

City of Boroondara

GUIDANCE ON STRUCTURAL STANDARDS FOR FOOD PREMISES

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The City of Boroondara

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CITY OF BOROONDARA GUIDANCE ON STRUCTURAL STANDARDS FOR FOOD PREMISES

The *Food Act 1984* and The Australia New Zealand Food Standards Code require the hygienic construction and fitting out of food premises.

The City of Boroondara *Guidance on the Structural Standards for Food Premises* aims to assist businesses to ensure compliance with the general legislative provisions of the *Food Act 1984* and the Food Standards Code.

Good food premises design promotes good hygiene and the safe preparation of food, presenting a wholesome food image to the public.

If you would like to discuss any aspect of these specifications, contact your area Environmental Health Officer who will assist with any enquires or queries.

This publication is not intended to be prescriptive. Its role is to provide guidance that may help proprietors through the planning and design of new premises or alterations and repairs to existing food establishments.

All food business proprietors should make themselves aware of their legal obligations under the *Food Act 1984* and the requirements contained within the Food Standards Code to ensure compliance. It is recognised that techniques or procedures in addition to those offered in this guide can achieve compliance with the *Food Act 1984*.

Council's Building Services and Planning Services should be consulted for further requirements.

Further information on lighting, ventilation and toilet requirements can be found in the Building Code of Australia.

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Translation needed?

If you would like this information translated please call the Council Customer Service Centre on 9278 4444.

<p>PLANNING AND ENVIRONMENT ACT 1987 AND HEALTH OFFICE APPROVAL MUST BE OBTAINED BEFORE ANY WORKS ARE TO BE COMMENCED.</p>

1. FLOOR PLANS

Two copies of floor plans not less than 1:100 should be submitted to the Environmental Health Unit before any work on the construction, renovation or alteration of any premises is carried out.

The plans should include details such as the location and finish of walls, ceilings, floors, fixtures and fittings, and the nature of the work processes to be carried out.

Separate plans outlining the details of any mechanical exhaust system to be installed are also required.

When developing plans for a new business the following factors should be considered:

- Adequate space to permit a workflow that will separate food handling areas to prevent cross contamination between food handled in one area and another;
- Chilled, hot and dry goods storage space for ingredients, raw materials and final products;
- Storage space for recalled product and other products kept separate from product for sale;
- Need for additional equipment such as food preparation sinks to be installed to meet the requirements of the Food Standards Code;
- Staff numbers and protective clothing requirements to assess changing room space;
- Cleaning methods so as to ensure that there is adequate space to manoeuvre cleaning equipment, to access areas for cleaning and to store chemicals;
- Quantity and type of garbage and recyclable materials produced so as to assess garbage storage area requirements;
- Water requirements so as to assess any requirements for hot and cold water; and
- Sewage disposal.

This list is not exhaustive but indicates the scope of what is required.

2. FOOD PREMISES REQUIREMENTS

2.1 WATER SUPPLY

There must be an adequate supply of potable water for all activities conducted on the food premises.

There must be sufficient hot and cold water capacity to enable a food business to carry out all operations even during peak operating times.

2.2 SEWAGE AND WASTE WATER DISPOSAL

Food premises must have a sewage and waste water disposal system that will effectively dispose of all sewage and waste water and be constructed and located so that there is no likelihood of the sewage and waste water polluting the water supply or contaminating food.

Guidance must be sought from Yarra Valley Water as to whether a grease trap is required. If required, the location of any grease traps should be shown on the floor plan.

Grease traps should not be installed in a room used for preparation, processing, packing or storing of foods for sale.

2.3 STORAGE OF GARBAGE AND RECYCLED MATERIAL

There should be a suitable storage area which contains the volume and type of garbage and recyclable material.

This should be:

- Of a sufficient size to accommodate the number of receptacles to be stored there;
- Properly bunded, graded and drained to a silt trap connected to the sewer in accordance with water authority requirements;
- Supplied with a single outlet hot and cold water hose tap for the washing of receptacles; and
- Suitably enclosed if necessary to keep pests and animals away.

2.4 LIGHTING

Adequate lighting by natural or artificial means is essential. The Building Code of Australian and Australian Standard 1680 recommend 300 lux as the minimum lighting level for premises preparing food.

Light fixtures should be flush mounted or recessed into the ceiling to enable effective cleaning of the ceilings.

Consideration should be given to the installation of fully enclosed dust and shatterproof lighting in areas where exposed food is handled or stored so as to prevent the risk of glass contamination.

2.5 FLOORS

The floor surface of each room in an establishment must be able to be effectively cleaned, unable to absorb grease, food particles or water and be laid to ensure no ponding of water.

Examples of such impervious materials include

- Quarry tiles;
- Ceramic tiles; and
- Epoxy finishes.

(This list is not exhaustive and other materials may also be suitable)

Approved coving material should be fitted to all floor/wall junctions in all food preparation and/or storage areas and a sample of the coving should be submitted to the Health Office prior to installation.

In any room where large amounts of water are required for cleaning, the floor may create potential harbourage for pests and it could also be a source of bacterial contamination.

Australian Standard 4674 -2004 *Design, Construction and Fit out of Food Premises* indicates that floors should be evenly graded to at least 1 in 100 so that water falls to the floor waste. Such floor waste should be connected to the sewer in accordance with the water authority's requirements.

2.6 WALLS

The surface of internal walls must be capable of being readily cleansed.

Walls in areas where food is manufactured or handled should be smooth, easy to clean and impervious. Wall surfaces should also be a light colour to assist cleaning.

Examples of suitable materials include

- Stainless steel;
- Ceramic tiles;
- Vinyl tiles; and
- Painted plaster.

(This list is not exhaustive and other materials may also be suitable)

Walls behind cooking equipment should be faced with a smooth and impervious material from floor level to the underside of the mechanical exhaust canopy.

It is recommended that walls behind cooking equipment should be covered with stainless steel rather than tiles to allow easy cleaning.

Australian Standard 46774 indicates that all service pipes should be concealed in the wall or fixed with brackets at least 25mm clear of any wall and not less than 100mm clear of any floor to enable ease of cleaning.

2.7 CEILINGS

The ceilings in areas where food is manufactured, prepared, packed or stored other than unopened packages, should be of a rigid, dustproof, non-absorbent material and free from cracks, crevices or openings.

The use of flush jointed plasterboard painted with washable gloss paint is recommended; however, other materials may also be suitable. This should be discussed with your local Environmental Health Officer.

2.8 PREMISES PROTECTED FROM CONTAMINANTS

Premises should be designed so as to prevent entry by of rodents, birds, animals and insects.

Building

All parts of the fabric of the food premises should be suitably constructed to prevent access for pests. This includes ensuring that there are no gaps or holes present in the construction of walls, ceilings and floors so preventing pathways for mice and rats or harbourage for crawling insects like cockroaches.

Access should also be provided to spaces above false or suspended ceilings so that the spaces can be inspected for pests.

Windows

Every window and ventilator opening to the outer air should be covered with an approved fly-wire screen or other suitable method to prevent entry by pests.

Doorways

Doorways should be provided with either:

- A full door fitted with an efficient heavy duty self-closer or
- A self-closing commercial flywire door; or

- Heavy duty plastic properly designed and fitted. Strips shall be of a suitable thickness and shall span the entire height and width of the doorway; or
- Suitable air curtain that effectively prevent insects entering the premises.

Yards

All yards and sheds should be maintained in an orderly and sanitary condition so as not to harbour any vermin.

2.9 FIXTURES, FITTINGS AND EQUIPMENT

Fixtures, fittings and equipment must be designed, constructed, located and installed so that there is no likelihood that they will cause food contamination, they are able to be easily and effectively cleaned and they do not provide harbourage for pests.

The Australian Standard 4674 *Design, Construction and Fit out of Food Premises* provides guidance on the installation of equipment, appliances (including stoves, ovens, deep fryers) and fittings used within a food premises.

Australian Standard 4674 states that such fixtures and fittings should be:

- placed no closer than 150mm to any wall and on metal legs, or castors;
- not less than 150mm above the floor unless sealed to the floor or wall in such a manner so as to eliminate any open gap to prevent liquids, food particles, grease or other refuse from collecting; and
- All shelving should be kept 25mm clear of the wall and be fixed on metal supports with the lowest shelf not less than 250mm above the floor level.

The surface of all tables, benches, trays, counters, appliances, equipment and fittings should be constructed of rigid, non-toxic, durable impervious material and be free of cracks and crevices as far as practicable.

All bars, counters etc that display food should be protected from potential contamination by customers. This may include the use of screens, sneeze guards or other suitable method to protect food from contamination.

The surface of shelving including edges should be smooth, durable, non absorbent, free of cracks and crevices and suitable to the nature of work processes to be carried out, e.g. glass, metal, plastic or laminate.

There must be adequate bench space for food preparation activities and to prevent cross contamination.

In order to protect all food, utensils and equipment from contamination the following must be considered:

- Do not store food, utensils or equipment on the floor;
- Provide adequate drawers for storage of utensils; and
- Provide single service dispensers for the distribution of straws to customers.

2.10 COOKING APPLIANCES

All cooking appliances should be installed in a manner that they are able to be effectively cleaned and that there is no likelihood that they will cause food contamination.

Flexible connections are recommended for gas appliances and cooking facilities or if these pieces of equipment cannot be moved, sufficient clearance space (150mm) is provided between the equipment to allow for effective cleaning of the surrounding areas.

Advice should be sought from Energy Safe Victoria www.esv.vic.gov.au when installing electrical or gas equipment.

2.11 WASHING FACILITIES

An adequate number of wash hand basins must be provided within close proximity to each food handling and preparation area for all food handlers to wash their hands regularly. The Food Standards Code indicates that a food handler should not have to travel more than five metres to the nearest basin.

Wash hand basins must be used solely for washing hands.

Each basin must be provided with an adequate supply of hot and cold water delivered through a single outlet and is of a sufficient size that allows easy and effective hand washing.

The Food Standards Code states that a basin of 11 litres capacity with minimum dimensions of 500mm by 400mm off the wall will be adequate for most food handlers.

Hands free devices are recommended where high risk foods are handled.

Soap and approved hand drying facilities such as paper towels or hot air drier are to be provided adjacent to the basin.

2.12 SINKS – FOOD PREPARATION AREAS

An adequate number of stainless steel double bowl sinks are to be provided with an adequate supply of hot (70°C) and cold water and an integral drainer to one side to provide for adequate manual cleaning and sanitising. There must be adequate loading space and draining and/or drying space adjacent to the sink.

Sink facilities must be of adequate size to accommodate the largest pots or equipment to be used.

In addition to cleaning and sanitising sinks, separate sinks are required for food processing.

If required by the relevant water authority, sinks should be connected to a grease trap.

All sinks and wash basins should be fitted with an appropriate splash back that is smooth, impervious and capable of being effectively cleaned. It is recommended that such splash back should be a minimum of 480mm in height.

A suitable area should be provided for the storage of cleaning equipment and materials, and fitted with a cleaner's trough with an adequate supply of hot and cold water. This should not be sited within an area where food is prepared.

2.13 STORAGE FACILITIES

All storage areas must be located so that there is no likelihood of non food items contaminating food or food contact surfaces. All such storage areas should be provided with sufficient shelving ensuring that food will not be stored on the floor.

It is recommended that shelving is on legs at least 150mm in height to enable access for cleaning.

All such storage areas must be adequately pest proofed to ensure that there is no risk of contamination for animals, vermin or flying insects.

Refrigeration units, cool rooms, freezer rooms

Adequate refrigerated or freezer space equipped with clear and accurate thermometers must be provided for the storage of all perishable foods on the premises. The Food Standards Code requires that all high risk food must be stored below 5°C and food that is intended to be stored frozen must be stored in a freezer that is capable of keeping food frozen. All freezers should maintain a temperature of less than -15°C.

These rooms should have internal and external lining surfaces that are capable of being effectively cleaned, provides sufficient insulation and are resistant to damage by moisture.

Example of such materials include:

- Aluminium;
- Stainless steel; or
- Colorbond type insulation panels.

(This list is not exhaustive and other materials may also be suitable)

The cooling unit discharge is required to be connected and drained to the sewer.

Where large amounts of water are required for cleaning, the floors should be graded and drained to the sewer as per the water authority requirements.

Dry goods

An adequate storage area should to be provided for the separate storage of bulk materials, for example dry ingredients.

Dry ingredients such as flour and rice should be kept in impervious air-tight containers with tight fitting lids on shelves or on castors in approved, designated areas.

Clothing

Separate facilities should be provided for the storage of employees' outdoor clothing and personal effects, i.e. cupboard or change room.

Chemical storage

There must be provision for separate storage of cleaning materials, equipment, detergents, etc so that it does not present a source of contamination for food.

2.14 TOILET FACILITIES

Adequate toilet accommodation and hand washing facilities must be provided for staff and customers in accordance with the sanitary requirements of the **Building Code of Australia**. The Building Department must be consulted.

In addition, toilets

- must be accessible at all times when staff are working;
- must be clean and operating properly;
- should not be entered directly of a food preparation area but through a ventilated lobby;
- should have no likelihood that droplet borne contamination will affect the safety of food;
- should be located within a reasonable distance from the food handlers work area; and
- should be provided with hand basins with a supply of warm potable running water for hand washing and suitable drying facilities.

2.15 VENTILATION

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

To determine whether a ventilation system is adequate the following should be considered:

- Do the food operations or other activities (such as cleaning) produce fumes, smoke or any vapours?
- Does the proposed ventilation system remove all steam and fumes?
- Are air intakes and intakes for make up air located so that they provide fresh air uncontaminated by fumes, smoke, etc?
- Does the system draw air into clean preparation rooms from areas of the premises where operations generate dust or airborne microbiological contamination?

Guidance on the design and installation of mechanical ventilation may be found in Australian Standard 1668 Part 1 and 2, *The use of mechanical ventilation and air conditioning in buildings*.

Compliance with Australian Standard 1668 Part 1 and 2 will normally ensure compliance with the ventilation requirements of the Food Standards Code.

3. REGISTRATION

Prior to the premises becoming operative, the proprietor must make an application on the prescribed form to register the premises and receive approval of the Council's Health Unit.

Every food premises registration is to be renewed annually with the Health Unit.

In addition, the proprietor of any food premises must (as prescribed), paint or affix, and maintain the name of the proprietor in letters 30 millimetres high that contrast the background on the front of the premises.

4. FURTHER INFORMATION

Food Act 1984

Safe Food Australia A Guide to the Food Safety Standards

Australian Standard 4674 Design, Construction and Fit out of Food Premises

Australian Standard 1668 Part 1 and 2 The use of mechanical ventilation and air conditioning in buildings

Building Code of Australia