

# Guidelines for Food Premises

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Environmental Health Services



City of  
**KINGSTON**

*community inspired leadership*

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# Introduction

In Victoria, under the *Food Act 1984*, all food businesses that prepare, store and handle food for sale require registration or notification with their local Council.

This guide has been prepared to assist new fixed food businesses to comply with the *Food Act 1984* and the Australia and New Zealand Food Standards Code.

Reference copies of these standards are available from Food Standards Australia and New Zealand (FSANZ) at [www.foodstandards.gov.au](http://www.foodstandards.gov.au)

For the process of registration, refer to Council's '[Opening Your Own Food Business](#)' document.

For information specific to Mobile Food Premises, refer to Council's '[Fit Out Guide for Mobile Food Premises](#)'.

## Food Business Classification

In Victoria, food businesses are classified into separate classes, based on the highest risk food handling activity at the premises. There are four classes, the highest risk being Class 1 e.g. a nursing home, to Class 4 e.g. a newsagent selling pre-packaged confectionary. The classification of your business will be determined by the Environmental Health Officer assessing your application. Some common examples are:

Class	Description	Example
Class 1	Premises handles high risk food that is served to vulnerable groups.	Aged care facilities, child care centres, hospitals.
Class 2	Premises handles unpackaged high risk food.	Restaurants, fast food outlets, caterers, most manufacturers, cafés.
Class 3	Premises handles low risk unpackaged foods, or pre-packaged high risk foods.	Milk bars, convenience stores.
Class 4	Premises handles only low risk packaged foods.	Pharmacies, bottle shops, newsagents.

① High risk foods include: raw and cooked meat and foods containing these (such as casseroles, curries and lasagna), dairy products, eggs and egg products (such as quiche), smallgoods (such as hams and salamis), seafood, cooked rice and pasta, prepared salads, prepared fruit salads and some ready-to-eat foods.

## Food Safety Programs

**Class 1** and **2** food businesses are required to have a Food Safety Program in place before they can be registered under the Food Act. A food safety program is a written document that shows how food is being prepared, served, manufactured or sold, and ensures that it is occurring in a safe manner.

A **Class 1** premises must have an independent food safety program that is tailored to take into account the food handling activities at that specific premises. A **Class 2** premises has the choice of using any suitable template already registered with the Department of Health and Human Services or using an independent program developed for the business. A Food Safety Program developed specifically for a food business must be audited by a Department of Health and Human Services Approved Auditor.

To download the free Food Safety Program template, or for further information on Food Safety Programs visit: [www.health.vic.gov.au/foodsafety/bus/templates.htm](http://www.health.vic.gov.au/foodsafety/bus/templates.htm)

# Food Safety Supervisors

Class 1 and 2 food premises are required to have a Food Safety Supervisor and must notify Council of their nominated person. Food safety supervisors are trained to recognise, prevent and alleviate hazards associated with food handling at your premises while providing supervision and food safety training to staff.

The Food Safety Supervisor must have a Statement of Attainment that shows completion of the required food safety competencies from a registered training organisation. More information on Food Safety Supervisor requirements can be found at [www.health.vic.gov.au/foodsafety/skills\\_knowledge/fss.htm](http://www.health.vic.gov.au/foodsafety/skills_knowledge/fss.htm)

## Food Safety

### STORAGE AND DISPLAY OF HIGH RISK FOOD

Ensure high risk food is stored under the following conditions:

- Food that requires refrigeration to be storage and displayed at or below 5°C
- Food that is intended to be stored frozen to be stored at or below -15°C
- Food that is intended to be hot held to be stored at or above 60°C

Food is not to be stored directly on the floor, shelving units are to be provided. All food stored must be covered or sealed in food grade containers and date labeled.

All raw and ready to eat foods must be separated to prevent cross contamination. This can be achieved through storing all raw products on the bottom shelves of the cold storage units and all ready to eat products above raw products.

### CLEANING AND SANITISING

All fixtures, fittings and equipment must be maintained and cleaned so there is no accumulation of food waste, dirt, grease or other visible matter. Bench tops, surfaces of equipment in contact with food and storage appliances must be kept in a clean and sanitary condition to reduce the likelihood of contaminating food. Implement a cleaning schedule to make sure all areas of your premises are cleaned regularly.

Sanitising is the process of killing food poisoning bacteria (which you cannot see) through the application of chemicals and/or heat. All food contact surfaces and equipment need to be cleaned and sanitised regularly. It is recommended every four hours when they are in use. It is not an option to use either a detergent or a sanitiser – both must be used. Food businesses must have a food grade chlorine based sanitiser that is used in accordance with the manufacturer's instructions. Ensure you have labelled spray bottles of sanitiser ready to use each day and train your staff on how to use it properly. If you don't have a dishwasher, all dishes must also be sanitised in a separate sink after they have been washed with warm water and detergent.

### ALLERGENS

Food allergies are a growing problem that can have serious ramifications, causing illness or even death. Everyone, from the manager through to the food preparation and service staff must be aware of the risks associated with food allergies and how to manage them. It is important to:

- develop a process for preparing foods for customers with allergies and ensure it is followed,
- train your staff so they understand their obligation to declare certain allergens and other substances in food if the customer asks,
- only use ingredients that are clearly and correctly labelled, and
- consider providing allergen information on your menu to help customers easily determine what foods they should avoid.

Further information on food allergies can be found at:

<http://www.foodstandards.gov.au/consumer/foodallergies/allergies/Pages/default.aspx>

## PROCESSING, COOLING AND REHEATING FOOD

A food business must:

- take all practicable measures to process only safe and suitable food; and take all necessary steps to prevent the likelihood of food being contaminated; and
- where a process step, i.e. heat treatment is needed to reduce to safe levels any pathogens that may be present in the food – use a process step that is reasonably known to achieve the microbiological safety of the food.
- When processing high risk food that is not undergoing a pathogen control step, minimise the time the food remains at temperatures that permit the growth of infectious or toxigenic microorganisms (i.e. between 5°C and 60°C).
- When cooling cooked high risk food, cool the food –
  - within two hours – from 60°C to 21°C; and
  - within a further four hours – from 21°C to 5°C
- When reheating previously cooked and cooled high risk food to hold it hot, use a process that rapidly heats the food to a temperature of 60°C or above.

## TEMPERATURE MEASURING DEVICE

A food business must have a temperature measuring device (thermometer) that is readily accessible and can accurately measure the temperature of high risk food to +/- 1°C. In order to accurately measure the temperature, a probe thermometer is required.

① Thermometers need to be calibrated regularly to ensure they are accurate. Refer to the Food Safety Program for instructions on how to calibrate a thermometer.

## SUPPLIERS

Food should only be sourced from reputable suppliers who are registered under the Food Act with their local Council. Ask for a copy of their Food Act Registration Certificate if you are not sure.

① Ensure to check on your suppliers regularly to confirm that the food they are providing you is safe. This could include checking their delivery vehicle for cleanliness, and if it is refrigerated, make sure it is at the correct temperature.

## FOOD DELIVERIES

A food business must take all practicable measures to ensure it only accepts food that is protected from the likelihood of contamination. A food business must also, when receiving high risk food, take all practicable measures to ensure it only accepts high risk food that is at a temperature of –

- (a) 5°C or below; or
- (b) 60°C or above.

Ensure deliveries of food are not left outside unattended, and aim to always have someone present at the premises when a delivery is scheduled.

## FOOD PACKAGING

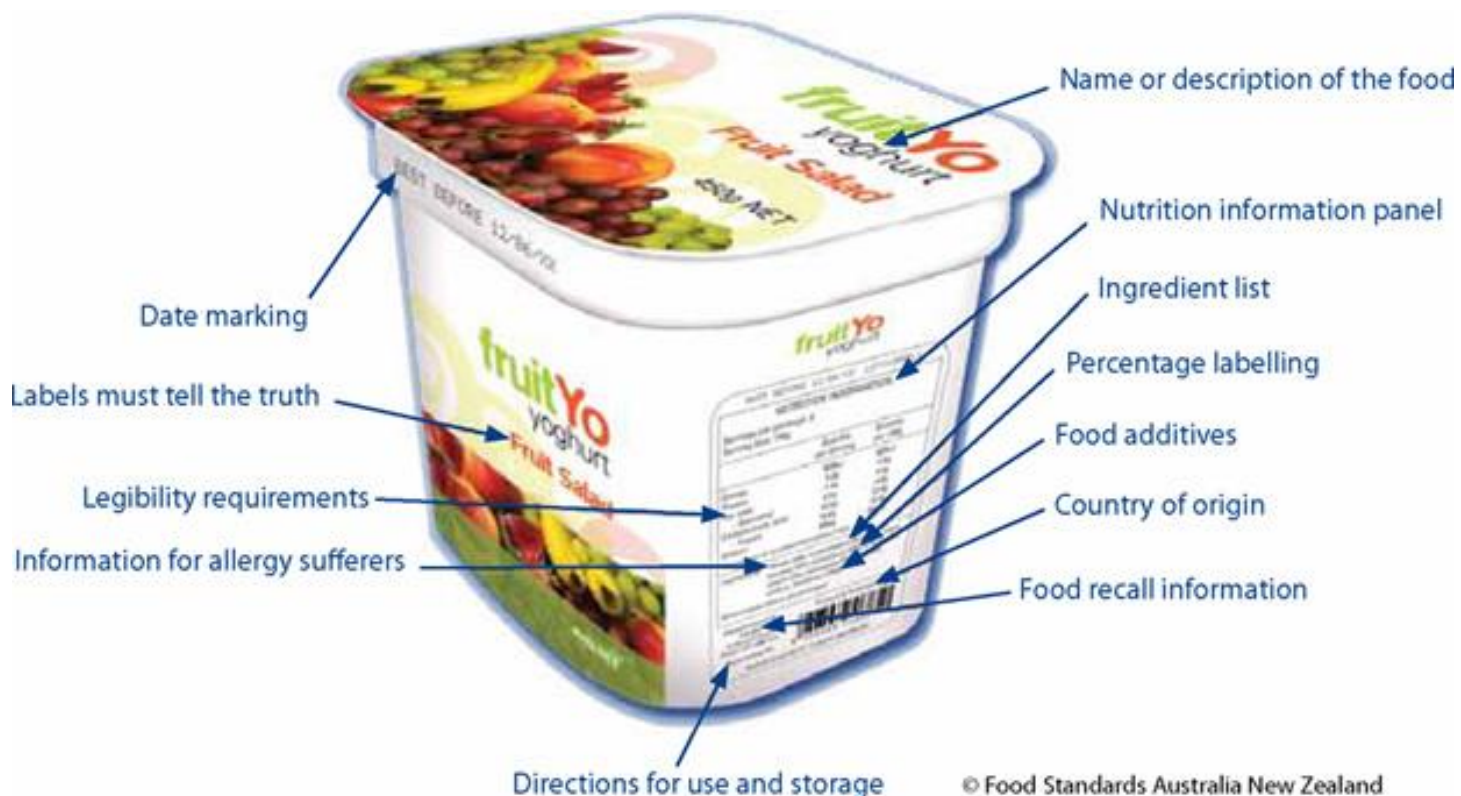
When packaging food, only use packaging material that is fit for its intended use; only use material that is not likely to cause food contamination; and ensure that there is no likelihood that the food may become contaminated during the packaging process.

## FOOD LABELLING

All food businesses are required by law to ensure the food which they sell is labelled in accordance to the Food Standards Code.

Food labels can provide a wide range of information to help consumers make food choices. Food labels also help to protect public health and safety by displaying information such as use by dates, ingredients, certain allergens, instructions for storage and preparation, and advisory and warning statements. FSANZ sets standards for what information must be on food labels. See image below for an example of food labelling requirements.

Further information can be found at: <http://www.foodstandards.gov.au/consumer/labelling/Pages/default.aspx>



# Fit Out of Food Premises

From the beginning, it is important to get the fit out of your business to the highest standard possible, as it can be difficult and costly to make changes once operational.

The design and construction of food premises must:

- be appropriate for the activities for which the premises are used;
- provide adequate space for the activities to be conducted on the food premises and for the fixtures, fittings and equipment used for those activities;
- permit the food premises to be effectively cleaned and sanitised; and
- to the extent that is practicable –
  - exclude dirt, dust, fumes, smoke and other contaminants;
  - not permit the entry of pests; and
  - not provide harbourage for pests.

❗ Consider the flow of deliveries, production and finished food products and ensure it is in a logical order!

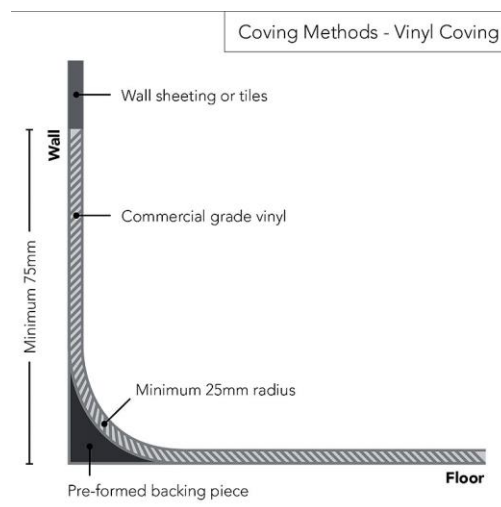
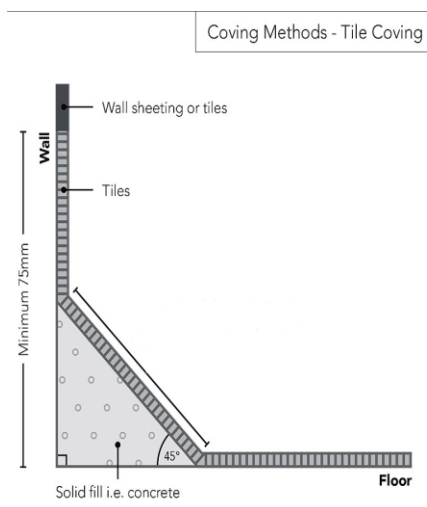
## FLOORS

Floors in food preparation and storage areas must be durable and non-porous. Suitable materials may include ceramic tiles, sheet vinyl with welded seams and floated or painted epoxy products.

Coving is required at the floor wall junction of all wet areas, food preparation and storage areas.

Suitable coving material may include:

- Vinyl sheeting with welded seams laid over a preformed fillet/extrusion
- Formed concrete
- Aluminum coving may be used where it is cemented into the corner.



Floors that are hosed down for cleaning or are regularly wet must install appropriately graded floor waste drains connected to sewer.

## WALLS AND CEILINGS

Walls and ceilings in food preparation and storage areas must be smooth, durable and impervious so they are able to be effectively cleaned, and sealed to prevent the entry of dirt, dust and pests.

Wall surfaces next to food preparation, cooking, and washing up areas should be finished with a splashback which is:

- made from a durable material such as ceramic tiles, vinyl sheeting or stainless steel wall panels/sheets,
- at least 1.8m in height from the floor at the rear of all cooking equipment, food preparation and wash up areas or to a height of at least 450mm at the rear of all sinks or bench tops which are attached to the wall, and
- securely attached to the wall and properly sealed.

Ceilings above food preparation and storage areas must be of a smooth continuous construction e.g. plasterboard.

① Removable drop-in or suspended ceiling panels are not suitable for use in food preparation or storage areas.

## FIXTURES, FITTINGS AND EQUIPMENT

Fixtures, fittings and equipment must be:

- Suitable for their intended purpose and commercial grade.
- Be designed and installed to allow the safe receiving, storage, processing, packaging and sale of food.
- Constructed from durable non corrosive material that is able to be easily and thoroughly cleaned.
- Installed 150mm off the floor or on lockable castors to allow movement.
- Designed to not provide harbourage for pests.
- Connected to the sewerage system (if they generate liquid waste i.e. cool room, coffee machine)

① It is recommended that cooking equipment is installed with flexible hoses where possible to allow for movement and access for cleaning.

## HAND WASH FACILITIES

A hand wash basin must be installed in areas where unpackaged food is handled and if toilets are on the premises, immediately adjacent to the toilet. Hand wash facilities must be:

- permanent fixtures,
- provided with warm running water delivered through a single outlet,
- of a size that allows for easy and effective hand washing, and
- clearly designated for the sole purpose of washing hands, arms and face

Hand wash basins should be located where they are easily accessible and must be kept unobstructed at all times. There must be a supply of liquid soap and paper towels in fixed wall mounted dispensers adjacent to the hand wash basin and a refuse bin nearby for the disposal of the paper towels.

Ensure all staff receive adequate training on how and when to effectively wash their hands.

 Officers may issue an infringement notice if the hand wash facilities do not comply with the requirements.



## WASH UP FACILITIES

A **double bowl sink** with a supply of running hot and cold water through a single outlet must be provided for cleaning and sanitising utensils, crockery, cutlery and equipment.

- One bowl is to be designated for cleaning using hot soapy water,
- the other is to be designated for sanitising equipment using a chlorine based sanitiser. Alternatively, a **commercial dishwasher**, with a minimum 82°C sanitising rinse cycle may be used in addition to a single bowl sink.

Sinks must be large enough to immerse the largest equipment used within the food business. Adequate space and racking must be provided adjacent to the sink for loading and drying.

In addition, a separate **food preparation sink** must be provided if the business involves preparation of food such as fruit and vegetables. This sink is to be solely for food preparation and must be provided with hot and cold water through a single outlet. The food preparation sink should be located away from the cleaning and sanitising sinks to prevent contamination.

A **cleaner's sink** is required for the cleaning and sanitising of cleaning equipment and for the disposal of mop bucket waste water. This sink must be fitted with hot and cold running water and connected to the main sewer. The cleaner's sink should be located away from any food preparation to prevent contamination.

## STORAGE

There must be enough storage space within the premises for all items required by the business. Storage will need to be provided for the following:

- Dry goods
- Drinks
- Packaging, containers and wrapping materials
- Crockery and equipment
- Cleaning products
- Staff clothing and personal items
- Office supplies
- Waste
- Any other items required by the business

Specific areas should be designated for storage of different items to prevent contamination i.e chemicals stored away from food. Open food must be stored in sealed food grade containers that are pest proof. Any exposed food must be protected from contamination at all times.

All storage areas must be suitably constructed sealed shelving which is at least 150mm off the floor to allow for adequate cleaning and monitoring of pest activity. Choose a long lasting finish for the shelving so it doesn't need to be renewed often and can be easily cleaned.

## VENTILATION

There must be suitable and sufficient natural or mechanical extract ventilation above cooking and wash up areas to effectively remove fumes, smoke, steam and vapours.

Exhaust canopies must comply with Australian Standard 1668.2 – 1991. The hood of exhaust canopies must extend a minimum of 150mm beyond the front, rear and sides of all heat emitting appliances.

When installing exhaust canopies consider the location of motors, fans, flues and vents so that any noise or odours do not affect people in adjoining properties. Refer to the specifications of any heat emanating equipment i.e. dishwashers and cooking equipment, which often provide further details on the requirement for mechanical ventilation.

## REFRIGERATION & FREEZER UNITS

Cold storage equipment (including cool rooms) must be able to quickly lower the core temperatures of foods to 5°C or less and maintain this temperature at all times including during periods of extreme temperatures. Freezer units must keep food frozen solid.

Refrigeration and freezer units should:

- have sufficient space to store all perishable food and to allow for the separation of raw and cooked foods, monitoring of stock levels and easy cleaning, and
- have shelving and storage racks that are constructed of a suitable and durable material that can be easily and effectively cleaned.

Cool room and freezer room floor, wall, and ceiling surfaces must be constructed of an approved material and suitable coving must be provided at floor-wall junctions.

① Condenser units in cool rooms and freezer rooms must be properly drained and connected to sewer.



Officers may issue an infringement notice if the cool room is out of temperature range.

## LIGHTING

There must be adequate natural or artificial light for the activities conducted on the premises, this includes in cool rooms, freezer rooms and dry store areas. Lighting must comply with Australian Standard 1680 Part 1 – 1990.

① Light fittings in food preparation and storage areas must be fitted with shatter proof diffusers or globes.

## GARBAGE

The premises must have enough bins for the disposal of refuse and recyclable materials both inside and outside of the premises. The outside bin storage area must be located in a separate, suitable area of the premises and be large enough to include all bins.

Frequent rubbish collections must be arranged to ensure there is not a build-up of rubbish on the premises.

① A contract should be arranged with the service provider to have the rubbish bins cleaned or replaced regularly. Alternatively, an area where bins can be washed must be provided on the premises.

## SEWAGE AND WASTE WATER DISPOSAL

All wastewater pipes from the premises must be connected to the sewer.

The grease interceptor should be installed outside the food premises and clearly marked on the submitted plans. South East Water must be contacted for advice and approval for the installation of a grease interceptor.

## PEST CONTROL

The premises should be built in a way to prevent the entry of pests including rodents, birds, animals, and insects. Exterior doors should be fitted with a self-closer and a pest strip at the base. Windows should be fitted with tight fitting mesh screens or be permanently closed. All holes, gaps and spaces in walls, floors and ceilings must be sealed to prevent the entry and harbourage of pests. This includes where pipes and conduits pass through walls, ceilings and floors.

① As a proactive control measure, prior to opening, approved bait stations should be positioned throughout the premises for the continuous monitoring of pests.

## TOILETS

Toilets must be provided for staff within the food premises, or nearby if the premises is within a large retail complex.

An **airlock** must be provided between a toilet cubicle and any space where food is stored, prepared or served. Toilet and airlock doors must be self-closing. The toilet must have a hand wash basin with liquid soap, paper towel and a waste bin and there must be adequate ventilation provided within the toilet area.

Customer toilets may be required and if so the number of toilets is determined by the Building Code of Australia. City of Kingston Building Services can be contacted on 1300 356 653 for advice.

## Food Transport Vehicles

Vehicles used to transport food must protect food from contamination. For vehicles transporting unpackaged food, the internal surfaces must be smooth and easily cleaned. If temperature control is necessary during transportation a refrigerated vehicle will be required.

## Tobacco Act

Any food business with a dining area is required to display 'no smoking' signs. The signs can be downloaded from <http://www.health.vic.gov.au/tobaccoreforms/resources.htm>. Alternatively, you can contact Council's Health Department or the Tobacco Information Line on 1300 136 775.

If you intend to have an outdoor smoking area you will be required to provide details of this alongside your food premises application. Further information regarding the requirements for outdoor dining areas is available at: <http://www.health.vic.gov.au/tobaccoreforms/outdoor.htm>

New changes to smoking laws in Victoria will take effect from **1 August 2017**. The new laws will ban smoking at all outdoor dining areas when food is available for consumption.

Premises that will be affected by this ban include: restaurants, cafés, take-away shops and licensed premises, including courtyard dining areas and footpath dining.



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