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## **FOOD PREMISES AND FOOD**

### **FOOD PREMISES AND FOOD VEHICLES**

This info pack aims to help proprietors, architects or builders seeking approval to operate, upgrade or construct a food outlet or vehicle.

To obtain Council approval you must:

- Provide a floor plan and elevations of the food preparation area (scale 1:20). The location of all fixtures and finishes need to be clearly identified.
- Ensure the premises or vehicle complies with the Health (Food Hygiene) Regulations 1993.
- Contact Council's Environmental Health Section to arrange for a preliminary inspection (if an existing building) and a final inspection before you begin operating your food outlet. Progress inspections during upgrade or construction are highly recommended.

There are different requirements for different classifications of food outlets. Outlines of the classifications are described below, together with the minimum structural requirement for each class.

#### **Classification Of Food Premises And Vehicles**

##### **Class 1**

- Extensive food preparation or cooking is carried out;
- Food is subject to spoilage, rapid bacterial growth, or requires high level of protection;
- Specific finishes, equipment or facilities are required.

Examples of Class 1 food premises include restaurants, fast food outlets, butchers, and coffee shops.

##### **Class 2**

- Premises where preparation, reconstitution, special storage or packaging of food is undertaken;
- No direct sale to the public is involved.

Examples of Class 2 premises include poultry processing, cold stores, seafood processing and bakeries.

### **Class 3**

- Premises where limited food preparation is carried out;
- Includes heating food for sale;
- Food is in a prepared form and requires only refrigeration or dry storage;
- Only basic finishes and fixtures are required.

Examples of Class 3 premises include a health food shop (wholesale and packing), warehouse, and grocery packing.

### **Class 4**

- Food handling is limited to dispensing pre-prepared or packaged food.

Examples include a supermarket, cake shop (retail only, no cooking), and selling of drinks.

### **Class 5**

- Premises where fruit, vegetables, or food that is wholly contained within protective packages.
- No refrigeration or special storage conditions are required.

Examples include a greengrocer, liquor store and warehouse (dry foods)

## **Minimum Design Requirements**

All food premises and vehicles must be designed and constructed to:

- protect food, equipment, appliances and packing materials from the weather;
- enable easy and adequate cleaning;
- guard against the entry of vermin; and
- exclude, as far as practical, dirt, dust, smoke, foul odours, and any other contaminants.

Where a dining area is included, the kitchen floor area must be equal to not less than 25% of the total floor area.

## **Structural Requirements**

### **Walls**

- Internal wall surfaces shall be smooth, rigid, durable, impervious to water, free from cracks and finished in a light colour.
- Where tiles are used in Class 1 & 2 premises they must extend to the full height of the wall. In Class 3, tiling must be to a minimum height of 600 mm above benches, hand basins, sinks and similar work areas. Please note that tiling is not compulsory in a food preparation area.

## Floors

- Floor surfaces must be smooth, rigid, durable, slip-resistant, corrosion-resistant, non-toxic, impervious to water and free of cracks. Examples of appropriate floor surfaces include sheet welded vinyl and concrete ceramic tiles.
- Class 1, 2, and 3 food premises and vehicles must have coving to a minimum radius of 9.5 mm.

## Ceiling

- Ceiling surfaces shall be smooth, durable, non-toxic, and impervious to water, free from cracks/crevices and be finished in a light colour.
- Class 3, 4, and 5 premises may be comprised of pre-formed materials.

## Window Sills

- These should be splayed downwards at an angle, which prevents it from being used as a shelf, and finished with smooth rounded edges.

## Washing Facilities

Where drinking or eating utilities are used, some of the following items will be required (depending on the class of the premises):

- Glass washing machine (Liquor licensed premises - bars, etc)
- Dishwashing machine (optional)
- Double bowl sinks (all classes)
- Tubs consisting two compartments (require special approval)
- Draining boards (optional)
- Drying and storage facilities (optional)

Hot water must be provided to the sinks (and tubs) at not less than 75°C (or not less than 50°C containing a chemical sanitiser).

## Lighting

- Light fittings must be fitted with protective covers and constructed to prevent contamination of food with dirt or dust.
- Lighting must comply with Australian Standard AS 1680-1976.

## Exhaust Systems

- Exhaust hoods must be provided over all cooking apparatus, in compliance with Australian Standard AS 1668.2 - 1991. Plans and specifications of all exhaust hoods are to be submitted to the Environmental Health Section for approval prior to the commencement of fabrication. Recycling activated carbon type hoods is **not** acceptable.

## Insect Screening

- All external windows and door openings shall be insect screened. This requirement does not apply to Class 5.

- External doorways may be fitted with air curtains or self-closing doors in lieu of screen doors.

### **Pipes, Ducts, Conduits, Wiring**

- Where possible, these are to be located on exterior surfaces or concealed in floors, walls or ceilings. Otherwise, they must be fixed in brackets, with a minimum clearance of 16mm.

### **Heavy Appliances**

- An appliance with a mass greater than 16kg must be sealed to the adjacent surface or mounted on wheels/castors capable of supporting it.
- Any appliance mounted on a bench must have a minimum clearance of 75mm from the adjacent wall.

### **Benches, Counters, Cupboards, Cabinets & Shelving**

- All structures are to be impervious to water, durable, non-toxic and resistant to corrosion, free of cracks and be easily cleanable (stainless steel is recommended).
- Working surfaces subject to high levels of liquid spillage, including drainage boards, must be made of stainless steel.
- Appliances should be situated so that all adjacent surfaces are at least 150mm apart.
- Fixtures must not contain a false or separate back or bottom.
- Legs and brackets of appliances and fixtures must be easily cleaned and -
  - a) made of smooth, corrosion resistant material in which -
    - the ends are closed and sealed; and
    - brackets with hollow backs are not used;
  - b) constructed as an integral part of the appliance or securely fixed to prevent lodging of dirt, etc; and
  - c) constructed so that there is a clear space -
    - of no less than 150mm between the floor and the underside of the appliance; and
    - of no less than 75mm between the adjacent wall or other vertical surfaces and the legs and brackets, as the case may be, and any brace or other member attached to it.

### **Hand Washing Facilities**

- Hand washing facilities are to be used for the washing of hands only.
- Hand washing basins must be provided in the following areas:
  - a) adjacent to each toilet facility;
  - b) in a food preparation area; and
  - c) in any other area where hands may contaminate food.
- The wash basins must be provided with hot and cold water delivered through a common outlet.
- Liquid soap and paper towels are to be readily accessible.

- In Class 1 and 2 food premises, where hazardous foods are processed, hand basins must be installed which can be operated by means other than by hand (e.g. foot pedal).

### **Sanitary Conveniences**

- Sanitary conveniences for staff and persons (including disabled persons) using the food premises shall be in accordance with the Building Code of Australia.
- Public toilet access must not be through areas where food is prepared, packed, stored or handled.
- Staff and public toilets may be combined in the one block except staff toilet facilities must be segregated and labelled, with no access made available to the public.

### **Change Rooms**

- Separate male and female change room facilities shall be provided for Class 1 and 2 food premises.
- Change rooms are to be at least 3 square metres with an additional 0.75 square metres for each person in excess of 4 and must be separated from the food handling area.
- Locker storage is required to be provided in the change room facilities.

### **Cool Rooms**

- A cool room must be designed and constructed so that -
  - a) all internal angles between walls/vertical surfaces and floors are coved to a radius of at least 9.5mm;
  - b) the floors are graded to a trapped floor waste;
  - c) condensate from evaporative units is collected and discharged to a drainage system located outside the cool room;
  - d) racks, shelves or similar supports are to be constructed of corrosion resistant, smooth and easily cleanable non-absorbent materials;
- All doors must be -
  - a) fitted with a rubber or similar seal which effectively prevents the escape of cold air or the entry of warm air when the door is closed, and the seal must be kept in good repair;
  - b) capable of being opened from the inside at all times; and
  - c) equipped with a thermometer / thermograph indicating the temperature in the warmest part of the room accurate to  $\pm 1^{\circ}\text{C}$  and located so that it is easily readable.

### **Grease Traps**

- Grease traps are not to be installed inside kitchens or food preparation areas.
- Plans are required to be submitted to the Water Corporation for approval.

## Rubbish and Refuse Receptacles

- Adequate facilities must be provided in food premises/vehicles for the temporary storage of waste. The City of Albany encourages all proprietors to provide receptacles for the collection of recyclable materials.
- The rubbish area is to be kept clean, well maintained, and disinfected at least once a week.

## Enclosures For Storage of Refuse Receptacles

- Enclosures for refuse receptacles are required to -
  - a) be of sufficient size to accommodate all receptacles used on the premises but in any event having a floor area not less than a size approved by Council;
  - b) be constructed of brick, concrete, corrugated compressed fibre cement sheet or other material of suitable thickness approved by Council;
  - c) have walls not less than 1.5 metres in height and having an access way of not less than 1 metre in width and fitted with a self closing gate;
  - d) contain a smooth non-slip and impervious floor -
    - of not less than 75 mm in thickness; and
    - which is evenly graded to an approved liquid refuse disposal system;
  - e) be easily accessible to allow for the removal of the receptacles;
  - f) be provided with a ramp into the enclosure having a gradient no steeper than 1:8 unless otherwise approved by Council; and
  - g) be provided with a tap connected to an adequate supply of water.

## Good food hygiene practices include –

- Wash hands regularly - before, during and after food handling, going to the toilet, leaving and entering the premises.
- Use tongs (not your bare hands) when handling food.
- Wear a hat or a hair net at all times, ensuring that long hair is tied back.
- Wear appropriate protective clothing e.g. apron.
- Do not touch your nose, mouth, hair, etc prior to handling food without washing hands afterwards.
- Use separate utensils when handling raw and cooked food.
- Store food below 5°C (e.g. vanilla slices, sandwiches etc) or above 60°C (pies, chips, etc). Do not defrost food outside these temperatures.
- Ill persons shall keep out of the food preparation area.
- No smoking is allowed by any person in the food handling area.
- All food is to be protected in sealed packages or containers while in transit from the place of preparation to the premises.
- Food should have a list of ingredients included on the label.
- All cloths, tea towels, etc., should be maintained in a clean condition and used solely for the purpose for which they were intended.
- Responsible adults should supervise juvenile food handlers.
- Keep the number of food handlers to a minimum while food is being prepared or cooked.
- No animals are permitted in areas where food is being prepared or cooked.

- Keep food stalls a minimum distance of 10m from car parks, roads, toilet facilities and stalls handling products of an obnoxious nature (e.g. manure/fertiliser)
- All disposable eating utensils shall be pre-wrapped in paper napkins, cellophane bags or similar material prior to distribution to the public.
- Drinking straws, paper cups, spoons, etc., shall be enclosed in suitable dispensers or otherwise protected from contamination.
- Beverages (such as tea and coffee) are to be fully enclosed in suitable dispensers equipped with a tap or spout.
- All equipment, appliances, utensils, fittings and fixtures are to be durable, smooth, impervious, non-toxic, easily cleanable and free from cracks and crevices.
- Provide disposable paper towels and soap for hand washing and drying purposes.

**\*\* DISCLAIMER \*\***

This information sheet is a guide only. Verification with original Local Laws, Acts, Planning Schemes, and other relevant documents is recommended for detailed references. The City of Albany accepts no responsibility for errors or omissions.

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