

Design, location and use of food places

Goal

Places used for food are located, designed and constructed appropriately, so they can be used to prepare and/or serve food that is safe and suitable.

Act requirements:

- The design must exclude, where possible, dirt, dust, fumes, smoke, pests and other contaminants.
- The design, construction and location of the place of food business must enable food to be safe and suitable.
- Any risk posed to food safety and suitability relating to the location of the place (e.g. from previous use; or proximity to activities that could result in food becoming contaminated) must be identified and managed.
- A place must have adequate space for processing and handling activities, fixtures and fittings.
- The design must provide for easy access for effective cleaning and maintenance.

Why?

- Food may be contaminated and customers made ill from:
 - toxic materials left over from previous uses of places;
 - contaminants such as dust, fumes, spray-drift;
 - materials unsuitable for contact with food that are used in construction of places.
- Good design and layout of places provides sufficient space for:
 - people to work in ways that won't contaminate food;
 - effective cleaning and maintenance.

How this is done

The places used by the business must be appropriate for producing safe and suitable food.

The following matters must be considered and managed in the design, location and use of places to prevent or minimise contamination or cross-contamination of food:

- external environmental factors (including dust, pests, dirt, fumes, smoke);
- internal environmental factors (including transfer of contaminants from surfaces and between foods, dust from overhead fittings);
- the build-up of dirt, mould, condensation and the shedding of particles;
- size of food places is sufficient in regard to the number of people working there, the nature of the business, the potential patronage and the volume and range of food prepared and served;
- working conditions facilitate good operating practices and ensure cross-contamination and deterioration of food is minimised;
- allows for the easy movement of people involved with preparing/serving food and provides good access to areas for cleaning, checking and maintenance;
- materials used in the construction of structures and surfaces must not be a source of contamination for the food (e.g. they should not impart chemicals or toxic matter to the food) and can be easily cleaned.

In addition, places used for food are exclusively used for the purpose of food business activities while the business is operating.

Facilities, equipment and essential services

Goal

To ensure that facilities, equipment and essential services are designed, constructed and located so that they may be operated in ways that that keeps food safe and suitable.

Act requirements:

- The design, construction and location of facilities, equipment and essential services at a business must enable food to be safe and suitable.
- Facilities, equipment and essential services must not be operated beyond their capacity or capability.

Why?

- Food may be contaminated and customers made ill from:
 - poorly designed equipment that can't be adequately cleaned;
 - equipment constructed of unsuitable materials for contact with food;
 - facilities, equipment and essential services operated beyond their designed capacity and capability.

How this is done

The location, design, construction and operation of facilities, equipment and essential services must prevent or minimise contamination or cross-contamination of food:

- appliances and food containers are not a source of contamination of the food (e.g. they should not impart chemicals to the food or easily break i.e. glass), and are made of materials that can be easily cleaned, sanitised and sterilised (as appropriate to their use);
- adequate lighting that gives sufficient natural or artificial light for all activities including cleaning;
- sufficient natural or mechanical ventilation to effectively remove fumes, smoke, steam and vapours, and in the case of a mechanically assisted air flow the intake must be positioned to draw clean air;
- adequate self-drainage of floors to minimise water ponding;
- provision of adequate supply of suitable water;
- an adequate hot water capacity for the nature of the business;
- suitable facilities that can meet temperature control requirements for the hygienic preparation and storage of food (e.g. chillers, freezers, ovens);
- an adequate number of hand washbasins with warm running water and supplies for hygienic cleaning, sanitising and drying of hands or another suitable means of cleaning, sanitising and drying hands;
- adequate facilities and appliances for cleaning and sanitising the premises, facilities and appliances;
- adequate storage for cleaning materials and staff personal items that cannot be taken into work areas.

Using shared places for commercial food

Goal

To ensure that food is safe and suitable when processed and handled at places shared with other activities (such as another businesses, or in a home kitchen).

The Act requires:

- The design, construction, and location of a place of food business enables food to be safe and suitable.
- A food control plan must describe activities that are not activities of the food business, how those activities affect food safety and suitability, and how any risk to food safety or suitability will be managed.
- A business operator must ensure that food is produced or processed and handled in a way that minimises the contamination or deterioration of food.

Why?

Food for sale that is stored, processed and handled at a place shared with other activities can become contaminated:

- by those activities (e.g. the activities aren't compatible with food);
- from the effects of those activities (e.g. dust, fumes);
- by people involved with those other activities (e.g. they don't need to meet standards for food handlers); and
- by foods at those activities (e.g. home kill or recreational catch)

Contaminated food could make people ill.

How this is done

This template does not allow you to make food for sale at the same time that a place is being used for other activities. If you want to do that you will need to make changes to your Plan and register it as a custom FCP.

A diagram showing the physical boundaries and layout of places used by the food business must be made. There is a pre-printed page to do this in the Management section.

Where processing and handling food for sale is shared with other activities at the place, the diagram must show or describe what the activities are and where they take place.

Using a place for food for sale and other activities

In order to use this template at a place shared with other activities one of the following options must be followed [tick the box to show which of these you do]:

1. Physically separate food for sale handling from other activities

All matters affecting safety and suitability that may arise from other activities shall be managed by keeping food for sale operations and other activities separate from one another by using different rooms and equipment.

When food for sale is being processed or handled the plan must be followed.

2. Using the same place (e.g. a home kitchen) for food for sale and other activities but at different times

All matters affecting safety and suitability that may arise from other activities must be managed by keeping food for sale operations and other activities separate from one another by taking place at different times, even though they happen in the same area.

Whenever the place is being used for food for sale:

- Food for sale must be prepared and handled at a different time to any other activities.
- Before food for sale is processed or handled:
 - the place must be cleared of any items that could present a hazard to the processing and handling of the food; and

How this is done

– surfaces, equipment and utensils must be thoroughly cleaned and sanitised using cleaning equipment dedicated to the food business.

- When food for sale is being processed or handled:
 - the plan must be followed;
 - no other activities take place that could affect the safety or suitability of the food; and
 - Food for sale is be stored separately from any other food that may be present and in ways that prevents other food from being used in, or contaminating, food for sale.

Food for sale must not be processed or handled when ill people are present at the place (e.g. sick family members)

Homekill or recreationally caught seafood [tick the box to show which of these apply]

No home-killed or recreationally caught animal products are ever handled at the place.

Home killed or recreationally caught animal products might be handled at the place.

Home killed or recreationally caught products are prevented from becoming food for sale by [describe the practices to keep non-regulated food from being sold]:



What if there is a problem?

If you cannot meet one of the separation options you must not process or handle commercial food at the place. Speak with your registration authority to find out what you will need to do.

If foods that need to be kept apart are not properly separated, stop activities until they are.

If other activities at the place start while commercial food is being processed or handled: stop work, protect food from contamination and don't restart until separation of activities is restored. Thoroughly clean and sanitise affected surfaces before restarting business activities.

Throw away food that has been contaminated.

Find out what happened and take action to prevent it happening again.

Write it down

You must write down:

- In the 'Diary checks: using shared places' page the daily and other checks that you make when you use a shared place for commercial food. [NOTE: the *Diary checks: using shared places* page is provided in the Basics records section. Take it and replace the *Diary checks* page in the Diary.]
- Your method for keeping commercial food separate from other activities.
- In the Diary what you did to deal with a problem, what you did with any affected food and what action you took to prevent this happening again.