



GUIDELINES FOR FOOD BUSINESSES

FOOD ACT 2008

**AUSTRALIA NEW ZEALAND
FOOD STANDARDS CODE**

******DISCLAIMER******

The information contained within this document is for guidance only. Verification with current Acts, Regulations, Codes of Practice, Australian Standards, Planning Schemes & other relevant documents is recommended for detailed reference. The City of Bayswater accepts no responsibility for errors or omissions.

APPROVAL PROCESS

- 1. The proprietor is to apply in writing for approval to operate as a Food Business.*
- 2. Provide a floor plan & elevations (scale 1:100). The location of all fixtures & finishes need to be clearly identified on the plans.*
- 3. Comply with structural requirements outlined under Standard 3.2.3 of the Australia New Zealand Food Standards Code.*
- 4. All works must be inspected & passed by a City of Bayswater Environmental Health Officer prior to operating. Please note that planning and building approval is required for newly constructed premises and in certain instances re-fits.*

Should you have any questions or concerns regarding the information contained within these guidelines, please phone the Environmental Health Section on 9272 0648 between 8.30am & 4.30pm.



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DESIGN & CONSTRUCTION REQUIREMENTS

General

A food business may only use food premises, transport vehicles, equipment, fixtures and fittings that comply with Standard 3.2.3 of the *Australia New Zealand Food Standards Code*.

Standards Australia AS 4674-2004 also provides guidance for the construction and fit-out of new premises and for the renovation and alteration of existing premises.

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

- ◆ Be appropriate for the intended activities and provide adequate space for fixtures, fittings and equipment.
- ◆ Protect food, equipment, appliances and packing materials from the weather.
- ◆ Enable easy and adequate cleaning.
- ◆ Guard against the entry and harbourage of pests/ vermin.
- ◆ Exclude, as far as practicable, dirt, dust, smoke, fumes and any other contaminant.

NOTE:-

Food premises/vehicles must possess floors, walls and ceilings, to separate internal and external areas to prevent contamination.

Where a dining area is included in a food premise or vehicle, the kitchen floor area (excluding storage areas and cool rooms) should not be less than 25% of the total floor area.

Water Supply

Food businesses must have an adequate supply of potable water. The use of non-potable water is only permitted where a food business can clearly demonstrate that it will not adversely affect the safety of the food handled.

Sewage and Waste Water Disposal

A food business must have sewage and waste water disposal systems that will effectively dispose of sewage and waste water. They must be constructed and located so that there is no likelihood of polluting the water supply or contaminating food.

Storage of Garbage & Recyclable Matter

A food business must have adequate facilities to store and contain all garbage and recyclable matter on the premises and prevent the attraction of pests or animals.

NOTE:-

The bin should be kept in an approved bin compound with adequate wash facilities and drainage. This area must be kept clean, well maintained and should be deodorised at least once a week.

Lighting

Food premises must have a lighting system that provides sufficient natural or artificial light for the activities conducted on the food premises.

NOTE:-

Light fittings should be fitted with protective covers and constructed in a way that will minimise dirt/ dust build-up.

Ventilation

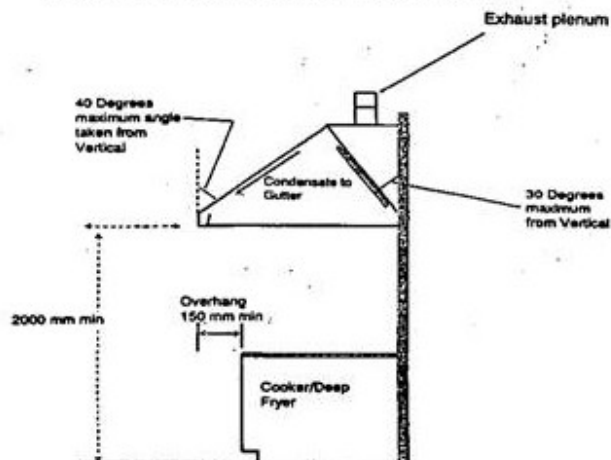
Food premises must have sufficient natural or mechanical ventilation to effectively remove fumes, smoke, steam and vapours from the food premises.

NOTE:-

Exhaust canopies to comply with AS1662.2-1991 (Refer to Diagram Below)

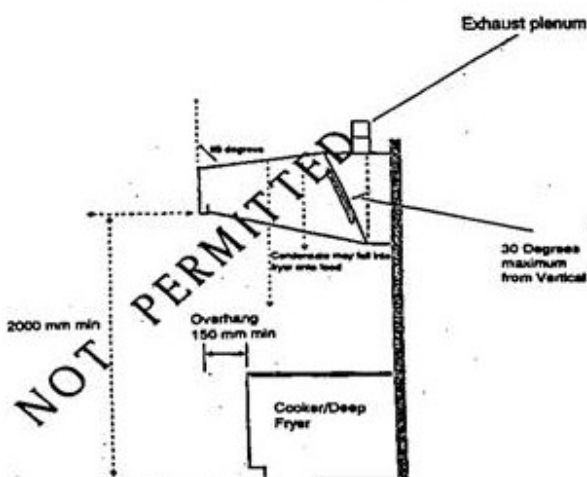
**Depicting Angles of Exhaust Canopies
(Not to any scale)**

AUSTRALIAN STANDARD 1668.2-1991



**Depicting Angles of Exhaust Canopies
(Not to any scale)**

NON COMPLIANCE WITH 1668.2-1991



FLOORS, WALLS & CEILINGS

The following structural requirements for floors, walls and ceilings apply to all areas used for food handling, cleaning, sanitising and personal hygiene except the following areas –

- dining areas;
- drinking areas; and
- other areas to which members of the public usually have access.

Walls & Ceilings

All walls and ceilings must be:-

1. Designed and constructed in a way that is appropriate for the activities conducted.
2. Provided in areas that are necessary to protect food from contamination.
3. Sealed to prevent the entry of dirt, dust and pests.
4. Unable to absorb grease, food particles or water; and
5. Able to be easily and effectively cleaned.

NOTE:-

Internal wall surfaces and ceilings should be smooth, rigid, durable, impervious to water, free from cracks and finished in a light colour.

High risk food business should tile their food preparation, handling and clean-up areas to full wall height; whereas medium and low risk food businesses should tile to a height of 600mm above benches, hand basins, sinks and similar work areas.

High and medium risk food businesses should have coving (with a minimum radius of 9.5mm) to cover the join between the wall and floor, to facilitate easy cleaning.

Window sills should be splayed downwards at an angle and finished with smooth rounded edges.

Floors

1. Must be designed and constructed in a way that is appropriate for the activities conducted on the food premises.
2. Must be:-
 - (a) Able to be effectively cleaned;
 - (b) Unable to absorb grease, food particles or water;
 - (c) Laid so that there is no ponding of water; and
 - (d) Unable to provide harbourage for pests.

Floors in temporary food premises that are unlikely to pose a risk of contamination do not have to comply with the flooring requirements listed in part 2.

NOTE:-

Floor surfaces must be smooth, rigid, durable, slip resistant, corrosion resistant, non-toxic, impervious to water and free of cracks (eg., sheet welded vinyl, concrete ceramic tiles or other approved materials).

FIXTURES, FITTINGS & EQUIPMENT

General

All fixtures, fittings and equipment must be adequate for the safe production of food and fit for their intended use.

They must:-

- Not be likely to cause contamination.
- Be easy to clean.
- Allow for the easy cleaning of surrounding surfaces.
- Not allow harbourage for pests.

NOTE:-

An appliance with a mass greater than 16kg should be sealed to the adjacent surface or mounted on wheels/casters. Any appliance mounted on a bench shall have a minimum clearance of 75mm from adjacent walls.

All benches, cupboards, counters and cabinets should:-

- be impervious to water, durable, non-toxic and resistant to corrosion, free of cracks and easily cleanable (stainless steel is recommended).
- be a minimum height of 150mm off the floor and 75mm from a wall.

Cool rooms:-

- Construction requires approval by Council's Building Department.
- Condensation must be discharged to a drainage system located outside the cool room.
- Any shelving must be corrosive resistant, smooth and easily cleanable.
- Doors to be fitted with a rubber seal or similar, preventing escape of cold air, and capable of being opened from the inside.
- A thermometer must be provided, with an accuracy of $\pm 1^\circ$ and easily readable.
- Must be fitted with adequate lighting.

Connections for specific fixtures, fittings and equipment

Fixtures, fittings and equipment that are designed to be connected to a water supply or a sewage/waste water disposal system, must be adequately connected.

NOTE:-

Pipes, ducts, conduits and wiring where possible shall be located on an exterior surface, or concealed in floors, walls or ceilings. When this is not possible, they should be fixed in brackets, with a minimum clearance of 16mm from the surface.

Grease traps must not be installed within kitchens or food preparation areas and must comply with Water Corporation specifications.

Hand Washing Facilities

Hand washing basins must be provided:-

- In any area where hands may contaminate food.
- Adjacent to each toilet facility.

Each hand wash basin must be:-

- A permanent fixture (except for temporary food premises).
- Provided with warm running potable water.
- A suitable size to allow effective hand washing.
- Kept in a clean condition, be made readily accessible, and supplied with liquid soap and paper towels for hand drying.
- Shall only be used to wash hands.

NOTE:-

High risk food businesses should have hand basins with hands free operation (ie. wrist, elbow, foot etc...)

MISCELLANEOUS

Storage Facilities

Adequate storage facilities are required in all food premises, to store items which are likely to contaminate food (ie. chemicals, personal belongings and clothing).

NOTE:-

High risk food businesses should have separate male and female change room facilities with locker storage. They should be no less than 3 square metres with an additional 0.75mm square metre for each person in excess of 4 and separated from food handling areas.

Washing Facilities

All food businesses must have adequate washing facilities (including double bowl sinks, draining boards, separate food preparation sink) and drying/ storage facilities. Where drinking or eating utensils are used, glass and dishwashing machines may be necessary.

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

A separate sink should be provided for the cleaning of mops, brushes and cloths only.

Toilet Facilities

An adequate number of toilets must be provided for food handlers.

NOTE:-

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

Food Transport Vehicles

Must be:-

- Designed and constructed to protect food.
- Able to be effectively cleaned and sanitised if necessary.

Insect Screening

All external windows and door openings must prevent pest entry.

NOTE:-

Screens can be fitted to external windows and doors. External doorways may be fitted with air curtains or self-closing doors instead of screens.