long hair is tied back.
- No smoking in food premises.
- Store all personal belongings away from food preparation areas.

## **MAINTENANCE**

- Check refrigerator and freezer temperature regularly and record them in a logbook.
- Regularly clean all surfaces in your kitchen including benches, stoves, sinks, floors, walls and cupboards with detergent and hot water.
- Cleaning sponges should be changed frequently.
- Clean all storage areas regularly. Crumbs in cupboards attract pests and dirty refrigerators can harbor bacteria.
- Recommend you develop a cleaning schedule.

## **WASTE STORAGE**

- Ensure waste storage area is kept on site and is proportional to the capacity of the food premises.
- Ensure all waste is kept in a waste bin. Do not store your waste on the ground or other surfaces.
- Ensure all waste is placed in a sealed plastic bag.
- Do not discharge solid or liquid waste into the street or gutter.
- Do not leave bins in public places (streets, laneways or footpaths), except on collection day, and promptly return your bins to the storage area.
- Keep bin lid closed at all times.
- Clean and sanitise bin regularly. Recommend using a bin liner.
- Store waste oil drums on a drip tray to prevent spillage, keep undercover and empty regularly to avoid odour and attraction of pests.

## **CLEANING AGENTS**

- Cleaning agents and other harmful substances must be stored in an area separate to where food is stored, prepared or eaten.
- All containers must be clearly labeled.
- Ensure Safety Data Sheets are stored adjacent to all chemicals.

## **TOILETS**

- Adequate toilet facilities are required for employees.
- Toilets should have their own hand basins.
- Hand drying facilities must be present and should be either disposable paper towel or hot air dryer.
- Facilities cannot open directly into food handling area an air lock must be fitted.
- Facilities may be required for patrons.

## **WASTEWATER DISPOSAL**

- The wastewater disposal system for the premises must be suitable for the intended use of the business. Consideration must be given to the capacity of the septic tank.
- A grease trap may be required to be installed for certain food preparation activities.
- If any plumbing works are to be undertaken (new or alteration), you will be required to lodge a wastewater system application

## **PESTS**

- Undertake regular pest control management by a licensed provider.
- Seal all gaps between benches, shelving and cupboards with an approved sealant.
- Keep food scraps stored in waste bins with close fitting lids.
- If fly spray is used, ensure all foods are covered adequately.