



## **Environmental Health – Food premises guidelines – new and existing**

Alpine Shire's Environmental Health Unit is committed to ensuring food premises within the municipality are serving safe food. We also provide information to the community to prevent the consumption of contaminated food and drink. Council ensures that safe food is sold by administering the requirements of the Food Act 1984 and carrying out inspections at food premises.

Good safety practices and procedures are an essential ingredient in successfully running a food business. Council's Environmental Health Officers (EHO's) carry out regular inspections of food premises to ensure compliance with the Food Act 1984 and to provide advice and training for food vendors, so that food available to the public is as safe as possible.

During inspections of food premises many aspects of the business are closely examined, including the general cleanliness of the kitchen area, food handler hygiene, food integrity, and food handling techniques. Food premises are checked to ensure they comply with the current Food Safety Standards. Copies of these Standards can be found on the Food Standards Australia New Zealand (FSANZ) website – [www.foodstandards.gov.au](http://www.foodstandards.gov.au)

Current legislation, including the Food Act 1984, the Food Standards Code and the Food Safety Standards, all require a food premise to be constructed in such a manner that ensures the safe storage and preparation of food.

### **Design and construction of new food premises**

When planning a new food premise, consideration should be given to the following:

A copy of your plans must be submitted to this office prior to the commencement of construction works. An Environmental Health Officer (EHO) will either approve your plans or contact you regarding amendments within 5-7 working days.

Below are general requirements for the construction of all food premises, as

taken from the Food Safety Standards (Standard 3.2.3 Div 2).

The design and construction of food premises must:

- (a) be appropriate for the activities for which the premises are used;
- (b) provide adequate space for the activities to be conducted on the food premises and for the fixtures, fitting and equipment used for those activities;
- (c) permit the food premises to be effectively cleaned and, if necessary, sanitised; and
- (d) to the extent that is practicable - exclude dirt, fumes, smoke and other contaminants; not permit the entry of pests; and not provide harbourage for pests.

### **New/altering a kitchen**

Please refer to the food establishment planning guide fact sheets listed in our forms/guides and protocols section.

### **Cleaning and sanitising**

Please refer to the fact sheet listed in our application form /guides and protocols section for detailed information.

### **Maintenance schedule**

Please refer to the fact sheet listed in our application forms, guides and protocols section for detailed information.

### **Thermometers - requirements of food safety standards**

Please refer to the fact sheet listed in our application forms, guides and protocols section for detailed information.

### **Other design considerations:**

**Water:** an adequate supply of potable (drinking) water must be available. This is particularly important to consider for those on tank water.

**Sewerage and wastewater:** the installation of a greasetrap is required for most food premises.

**Garbage and recycling:** All food premises must have adequate facilities for handling and storing all rubbish and recycling. This is generally achieved by the provision of an area outside the premises. If possible this area should have an adequate supply of water to allow for the cleaning of the area and any bins.

**Ventilation:** The installation of a ventilation system is required in most food premises. This system should be designed to meet Australian Standard 1668.2 (1991). Any ventilation system must be designed so that all equipment that requires ventilation fits directly under the system.

Lighting: Adequate lighting must be provided to the premises to ensure a safe work area is maintained at all times.

Floors/Walls and Ceilings: All floors walls and ceilings must be smooth and impervious to moisture. All finishes must be able to be effectively cleaned, prevent the absorption of grease, food particles or water and prevent the harbourage of pests.

Coving: The installation of coving at the floor/wall junction is strongly recommended to assist with cleaning.

Storage: Adequate facilities must be provided for the storage of:

1. personal items belonging to staff
2. chemicals and cleaning equipment
3. food ie dry store

Toilets: Sufficient toilet facilities must be provided at all food premises for both staff and patrons. Additional hand washing facilities are to be provided immediately adjacent to the toilets or toilet cubicles.

Hand Washing: Sufficient hand washing facilities must be provided within the kitchen. These facilities should be located in a convenient and easily accessed area. An adequate supply of hot and cold water must be provided via one outlet (ie warm water). The use of a hands free system is recommended. The installation of soap and paper towel at the hand washing facility is required.

Sinks and dishwashers: The cleaning and sanitising of utensils and equipment must be achieved in all food premises. To ensure this can occur, the installation of sufficient cleaning facilities is required. The minimum is as follows:

- (a) a double bowl or triple bowl sink for cleaning and sanitising and/or
- (b) a dishwasher that sanitises

Food preparation sink - a suitably sized sink for washing and peeling of vegetables/thawing of food is required

Floor clearance: A clearance of 250mm beneath equipment is required to assist in cleaning. If this cannot be achieved, equipment must be sealed to the floor and walls and coving will be required.

Construction - Once approval of your plans has been given, and all other necessary approvals and permits are obtained, construction work can commence.

An inspection of your premises MUST occur prior to opening. It is your

responsibility to request this inspection. The Environmental Health Officer who approved your plans will generally undertake the inspection. A minimum of 48 hours is required.

### **Food safety program**

All businesses, except those that are selling low risk pre-packaged foods, must have in place a Food Safety Program, prior to opening.

Application for registration must be made prior to the pre-opening inspection.

### **Checklist - (Prior to opening new premises)**

1. Plans submitted for approval with notification form
2. Approval received
3. Application for registration submitted with payment
4. Food Safety Program submitted with copy available at premises
4. Food Safety Supervisor certified/enrolled in course
5. Probe Thermometer available on premises for temperature checks
6. Smokefree dining regulations/stickers (for those with dining/gaming)
7. Maintenance program for water tanks and septic systems (where required)
8. Check all suppliers are approved/registered
9. Labelling meets FSANZ requirements (for those manufacturing/producing own products)
10. Inspection of premises by EHO
11. Registration certificate received and displayed