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# *Healthy Food Premises*

*for new or  
altered premises*

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A commercial type dishwashing machine must be used for all crockery and utensils used by customers. Do not wash or dry by hand.

All dishcloths and tea towels must be sanitised by either:

- soaking in janola, napsan or similar bleach type product
- boiling them in water.

### Food storage

Keep all perishable food safe from bacteria that cause disease by storing either:

- cold food at a temperature lower than 4°C

or

- hot at a temperature higher than 60°C

*Remember that bacteria which can cause food poisoning multiply fastest in perishable food that is not kept cold or hot enough.*

Never leave food sitting around, keep it in the refrigerator whenever possible.

Always keep food covered to protect it from flies, insects and dust.

### Food Hygiene Qualifications

It is recommended that every person who handles food that will be sold to the public, complete a food hygiene course. Such courses can be taken at night classes or by correspondence. Further information regarding food hygiene courses is available from the following:

Bay of Plenty Polytechnic  
Private Bag 12001  
**Tauranga 3143**  
Phone: (07) 544 0920

Tauranga Education Trust  
6 Koromiko Street  
**Tauranga 3110**  
Phone: (07) 578 0053

The Open Polytechnic of New Zealand  
P O Box 30 548  
**Lower Hutt 5040**  
Freephone: 0800 507 333

### Important:

**If a case of food poisoning or food contamination is traced back to your premises, you may be prosecuted under the Food Act 1981.**

Thermometers are to be installed in all freezers. Frozen food in storage is to be maintained at a temperature cooler than – 18°C, while frozen food on display is to be maintained at a temperature colder than -12°C.

#### **Soft serve machines**

If a soft serve machine is provided on the premises an operators manual supplied from the manufacturers of the machine is to be kept on the premises at all times. You must be fully conversant with the manufacturers instructions for the operation and cleaning procedures of the machine. The cleaning procedures and schedules for the machine are to be precisely followed.

#### **Food is to be protected from customer contamination**

All food on display is to be wrapped, covered or placed in cabinets. Tongs are to be provided for customer use for all unwrapped food.

It is recommended that refrigerated cabinets be provided for the display of sandwiches, filled rolls, cream filled items and other perishable foods.

Sugar bowls placed on tables are to have lids.

#### **Perishable waste**

All perishable waste is to be refrigerated if it is kept overnight and is to be removed from the premises once every 24 hours. Containers used for perishable waste are to be thoroughly washed out every day.

#### **Food safety**

It is the responsibility of all staff, managers and owners of food premises to ensure proper food hygiene practices are always followed. The following are important aspects of food hygiene, they are also the Law!

#### **Staff hygiene**

**Hand washing** – all staff must wash their hands often, and especially:

- before handling food
- after using the toilet or smoking
- between handling raw and cooked food
- hair must be tied back at all times
- nails kept short and clean
- clothes kept clean.

Anyone with an upset stomach or flu-like symptoms should not handle or serve food and should see a doctor before resuming duties in a food premises.

#### **Food handling**

Keep raw and cooked food separate – never let raw meat or chicken come into contact with cooked or ready-to-eat food.

Keep raw meat and chicken on individual trays to stop blood and juices dripping on the cooked or ready-to-eat food.

#### **Kitchen equipment**

Wash chopping boards, knives and other kitchen equipment after each use and especially between using them for raw meat or chicken or ready-to-eat food.

#### **Talk to us early on**

If you're planning a new food premises or alterations to an existing premise talk to our Environmental Health Officer early on. There are a number of health standards to be met and we can guide you through that process.

#### **Healthy design is good business**

Aside from the legal requirements, a well designed food premises will be easier to work in, easier to keep clean and in the long run, be cheaper to run.

Most importantly, your customers will recognise a well designed and maintained premises through better service, superior cleanliness and of course – Great Food. This will result in a good reputation and repeat visits.

Before establishing a new food premises or altering an existing food premises you should contact the Environmental Health Officer at the Council.

#### **Legal requirements**

##### **Certificate of registration**

The Food Hygiene Regulations 1974 require food premises to be registered before food can be prepared, manufactured or sold to the public. It is an offence to operate a food premises that is not registered. To obtain the Certificate of Registration, the premises must be checked by our Environmental Health Officer to ensure it meets the required standards.

We send out a reminder letter and application form before the due date each year.

#### **Food safety plan option**

The alternative to the above registration process is to seek exemption by registering a Food Safety Plan with the Ministry of Health. This plan would be developed for you by an independent consultant and then independently audited each year. For more information about this option contact:

Eastbay Health Ltd  
Medical Officer of Health  
07 571 8975

#### **Complying with Acts**

Council is responsible for ensuring all food premises in its area meet the requirements set out in a number of Acts and Regulations, these are the:

Food Hygiene Regulations 1974  
Food Safety Regulations 2002  
Health Act 1956  
Food Act 1981  
Building Act 1991  
Resource Management Act 1991

This brochure outlines the minimum standards that food premises must achieve to meet these legal requirements.

#### **Your registration must be renewed every year**

## Setting up new food premises

Our Environmental Health Officer is your point of contact with other departments within Council regarding the proposed new food premises.

When proposing new food premises we recommend you apply to Council for a Land Information Memorandum (LIM) for the property on which the premises will be located.

You should also talk with our planning staff to check if the proposed food premises will comply with the provisions of the Proposed Western Bay of Plenty District Plan. In some cases a resource consent under the Resource Management Act 1991 may be required.

With most proposed new premises it is likely a building consent will be needed due to structural plumbing or drainage work that will be required.

To make it easier for the premises to be set up correctly to meet all the requirements, we recommend employing an architect or project manager with previous experience in the design of food premises.

If food prepared on the proposed premises will be sold to the public from somewhere else you will require an additional inspection and approval from the Ministry of Health. Our Environmental Health Officer can arrange for this inspection to take place.

## General design of the premises

All gaps, cracks or difficult to clean areas are to be sealed to prevent these areas becoming soiled. The Environmental Health Officer will be looking for places in the premises such as beneath and behind appliances, benches, shelving and around ventilation hoods to ensure these areas are kept clean at all times.

Considerable thought is required to either seal and therefore prevent difficult to clean areas from becoming soiled, or to design these areas to enable them to be easily and regularly cleaned.

### Signs

The following signs are required on food premises:

- No Smoking
- Wash Your Hands (placed at all handwash basins)
- Dogs are not Permitted on these Premises.

### Food Storage

All food is to be stored or displayed not less than 200mm above floor level inside the premises and 450mm above street level if outside of the premises.

All bulk food and opened bags of food ingredients are to be placed into containers that have proper fitting lids.

*Opened bags of food ingredients with the top of the bag folded over is not acceptable.*

### Hot Stored Food

All food that is stored hot must be maintained at a temperature above 60°C.

### Refrigerators

All refrigerators are to be placed onto castors or otherwise made easy to move to enable the floor surface beneath and behind these appliances to be regularly cleaned.

Thermometers are to be installed in all refrigerators. Refrigerators are to store food at temperatures no higher than the following:

- 2°C for the storage of raw meat and raw fish
- 4°C for the storage of perishable food, cooked food and processed dairy products
- 7°C for the storage of milk and cream.

Suitable separation must be provided to prevent cross-contamination between raw and cooked meat or chicken and cooked or ready to eat food. In general, raw food should be placed in trays in the lower area of refrigerators while food that is cooked or ready to eat should be placed in the upper area of refrigerators.

### Freezers

All freezers are to be placed onto castors or otherwise made easy to move to enable the floor surface beneath and behind these appliances to be regularly cleaned.

If food or alcohol is consumed by customers on the premises, eg restaurants or cafes, then sufficient toilets are to be provided for customer use in accordance with the Building Act 1991. One of the toilets will have to be designed for people with disabilities.

#### **Water supply**

The premises should be connected to the Council's reticulated water supply. If this is not possible, an alternative water supply is to be provided which has been filtered and treated so that it is safe and free from harmful bacteria and protozoa.

*A regular water analysis report will be required for the latter.*

#### **Hot water supply**

Hot water of a temperature not less than 63°C is to be provided to all utility and wash-up sinks. The hot water supplied to utility and wash up sinks and the dishwashing machine should not be tempered.

#### **Plumbing**

Sinks, sanitary fixtures and other appliances of a sufficient size and capacity are to be provided to ensure the premise and equipment can be easily and properly cleaned.

A grease trap may be required depending on the type of premises.

*Our Environmental Health Officer can provide more information on these requirements.*

#### **Refuse disposal**

All bins outside and inside the premises used for waste fat, food scraps and refuse are all to be provided with lids.

#### **Outside yards**

A smooth paved area is to be provided around the doors of the premises and for the placement of waste fat, refuse and scrap food dumps.

#### **Fly and insect control**

All practicable means are to be taken to control flies on the premises. This will involve the fitting of flyscreens on all rear and side doors and windows of the premises. An additional means of fly control is also to be taken in the form of an electronic insect control device. If flies are present on the premises during an inspection, the Environmental Health Officer may also require flyscreens to be fitted onto the front entrance of the premises.

## **The application process**

Your application for setting up a new food premises should consist of:

- a general description of the proposal indicating the character of the business and intended market for the product.
- a menu or stock list showing the main types of food to be sold.
- an accurate set of plans and specifications for the premises.
- a completed registration application form - available from the Council.
- payment for the registration fee.

#### **Plans and specifications**

Included in your full set of scale plans should be an accurate layout plan of your premises showing the following details:

- All rooms and their designations. Areas within rooms should also be designated eg dishwashing, vegetable preparation and food preparation areas, etc.
- The position of all major appliances and fittings such as preparation benches, shelving, cupboards, handwash basins, sinks, dishwasher, cooking appliances, freezer and refrigeration units, soft serve machine, milkshake machine and extraction ventilation hoods.
- The position of other features such as sealed yard areas, refuse storage areas, staff and patrons toilets and staff changing and tea areas.

Specifications of the proposed premises should indicate the materials and surface finishes that will be provided on the floors, walls and ceilings in all the above areas.

Once the premises is registered our Environmental Health Officer will carry out periodic and random inspections to ensure operational and structural requirements continue to be met

## **The requirements for food premises**

#### **Floors**

The floor surface is to be smooth, impervious and easy to clean. Floors in wet areas are to be adequately graded and drained.

All walls and fixtures are to be provided with coving being a rounded sealed surface to a height of not less than 75mm from the floor.

The most common and suitable floor surface in food premises is commercial grade vinyl that is continued up all walls and fixtures to a height not less than 75mm from the floor to provide rounded coving. Other materials may be used for the floor surface if they can achieve the above performance requirements. The floor surface must be adequately maintained to ensure that all cracks or wear are repaired to maintain the smooth impervious and easy to clean requirement.

## Walls

Internal walls are to be smooth, impervious and easy to clean. The minimum standard for wall surfaces is a smooth painted surface. The minimum height of internal walls is to be not less than 2.4m. Greater durability and reduced maintenance of wall surfaces can be achieved by using materials such as Formica, Seratone or similar.

## Ceilings

Ceilings and beams are to be smooth, impervious and easy to clean. A smooth painted surface is the minimum standard for ceiling and beam surfaces.

## Lighting

The minimum standard of lighting to be provided in all food preparation, food storage and dishwashing areas is an illumination of 215 lux measured at 900mm above floor level. This standard of lighting is also required in walk-in chillers and freezers. All lighting fixtures should be fitted with covers that allow the light fixtures to be easily and regularly wiped clean.

The Environmental Health Officer can check the lighting for compliance with the above requirements. Lighting fixtures should be regularly checked and all non-functioning fluorescent tubes or light bulbs immediately replaced.

***Fluorescent light tubes should be replaced every two years due to reduced lighting output after this time.***

## Ventilation

A commercial ventilation hood is to be provided above all hot plates, deep fryers and grillers. The hood is to be provided with easily cleanable filters and with ducting that will direct heat, steam, odours and grease fumes to the exterior of the building. The dimensions of the hood are to be such that the hood overhangs all appliances in both width and depth by not less than ¼ the distance the hood is positioned above the appliances eg a hood positioned 1000mm above an appliance should overhang the appliance in both width and depth by 250mm.

The alternative to the above specific requirements is if the hood and extraction equipment has been checked and approved for use for the particular application by a ventilation engineer.

Domestic type hoods or expelair appliances will not be approved in food premises.

## Dish and glass washers

All premises where customers use crockery, utensils or glassware are to have a commercial type dishwashing machine installed that complies with the following performance requirements:

- The wash water temperature is to be not less than 60°C when it reaches the dishes after three purge cycles.
- The rinse water temperature is to be not less than 77°C when it reaches the dishes after three purge cycles and the rinse cycle is to last for not less than 10 seconds.

- The rinse water temperature inside the water heater booster tank is to be not less than 83°C and if at any time the water inside the water heater booster tank falls below this temperature, a cutoff device must render the machine inoperable.
- The machine is to be fitted with a device that automatically doses detergent into the machine during each wash cycle.
- The machine is to be fitted with a thermometer that displays the temperature of the water inside the water heater booster tank.

Dish and glass washing machines are to be placed onto legs that raise the machine 150-200mm off the floor to enable the floor surface beneath the machine to be regularly swept and mopped.

***Domestic type dishwashing machines are not acceptable for use in food premises.***

## Space

All kitchens are to have a minimum floor area that is clear of appliances, stored goods and fittings of 9.5 square metres, or 3.0 square metres per person working in the kitchen - whichever area is greater.

Sufficient space is to be provided in food storage, food preparation and dishwashing areas to enable easy access for cleaning purposes. For example, sufficient space is to be provided for freezers, refrigerators and other appliances to be moved to enable the floor surfaces beneath these appliances to be regularly clean.

## Handwash basins

A handwash basin is to be provided in the premises as close as practicable to the place where food preparation is being carried out. This means a handwash basin is to be provided in the kitchen.

All handwash basins are to be supplied with hot and cold running water, soap, nailbrush and hand drying facilities in the form of paper or clean fabric towels.

The hot water supplied to handwash basins is to be tempered in accordance with the Building Act 1991 and is to be of a temperature not less than 38°C and not more than 55°C. The water in the hot water cylinder must be not less than 63°C.

## Changing facilities

Sufficient cabinets are to be provided for the storage of staff personal items.

## Toilets

A toilet is to be provided in close proximity to the premises for staff use. Two doors must be provided between the toilet and the food premises. ***A handwash basin with hot and cold running water is to be provided in close proximity to the toilet.***

The hot water supplied to handwash basins in toilets are to be tempered as described above.