



MOORABOOL
SHIRE COUNCIL

GUIDELINES ON THE DESIGN AND CONSTRUCTION OF FOOD PREMISES

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INTRODUCTION

Food business are required to ensure that their food premises, fixtures, fittings, equipment and transport vehicles are designed and constructed to be maintained clean and where necessary sanitised. The layout of the premises should be designed to minimise the opportunity for food contamination.

These specifications are based on the requirements of the Food Safety Australia & New Zealand (FSANZ) Food Standards Code, Standard 3.2.3 Food Premises and Equipment.

These guidelines will assist people in the construction and any proposed alterations to be carried out to Food Establishments.

PLANS AND SPECIFICATIONS

Prior to making an application to Council's Environmental Health Unit ensure you obtain the relevant Town Planning permits for use of premises and relevant building approvals for any building alterations and construction prior to any work being carried out. It is advisable to have all applications submitted to the Council simultaneously.

Plans and specifications should be submitted to the Environmental Health Unit for approval prior to undertaking any structural work. Plans must be drawn accurately to scale of not less than 1:100 and should include:

- Details of the proposed layout of the premises showing the position of all benches, appliances, equipment, counter and other fixtures.
- Specifications which list all materials used, finishes to floors, walls, ceiling, cupboards and work benches and details/descriptions of all equipment to be used.

Businesses must ensure that premises are provided with the necessary services including waste disposal, light, ventilation, cleaning and personal hygiene facilities, storage space and access to toilets.

REGISTRATION

Prior to business becoming open to the public, the business owner must register the premises with the Council. The following steps must be taken prior to registration being granted:

1) Inspection

When the construction is near completion, contact the Environmental Health Officer to arrange an inspection of the premises.

2) Apply to register

An application form will be provided by the Environmental Health Officer when they are satisfied that the construction of the premises complies with the Food Act 1984 and the FSANZ Food Safety Standards.

3) Food Safety Supervisor (FSS)

Your business will need to nominate someone to be the Food Safety Supervisor. This person will be responsible for the implementation of the Food Safety Program and must ensure all staff who handle food have the skills and knowledge appropriate to their duties.

The FSS is required to undertake formal training which entails completing a Level 1 & 2 Food Safety Supervisor course. The FSS must complete the course prior to the business opening and submit a copy of the Statement of Attainment (Course Certificate) when the registration form is submitted.

4) Food Safety Program

Prior to an application being processed, a food safety program **must** be submitted to Council. A food safety program (FSP) is a written document that helps the proprietor of a food business to manage the safety of the food prepared, served and sold. It details how to control and monitor the potential risks involved in the preparation of food. A copy of a template FSP can be obtained from our office, or alternatively downloaded from the internet at www.foodsmart.vic.gov.au or www.health.vic.gov.au/foodsafety.

Note: You cannot be registered with Council until the FSP is submitted and approved.

GENERAL REQUIREMENTS

FOOD STANDARDS CODE – Standard 3.2.3, Clause 3

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, fittings and equipment used for those activities;
- c) permit food premises to be effectively cleaned and, if necessary, sanitised.
- d) To the extent that is practicable:
 - (i) exclude dirt, dust, fumes, smoke and other contaminants;
 - (ii) not permit the entry of pests; and
 - (iii) not provide harbourage for pests.

The food premises is designed so that it is easy to maintain in a clean and sanitary condition and food is able to be handled without the risk of cross- contamination. The premises must be structurally sound and in good state of repair throughout.

All food preparation areas, walk in coolrooms, walk in freezer rooms and dry storage areas must be sufficient in size to ensure that areas are not overcrowded with fittings, fixtures or equipment that would be difficult to maintain clean.

The following may be considered:

- Separate areas for food handling to prevent cross-contamination between food handled in one area and food in another,
- Sufficient hand washing basins, so that no part of a food handling area is more than 5 metres from a hand wash basin,
- Sufficient areas are required for cold, hot and dry goods storage area for ingredients, raw materials and final products.
- Cleaning methods . to ensure there is adequate space to manoeuvre cleaning equipment, to assess areas for cleaning and store chemicals.

WATER SUPPLY

FOOD STANDARDS CODE – Standard 3.2.3, Clause 4

Food premises must have an adequate supply of water if water is to be used at the food premises for any of the activities conducted on the food premises.

Note: A food business must use potable water for all activities that use water that are conducted on the food premises.

The premises must have an adequate supply of water under pressure to facilitate cleaning. Hot/warm water must be provided for washing equipment and hand washing.

Businesses supplied with treated town water can usually assume that the supply is potable and does not need any additional precautions, unless the water supply authority has issued recommendations to treat the water to a higher standard.

TANK WATER OR NON RETICULATED WATER SUPPLIES

Businesses with raw water supplies may need to treat the water before use, to ensure it is potable. When assessing the potability of water supplies, the *Australian Drinking Water Guidelines 2004* can provide guidance. These guidelines can be found on the National Health & Medical Research Council www.nhmrc.gov.au/publications/synopses/eh19syn.htm and can be downloaded at no charge.

Storage tanks for potable water must be adequately designed and constructed to prevent contamination. Materials used in constructing tanks and the roofs or other surfaces that collect the water, may contaminate the water. Animals and birds may gain access if the tank is not covered and inlets, outlets and overflows are not screened. Measures should also be taken for leaves, dust, animal and bird droppings and insects.

For further information on the maintenance, water quality, disinfection, sizing, construction material and installation of water storage tanks, refer to the Guidance of use of rainwater tanks, which can be downloaded from the Environmental Health Council website, http://enhealth.nphp.gov.au/council/pubs/documents/rainwater_tanks.pdf

FLOORS, WALLS & CEILINGS

FOOD STANDARDS CODE – Standard 3.2.3, Clause 10

- (1) Floors must be designed and constructed in a way that is appropriate for the activities conducted on the food premises.
- (2) Floors are to: -
 - (a) be able to be effectively cleaned;
 - (b) be unable to absorb grease, food particles or water;
 - (c) be laid so that there is no ponding of water; and
 - (d) to the extent that is practicable, be unable to provide harbourage for pests.

Floors throughout the premises should be finished with a smooth, impervious durable material of a light colour, suited to the process carried out and be capable of being readily cleaned.

Examples of suitable floor finishes for food preparation areas, including coolrooms:

- Epoxy resin
- Laminated thermosetting plastic sheeting
- industrial vinyl sheeting or sealed quarry tiles or ceramic
- polyvinyl sheeting with welded seams

Thought should be given to provide a non slip floor surface.

Whilst use of tiles is not prohibited we do not recommend their use as grouting is not easily cleaned.

Carpets and other absorbent matting which are not capable of being effectively cleaned are not suitable in any food preparation, storage or wet areas.

COVING

Coving should be provided at all intersections between a vertical surface and the floor including partition walls and benches. Coving eliminates difficult to clean angles between floors and walls etc.

Coving should be an integrated extension of the floor surface up the wall surface. The impervious flooring material should be extended up the walls or partitions to a height of not less than 70mm in such a way that the angles between the walls or partition and the floor are concavely rounded off.

Coving of vinyl sheeting or similar material will require a solid performed coving support placed under the curved sections of sheeting. **Bolt on coving (e.g. aluminium) laid on top of a finish floor surface is not recommended.**

FLOOR WASTE

In areas where large amounts of water is used for cleaning, the floors must be graded and drained to the sewer. Floor wastes may be necessary:

- in large food manufacturing premises,
- in premises where large amounts of liquids are used, or
- in areas where significant wet cleaning is required.

GREASE TRAPS

The Water Authority requires most food premises to be provided with grease traps. Contact them to determine whether grease traps will be required for your premises.

If the installation of a grease trap is required the unit should be located below ground level outside the building.

WALLS & CEILINGS

FOOD STANDARDS CODE . Standard 3.2.3, Clause 11

- (1) Walls and ceilings must be designed and constructed in a way that is appropriate for the activities conducted of the food premises.
- (2) Walls and ceilings are to be:-
 - (a) appropriate for the activities conducted on the food premises
 - (b) provided where they will protect food from contamination;
 - (c) sealed to prevent the entry of dirt, dust and pests;
 - (d) unable to absorb grease, food particles or water;
 - (e) able to be easily and effectively cleaned;
 - (f) unable to provide harbourage for pests.

WALLS

For ease of cleaning and maintenance, the walls, should be of a smooth, impervious, durable, readily cleanable surface of a light colour.

Where food is manufactured, prepared or packed a suitable wall material should extend from floor level to 1800mm.

Suitable materials include;

- Stainless steel or aluminium sheeting
- Polyvinyl sheeting with welded seams
- Laminated thermosetting plastics sheeting or similar approved impervious materials adhered directly to the wall.

Service pipes should be concealed inside the walls, or fixed on brackets with adequate clearance between both adjacent horizontal and vertical surfaces.

Note: The use of tiles is not prohibited, however they are not recommended as the grouting is not easily cleaned.

Walls behind cooking equipment should be finished with stainless steel aluminium on continuous sheeting to the underneath side of the canopy. The use of tiles in this area is strongly discouraged.

Wall surfaces above bench tops should be provided with 450mm of suitable durable flashing and extending 100 mm each side of the fixture.

Service fittings such as pipes and electrical conduits should be concealed in the walls. Where this is not possible placement should be sufficiently away from the wall to allow ease of cleaning.

CEILING

Plasterboard ceilings painted with washable, light colour gloss paint will provide surface that is impervious enough to prevent it absorbing any steam. Stippled ceilings, rough plaster ceilings, acoustic tiles are unsuitable for food preparation areas as they are difficult to maintain clean.

The junction between walls and ceilings must be tightly joined to provide a seal. Ceilings should be continuous construction so that there are no spaces and joints.

Suspended and/or drop in panel ceilings are not recommended to be used in Food Preparation areas or over areas where unpackaged food is displayed or served.

LIGHTING

FOOD STANDARDS CODE – STANDARD 3.2.3, Clause 8

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

Lighting must be adequate to assist food handlers when cleaning, to detect signs and to clearly see the food and equipment they are handling.

An establishment must have adequate natural or artificial lighting.

The Building Code of Australia sets out requirements for lighting to be in accordance with AS 1680 Part 1 . 1990 ±Interior lighting: General recommendations and AS/NZ 1680.2.4 1997: Industrial tasks and processes provide comprehensive information on interior lighting. These standards provide recommendations for industrial tasks and processes including food processing.

Light fixtures must be flush mounted or recessed into the ceiling, for ease of cleaning. Where unpackaged food is handled, light globes/tubes should be enclosed within dustproof diffusers, in plastic sleeves or be shatter-proof to reduce a food contamination hazard if they break.

VENTILATION

FOOD STANDARDS CODE – Standard 3.2.3, Clause 7

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

The Building Code of Australia sets out the requirements for ventilation to be in accordance with the AS 1668.2-1991.

Cooking equipment require a full mechanical exhaust systems. Dishwashers (other than under-bench dishwashers), should also be provided with an exhaust system, particularly if it is likely to cause condensation.

Guidance can be provided on the design and installation of Mechanical Ventilation systems maybe found in Australian Standard 1668 Part 1 ***The use of Mechanical Ventilation and Air Conditioning in Buildings*** and Part 2 ***Mechanical Ventilation for acceptable indoor-air quality.***

HAND WASHING FACILITIES

FOOD STANDARDS CODE – Standard 3.2.3, Clause 14

- (1) Food premises must have hand-washing facilities that are located where they can be easily accessed by food handlers:
 - (a) within areas where food handlers work if their hands are likely to be a source of contamination of food; and
 - (b) if there are toilets on the food premises immediately adjacent to the toilets or toilet cubicles.
- (2) Hand washing facilities must be: -
 - (a) permanent fixtures;
 - (b) connected to supply of warm running potable water;
 - (c) of a size that allows easy and effective handwashing; and
 - (d) clearly designed for the sole purpose of washing hands, arms and face.

Hand basins **must** be provided in close proximity to each food preparation area, where food is handled, prepared and served.

The supply of the hot and cold water should be through a single outlet and provided by a hands free device (i.e. electronic, foot or knee operated). ***NB: Elbow operated and half size hands free wash hand basin will not be approved.*** Every hand basin is to be supplied with a soap dispenser, single use disposable paper towels or an air dryer.

CONNECTIONS FOR SPECIFIC FIXTURES, FITTINGS AND EQUIPMENT

FOOD STANDARDS CODE – Standard 3.2.3, Clause 13

Fixtures, fittings and equipment that:-

- (a) use water for food handling or other activities and are designed to be connected to a water supply must be connected to an adequate supply of potable water;
- (b) are designed to be connected to a sewage and waste water disposal system and discharge sewage or waste water must be connected to a sewage and waste water disposal system.
- (c) Automatic equipment that uses water to sanitise utensils or other equipment must only operate for the purpose of sanitation when the water is at a temperature that will sanitise the utensils or equipment.

An area must be set aside for the sole purpose of washing appliances utensils and equipment. A sufficient design is required to ensure the smooth flow of washing to separate ~~dirty~~ and ~~clean~~ items.

SINKS AND DISHWASHERS

Every part of an establishment where food is manufactured, prepared or packed should have adequate sinks located where they can be readily used for the cleaning of all appliances. The number required will depend on the type of business and the activities carried out.

Sinks must be designed to cope with the expected work load and size of utensils to be washed.

Commercial size double bowl sinks with a draining section are recommended.

If dishwashing or glass washing machines are used for cleaning of eating and drinking utensils the washing or rinsing temperature of the water should be 80°C.

In larger operations a separate sink to be used exclusively for washing of vegetables and other foodstuff should be installed.

CLEANERS FACILITIES

A suitable area away from food preparation and storage areas should be provided for the storage of all cleaning equipment and material.

A cleaner's sink (mop sink), or an external bin washing area, should be installed for the disposal of mop water and for cleaning of waste bins. The cleaner's sink should not be located in a food preparation or food storage area.

FIXTURES, FITTINGS AND EQUIPMENT

FOOD STANDARDS CODE – Standard 3.2.3, Clause 12

Fixtures, fittings and equipment must be: -

- (a) adequate for the production of safe and suitable food
- (b) fit for their intended use; and
- (c) 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;
 - adjacent floors walls, ceilings and other surfaces are able to be easily and effectively cleaned; and
 - they do not provide harbourage for pests.
- (d) The food contact surfaces
 - Able to be easily and effectively cleaned and, if necessary, sanitised if there is a likelihood that they will cause food contamination.
- (e) Eating and drinking utensils must be able to be easily and effectively cleaned and sanitised.

All food contact surfaces, appliances and equipment used for the preparation of food should be;

- Of a durable, non-toxic material
- Smooth, impervious and easily cleanable,
- Free of cracks, chips or crevices
- Suitable to the work process.

To enable ease of cleaning and maintenance it is recommended to;

- Place every cooking appliance and refrigerator a sufficient distance away from the wall or seal these appliances to the wall;
- Raise every cooking appliance and refrigerator a sufficient height above the floor or seal to the floor unless the appliance can be readily moved;
- Stainless steel, glass, hard plastic, laminates with matching edge trims, epoxy resin are some recommended surfaces. **Contact covering is not recommended;**
- Have all counters, benches, shelves, fittings and equipment mounted on metal legs of sufficient height for ease of cleaning (e.g. 250 mm), or fit casters to same;
- Have all shelving constructed on metal brackets with a 25mm gap between each shelf and the wall to facilitate cleaning;
- Mount shelves and service pipes 25mm or more from the wall or other surface they are fixed to so that food cannot lodge at the wall-shelf or wall-service pipe junction.

- Have stainless steel or other rust resistant shelving and benches in food preparation, and wet areas including cool room and freezer rooms;
- Do not form cavities, false bottoms and similar spaces in the construction of cupboards, fixtures and equipment. These areas are breeding grounds for cockroaches;
- No backing shall be provided where a cupboard abuts a wall; and
- Provide in bakehouse, pastry kitchens and similar establishments, troughs and bins with wheels, unless the equipment and appliances are easily movable in order to facilitate cleaning.

COOLROOMS AND FREEZER

It is recommended to construct cool rooms and freezer rooms in the following manner.

- Internal lining surfaces to be aluminium, stainless steel or colour bond finish.
- Floor to be impervious, smooth finish and coved internally.
- Some cool rooms may need to be graded and drained to the sewer. This will depend on the use of the cool room.
- External wall finishes as for walls generally. Prefabricated, colour bond type insulation panel is acceptable.
- Coving to the external wall and floor junction is to be provided.
- All joints and seams are to be sealed.
- Temperature displays, alarms and data loggers fitted to coolrooms will assist with monitoring the temperature of food.
- The space above the cool room is to be enclosed to ceiling height with an access door and screened ventilation.
- Where possible refrigeration motors should be located outside the building in a location which allows access for cleaning and maintenance.
- Refrigerator motors which are located outside of the building must be placed in an area where noise generated will not create a noise nuisance to adjacent properties.
- Shelving shall be designed to allow free movement of air to prevent the area from becoming overcrowded and difficult to maintain in a clean and sanitary condition.

FOOD STORAGE AND REFRIGERATION

Adequate provision should be made for the storage of all foods.

- Food should be stored in areas specifically designed for that purpose, such as refrigerators, cool rooms, pantries and food storerooms.
- Refrigerated display cabinets and refrigerated sandwich bars must be provided for the storage of potentially hazardous foods.
- Refrigerated display cabinets and sandwich bars holding perishable food must be capable of maintaining temperatures at or below 5°C. In the case of frozen food for sale the temperature should be -15°C (or in accordance with food manufacturers instructions).
- Cool rooms, freezers and refrigerator must be provided with appropriate fixed temperature measurement devices.
- Dry storage area should be of sufficient size to prevent the area from becoming overcrowded and difficult to maintain in a clean and sanitary condition.

STORAGE OF PERSONAL ITEMS

Facilities should be provided for the storage and safe keeping of all personal items of staff. The facilities should be separate from any food storage or food handling areas.

Items including maintenance equipment (i.e. tools) should not be stored in areas where food is manufactured.

REFUSE STORAGE AND DISPOSAL

FOOD STANDARDS CODE – Standard 3.2.3, Clause 6

Food premises must have facilities for the storage of garbage and recyclable matter that:

- (a) adequately contain the volume for the storage of garbage and recyclable matter on the food premises;
- (b) enclose the garbage or recyclable matter, if this is necessary to keep pests and animals away from it; and
- (c) are designed and constructed so that they may be easily and effectively cleaned.

Garbage and refuse is to be stored in durable fly-proof and rodent proof containers. Containers in open-air storage areas must have tight fitting lids in order to keep flies and other pests away.

Provisions should be made for the temporary storage of all refuse and garbage in a separate storage room, enclosure or in a yard paved with impervious material. The necessity for a paved area is particularly relevant for the storage of waste/used oils and fats. All sullage water produced during cleansing of rubbish receptacles must be directed to sewer drains, via a cleaner's sink or a dedicated bin wash fixture.

If a dump master type bin is proposed a concrete paved wash area graded and drained to the Water Authority sewer should be provided.

PEST CONTROL

FOOS STANDARDS CODE – Standard 3.2.3, Clause 3

The design and construction of food premises must:

(d) to the extent that is practicable:

- (i) exclude dirt, dust, fumes, smoke and other contaminants;
- (ii) not permit the entry of pests; and
- (iii) not provide harbourage for pests.

The premises should be constructed and maintained to exclude and prevent harbouring of flies and other insects, vermin and birds.

Any insect control devices must be installed so that the devices are not located directly over food preparation working areas, exposed food, clean equipment and unwrapped packaging material.

Pest-proofing measures include:

- Installing flyscreen doors or self-closing doors
- Installing mesh screens at opening windows
- Ensure drains, grease traps and ventilation pipes are sealed
- Sealing openings where pipes pass through external walls
- Installing appropriate flashing to the base of doors
- Sealing all gaps around fittings or in walls, floors or ceiling

Heavy duty plastic strips curtains or plastic flap doors may be used. Other forms of fly proofing such as lightweight plastic strips or beaded strips are ineffective and will not be permitted in food premises. Air curtains are not recommended for fly proofing as they have been found to be ineffective.

Roller doors and automatic doors should be arranged so that air curtains come into operation immediately after the door begins to open,

SANITARY FACILITIES

Toilets must be provided in accordance with the Building Code of Australia.

Contact the Council's Building Department for advice.

It is strongly recommended separate toilet facilities for customers and food handlers be provided to minimise any possibility of contamination from occurring.

The following factors are suggested as guide to the interpretation of ~~adequate~~

Factors in deciding whether facilities are adequate	Comment
Number of toilets	The BCA provides guidance on what would be considered to be an adequate number of toilets. Reference can also be made to industry guides. Segregating toilets for male and female use is not a food safety issue.
Shared toilets with customers	<p>Separate toilets for food handlers and customers are not required and combinetoilets should be considered adequate.</p> <p>A designed staff onlytoilet may assist a proprietor with his responsibilities to keep the toilet available at all times and clean.</p>
Always accessible	Toilets must be accessible at all times that the business is operating. Toilets that are not on the premises must be accessible when staff are working.
Clean Toilets	The toilets must be clean and operating properly whether on or off the premises.
Suitably located	<p>Toilets should not be entered directly off a food preparation area but through a ventilated lobby. There must be no likelihood that droplet-borne contamination will affect the safety of food.</p> <p>The toilets should also be located within a reasonable distance from the food handlers' work area. A reasonable distance is the maximum distance that an ordinary person would be expected to walk in time available for breaks etc. To prevent customers from contaminating food, access to customer toilets should not be through food preparation areas.</p>
Suitable design and construction	<p>Toilets on the premises are part of the premises and must meet this standard.</p> <p>Toilets off site must also meet the requirements to be considered adequate, for example they should be designed and constructed to be able to be kept clean and should be adequately lit and ventilated.</p>
Adequately equipped	The facilities should be provided with handbasins with a supply of warm water potable running for hand washing and suitable drying facilities.

HOME CATERING

Preparation of food for sale to the public in domestic kitchens is permitted provided the food preparation area complies with the design principals of the State Food Standards Code.

TEMPERATURE MEASURING DEVICES

FOOD STANDARDS CODE . Standard 3.2.3, Clause 17

A food business must, at food premises where potentially hazardous food is handled, have a temperature measuring device that: -

- (a) is readily accessible; and
- (b) can accurately measure the temperature of potentially hazardous food to $\pm 1^{\circ}\text{C}$.

All food premises that handle potentially hazardous food must have a temperature measuring device (thermometer) at the premises where food is handled.

A probe thermometer that is accurate to at least $\pm 1^{\circ}\text{C}$ is appropriate; the fixed thermometers do not satisfy this requirement.

DISPLAY OF PROPRIETOR NAME

The name of the proprietor of the business as under the Food Act 1984 must be painted or affixed in a conspicuous place on the front of the premises.

FOOD TRANSPORT VEHICLES

FOOD STANDARDS CODE – Standard 3.2.3, Clause 17

Vehicles used to transport food must be designed and constructed

- (a) to protect food if there is a likelihood of food being contaminated during transport
- (b) so that they are able to be effectively cleaned; and
- (c) so that food contact surfaces can be effectively cleaned and, if necessary, sanitised.

Vehicles used to transport food must protect food from contamination

The driving section must be effectively sealed off from the area where unpackaged food is stored or, unpackaged food must be transported in sealed containers e.g. eskies.

The internal surfaces of the vehicle or food containers must be smooth (not able to absorb food liquids or water) and easy to clean.