



# TEMPORARY FOOD PREMISES GUIDELINES

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## A. Structural Requirements

### A1. Floors / walls / ceilings / benches

Regardless of the type of food you sell, you need to ensure that your temporary food premises is constructed in a manner which provides safe cleanable working surfaces.

You should ensure that:

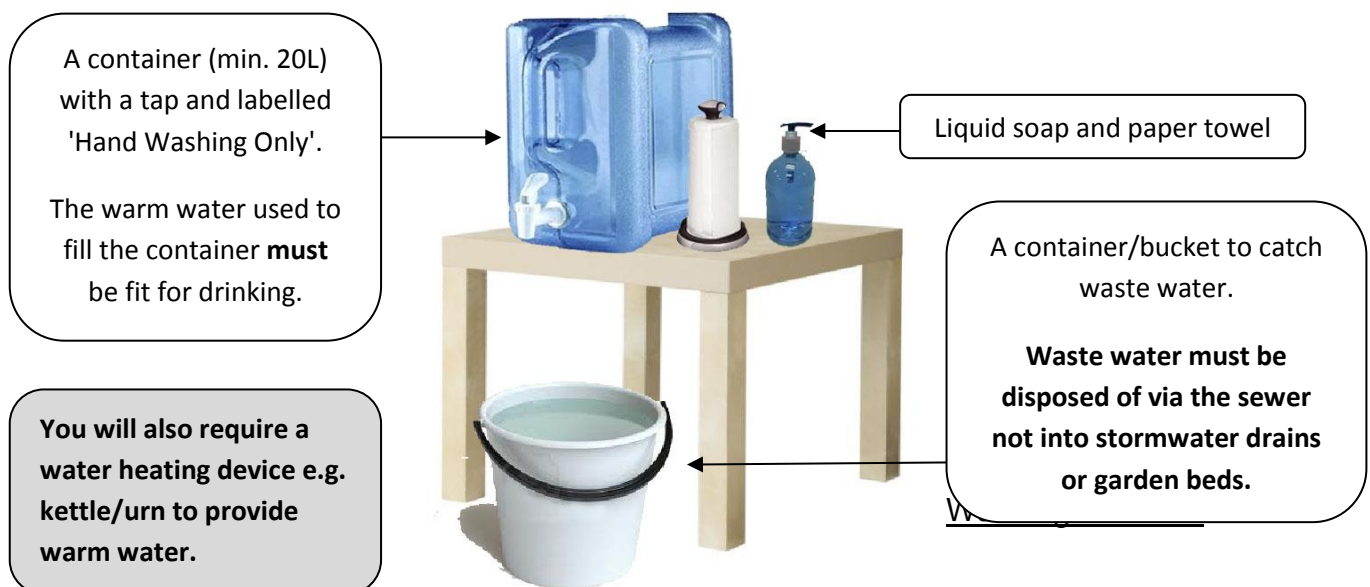
- The structure is large enough to encompass the entire operation.
- The structure should be enclosed in ceiling, floor covering and at least 3 side walls of a durable waterproof material (e.g. tent or marquee).
- The floor should be in a condition that allows protection and a safe working surface made from a material such as a tarp or timber floors, and
- All benches, surfaces and tables are made of a material that provides a smooth, waterproof surface that can be easily cleaned.

### A2. Sinks

#### Hand Washing Facilities

Hand washing facilities **must** be provided in every stall where **unpackaged** food/drinks are sold/given away. Shared facilities may be suitable if accessible (within 5 meters distance from food preparation areas)

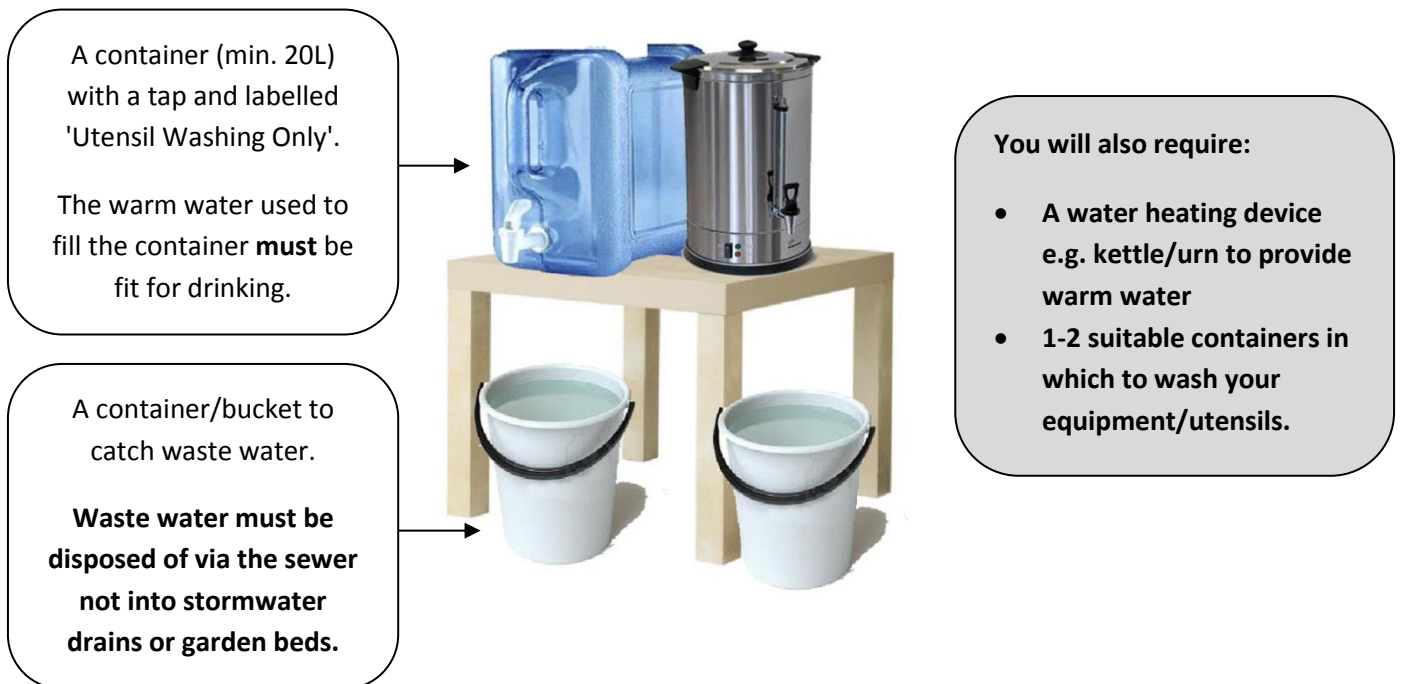
The minimum hand washing facilities that **must** be provided consists of:



The use of unclean utensils or equipment may make food unsafe. Utensils and equipment must therefore be cleaned and sanitised **before** use. Other surfaces that food may come in contact with (such as benches) **must** also be cleaned and sanitised.

Utensil washing facilities or access to facilities (e.g. adjacent to a registered food premises) **must** be provided in every premises where **unpackaged** food is handled.

If a sink connected to a mains water supply with access to warm water is not available then the following must be provided:



### **A.3 Waste**

#### Waste Water

All wastewater must be disposed of via the sewer not into stormwater drains or garden beds.

#### Hard Waste

You will need to provide suitable bin/s for the collection of rubbish and recyclable material generated during the operation of your temporary food premises.

## B. Good Food Hygiene Practices

Good food hygiene practices should be implemented to ensure food is protected from contamination through every step of the process. This includes protecting food from pests, animals, dust, dirt, people and bacteria.

### B1. Food Transport

When transporting food, it is important to ensure that it is protected from contamination and if the food is 'high risk' that it is kept under appropriate temperature or time control.

- The transport vehicle should be clean.
- Exposed food should be covered and protected.
- Food should be stored separately to chemicals.
- Cold food should be kept at or below 5°C and hot food should be kept at or above 60°C (esbies provided with cold or hot packs may be used to transport food as long as they maintain the required temperatures).
- Frozen foods should be kept frozen hard throughout transport and not allowed to defrost.
- Packaging may become damaged by poor handling or being exposed to rain or other environmental factors.

### B2. Temperature Control

All high-risk food must be kept under appropriate temperature control. High-risk food includes:

- Meat, fish and chicken products.
- Dairy products such as cream, milk and cheese.
- Smallgoods such as hams.
- Sandwiches containing meat, eggs or mayonnaise.
- Cakes with fresh cream, cheese cakes, custard tarts and fruit flans.
- Cooked pasta, rice and casseroles.
- Salads, and
- Products with labels that indicate refrigeration is required.

**Hot products: at 60°C  
or above**

**Cold products: at 5°C  
or below**

**Frozen products: at  
-15°C or below**

### **B3. Time Control**

If the temperature of high risk food is unable to be maintained within the temperature control requirements outlined above for:

- Less than 2 hours, use food immediately or return to acceptable temperature
- More than 2 hours and less than 4 hours, use food immediately
- More than 4 hours, discard food

Discard food if you think it might have been contaminated by abuse of the time control requirements.

### **B4. Food Storage**

Protect food from contamination during storage by;

- Storing all food off the ground.
- Storing food in sealed, food grade containers.
- Providing appropriate temperature control for all high-risk products.
- Storing raw food below cooked/ready-to-eat food.
- Do not re-use containers that are only meant to be used once.

### **B5. Food Processing**

Protect food from contamination during processing by;

- Handling food with tongs or other equipment and use separate utensils for raw and cooked products. Do not use bare hands to touch ready to eat food.
- Ensuring cooked food reaches an internal temperature of 75°C or above.
- Cool cooked food to within 21°C in the first 2 hours and to within 5°C within a further 4 hours. Cooling should be done in a refrigerator in small portions.
- Minimising the amount of time high risk food is kept out of temperature/ time control during processing, and
- Providing a bin for rubbish collection.

### **B6. Food Display**

Protect food from contamination during display by;

- Providing physical barriers such as 'sneeze guards' or mesh 'food cover umbrella' or individual wrapping for displays, and
- Keeping hot food above 60°C and cold food below 5°C.
- When serving food, make sure that all cutlery and crockery is clean and undamaged.



## B7. Labelling

All packaged foods must be labelled (or the information must be available upon request) in accordance with the Australian Food Standards Code. In general, a label may include the following information:

### Typical Food Label

Dark Chocolate (225g) ←	Name/description of food																											
Best before 12/11/13 ←	Date marking																											
1138013/1:35 ←	Batch/lot number																											
<b><u>NUTRITIONAL INFORMATION</u></b>																												
Servings per package: 9 Serving size: 25g																												
<table border="1"><thead><tr><th></th><th>Quantity per Serving</th><th></th></tr></thead><tbody><tr><td>Energy</td><td>550 kJ</td><td>2200 kJ</td></tr><tr><td>Protein</td><td>1.5 g</td><td>5.9 g</td></tr><tr><td>Fat, total</td><td>7.3 g</td><td>29.1 g</td></tr><tr><td>- Saturated</td><td>4.5 g</td><td>18.2 g</td></tr><tr><td>Carbohydrate, total</td><td>14.8 g</td><td>59.0 g</td></tr><tr><td>- Sugars</td><td>14.2 g</td><td>56.6 g</td></tr><tr><td>-</td><td></td><td></td></tr><tr><td>Sodium</td><td>2 mg</td><td>8 mg</td></tr></tbody></table>		Quantity per Serving		Energy	550 kJ	2200 kJ	Protein	1.5 g	5.9 g	Fat, total	7.3 g	29.1 g	- Saturated	4.5 g	18.2 g	Carbohydrate, total	14.8 g	59.0 g	- Sugars	14.2 g	56.6 g	-			Sodium	2 mg	8 mg	Nutritional Information
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-																												
Sodium	2 mg	8 mg																										
Ingredients: Sugar, cocoa mass, cocoa butter, milk solids, emulsifiers (soya lecithin, 476), flavour. ←	Ingredients, including additives																											
MAY CONTAIN TRACES OF NUTS ←	Allergen information																											
Choc-a-block 123 High Street Hill Top VIC 3300 ←	Manufacturers/importers name & business address																											
Store in a dry, cool place ←	Storage instructions																											
Made in Australia from local and imported ingredients ←	Country of origin																											

Any information that you have on a label must be correct and must not mislead the customer. This includes making health claims.

Further information on food labelling can be obtained from the Health Services Unit, City of Boroondara on 9278 4710 or by visiting [www.foodstandards.gov.au](http://www.foodstandards.gov.au).

## **B8. Pests / Animals**

Ensure that food is secure and protected from pests and animals.

Food might be contaminated by pests and become unsafe for eating. Pests and animals include mice, rats, cockroaches, flies, ants, birds, beetles, weevils and domestic and farm animals. Ways in which you can protect food from pests are:

- Ensure a minimum distance of 10 metres separates food operations and any areas that are accessed by animals
- Provide physical barriers to prevent pests (including insects and animals) from accessing food
- Provide protection for food in situations where food may be stored at the event overnight (using food grade containers with tight fitting lids).

## **B9. Thermometer**

If you have food that requires temperature control, you are required to have a food grade probe thermometer onsite at all times.

The thermometer must have an accuracy of  $\pm 1^{\circ}\text{C}$ .

The thermometer must be kept clean at all times and cleaned and sanitised between probing different foods (a 70% alcohol swab or boiling water may be used for this purpose).



## **C. Good Personal Hygiene Practices**

Good personal hygiene is essential to ensure food is not contaminated with food poisoning or food spoilage bacteria. To prevent contamination every person in a food handling area, even if not actively handling food, must maintain a high standard of personal hygiene and cleanliness.

- Frequent thorough hand washing.
- Clean clothing and grooming habits.
- Handling money and food separately.
- Long hair is tied back or covered.
- Wear minimal jewellery (a plain wedding band is acceptable).
- Nails are short and free from dirt or nail polish.
- Cover cuts and sores with a coloured waterproof dressing.
- No smoking in enclosed areas or whilst handling food.
- Food handlers who have symptoms such as diarrhoea, vomiting, sore throat with fever, fever or jaundice should be excluded from food handling business for up to 48 hours after their symptoms cease. They must be excluded from any direct contact with food during this time.

## **C1. Hand washing**

Wash your hands with soap and warm water and don't forget the backs of your hands, wrists, between your fingers and under your fingernails.

Thoroughly dry your hands immediately after you wash them. Always dry your hands with disposable paper towel, not on a tea towel and never on your clothes.

Wash your hands after:

- Going to the toilet
- Handling raw food
- Blowing your nose
- Handling garbage
- Touching your ears, nose, mouth or other parts of the body
- Smoking
- Every break
- Handling animals.

## **C2. Gloves**

Disposable gloves can be used when handling food. The same precautions should be taken when handling raw food and cooked or ready to eat foods. Wash and dry hands thoroughly before putting on gloves and always use fresh gloves.

Change gloves:

- At least once every hour
- If they become contaminated
- If they tear
- When switching between handling raw and ready to eat foods
- When changing tasks (such as handling money)
- After taking rubbish out and
- After sweeping, mopping and cleaning.

## **C3. Illness**

You must not work when you are suffering from illnesses which are likely to be transmitted through food. These include gastroenteritis (often called 'gastro'), hepatitis A and hepatitis E.

You must advise your supervisor if you are feeling unwell.

You should not return to work if you are suffering from vomiting or diarrhoea. Don't return to work until your symptoms have stopped for 48 hours. If you are unsure, you should contact your doctor for advice.

## **D. Cleaning and Sanitising**

Temporary food premises must be maintained to a high standard of cleanliness, so there is no build-up of rubbish, recycling material, food-waste, dirt or grease.

This standard also applies to all the fixtures, fittings, equipment and vehicles used to transport food.

**Cleaning** is removing unwanted visible material such as grease, food, dust, stains and other contamination including smells and tastes, using detergent and warm water.

**Sanitising** is the killing of microorganisms in food that cause food poisoning or spoilage, or reducing them to a level that will not cause harm.

All surfaces which may come into contact with food must be sanitised with an appropriate food grade sanitiser prior to use. Appropriate food grade sanitisers and the required dilutions are:

Type of Sanitiser	Dilution*	
	ml	litre of warm water
Household bleach ( <i>this option is cheapest and most readily available option</i> )	2.5	1
Quaternary Ammonium based products ( <i>from a professional chemical supplier</i> )	1	1

\*Make up your sanitiser dilution every 24 hours because the chemical breaks down and become ineffective after this time.

## E. Documentation

### E1. Class 2 Food Businesses

#### Community Groups

##### Food Safety Template and Records

You must have a copy of the 'Community group temporary and mobile food premises template - Class 2' on site when you are trading. In addition, records found in this template relevant to your operations must be completed.

The template can be located at <http://docs.health.vic.gov.au/docs/doc/Community-group-temporary-and-mobile-food-premises-template-Class-2>.

### Food Safety Supervisor / Coordinator

You must have a Food Safety Supervisor. A Food Safety Supervisor must:

- Have a statement of attainment which shows that they have obtained the required competencies from a Registered Training Organisation;
- Be able to supervise food handling at the temporary food premises, and
- Have the authority to supervise food handlers and the authority to give directions if unsafe food practices are observed; and ensure food handlers know how to handle food safely.

### **Profit organisation / Commercial operator**

#### Food Safety Program and Records

All class 2 profitable organisations / commercial operators are required to have a Food Safety Program.

You must ensure your Food Safety Program is on-site when the premises when you are trading. In addition, records found in the program relevant to your operations must be completed.

Further information on food safety programs can be obtained from the Health Services Unit, City of Boroondara on 9278 4710 or by visiting

<http://www.boroondara.vic.gov.au/business/food-business/safety-program>

### Food Safety Supervisor

You must have a Food Safety Supervisor. A Food Safety Supervisor must:

- Have a statement of attainment which shows that they have obtained the required competencies from a Registered Training Organisation;
- Be able to supervise food handling at the temporary food premises, and
- Have the authority to supervise food handlers and the authority to give directions if unsafe food practices are observed; and ensure food handlers know how to handle food safely.

## **E2. Class 3 Food Businesses**

### **Community Groups**

#### *Food Safety Guide and Records*

You must have a copy of the 'Food Safety Guide for Community Groups - Class 3' on site when you are trading. In addition, records found in this guide relevant to your operations must be completed.

The guide can be found at <http://docs.health.vic.gov.au/docs/doc/Food-safety-guide-for-community-groups-Class-3--October-2011>

#### *Food Safety Supervisor / Coordinator*

You are not required to nominate a Food Safety Supervisor. However you may consider nominating one person as a coordinator of your food activities.

This person can ensure that all food handlers - whether they are volunteers or paid workers - understand how to safely handle the food. This will depend on the type of tasks they are carrying out.

To communicate such information to all food handlers, the coordinator may conduct training or group discussions about food safety before the activity.

### **Profit organisation / Commercial operator**

#### *Food Safety Guide and Records*

You must have a copy of 'Food Safety Guide for Food Businesses - Class 3' on site when you are trading. In addition, records found in this guide relevant to your operations must be completed.

The guide can be found at <http://docs.health.vic.gov.au/docs/doc/Food-safety-guide-for-food-businesses-Class-3>

#### *Food Safety Supervisor / Coordinator*

You are not required to nominate a Food Safety Supervisor. However you may consider nominating one person as a coordinator of your food activities.

This person can ensure that all food handlers - whether they are volunteers or paid workers - understand how to safely handle the food. This will depend on the type of tasks they are carrying out.

To communicate such information to all food handlers, the coordinator may conduct training or group discussions about food safety before the activity.

## E3. Class 4 Food Businesses

### Community Groups OR Profit organisation / Commercial operator

#### Records

You are not required to keep records, however it is recommended that you regularly check temperatures of storage, any deliveries you receive and ensure all food is cooked evenly in particular the centre.

#### Food Safety Supervisor / Coordinator

You are not required to nominate a Food Safety Supervisor. However you may consider nominating one person as a coordinator of your food activities.

This person can ensure that all food handlers - whether they are volunteers or paid workers - understand how to safely handle the food. This will depend on the type of tasks they are carrying out.

To communicate such information to all food handlers, the coordinator may conduct training or group discussions about food safety before the activity.

## F. Training

Everyone working in a food premises is encouraged to be trained in safe food handling. 'dofoodsafely' is a free online learning program, and is a good place to start - go to <http://dofoodsafely.health.vic.gov.au>

## G. Inspections and Sampling

Council Environmental Health Officers may inspect your stall at any time. **It is recommended that you have your certificate of registration on-site at all times.**

If major or continual non-compliance with food safety requirements is observed, you may be asked to stop operating, food or equipment may be seized and/or you may be fined.

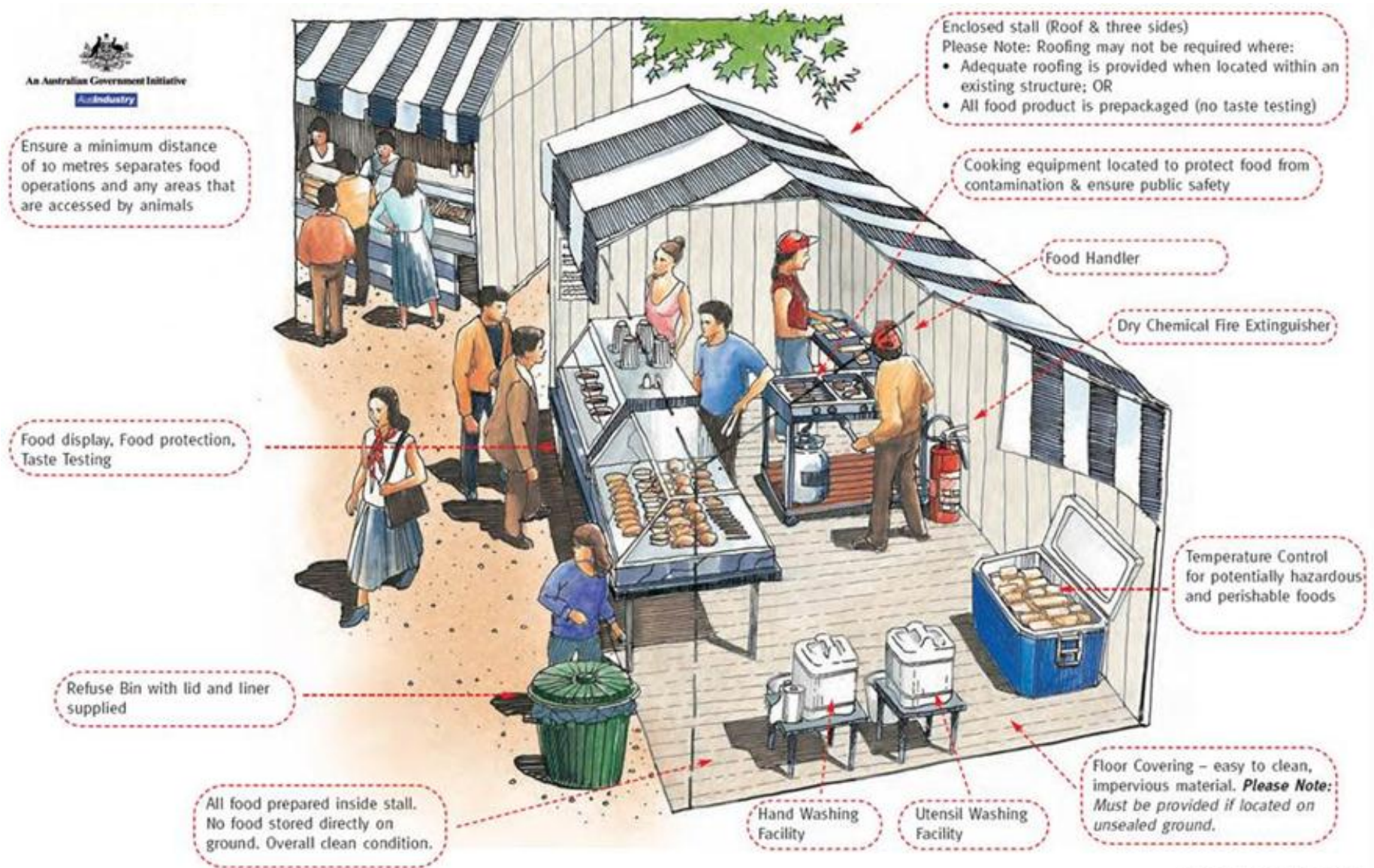
Officers may at any time collect samples of your food for analysis as part of routine surveillance.

## H. Quick food safety checklist



A	Structural requirements	Tick (✓)
	<b>Floors, walls, ceilings, fixtures and fittings</b>	
	Premises appropriately constructed.	
	Adequate facilities provided to dispose of solid waste and waste water	
	<b>Sinks</b>	
	Adequate hand-washing facilities (including soap/ paper towel/ bucket)	
	Adequate utensil and equipment washing facilities (including hot water)	
B	Good Food Hygiene Practices	
	<b>Food Transportation</b>	
	Food transportation vehicle clean	
	Food covered and protected	
	High risk food is under temperature or time control	
	<b>Food Storage</b>	
	High risk food is kept under temperature or time control	
	Food protected from the likelihood of contamination	
	Food stored in food grade containers	
	<b>Food Processing</b>	
	High risk food is cooked to an internal temperature of 75°C	
	Ready to eat food is handled with utensils (not with bare hands)	
	<b>Food Display</b>	
	High risk food is kept under temperature or time control	
	Food protected from the likelihood of contamination	
	Pre-packaged food is appropriately labelled in accordance with the Australian Food Standards Code	
	Food tastings and self serve are well supervised to protect from the likelihood of contamination	
	<b>Thermometer</b>	
	A food grade probe thermometer provided with accuracy of +/-1°C and adequately cleaned and sanitized	
C	Good Personal Hygiene Practices	
	<b>Personal Hygiene</b>	
	Good personal hygiene practices of food handlers	
	Adequate storage of personal belongings	
D	Cleaning and Sanitising	
	Appropriate cleaning and sanitising chemicals and equipment provided	
	Chemicals stored away from food and preparation areas	
	Utensils and food contact surfaces sanitised	
	Premises maintained in a clean condition	
E	Documentation	
	Adequate food safety records maintained	
	Food Safety Supervisor/Coordinated appointed	
F	Training	
	Staff are appropriately trained in safe food handling	

## I. Minimum Standard for a Temporary Food Premises



## J. Glossary

**Bacteria** Commonly known as germs, bacteria microorganisms are found in and on food, people, surfaces, untreated water, dirt, soil, plants, animals and pests.

**Calibration** Ensures the accuracy of the readings of a measuring instrument are consistent with a known standard.

**Clean** (adjective) Free from visible matter, such as food waste, dust, dirt, grease and other contamination and free from objectionable odour.

(verb) The action of making equipment, utensils, crockery and so on in a condition free from visible matter and odours.

**Clean** (adjective) Free from visible matter, such as food waste, dust, dirt, grease and other contamination and free from objectionable odour.

(verb) The action of making equipment, utensils, crockery and so on in a condition free from visible matter and odours.

**Profit organisation / Commercial operator** a company / incorporated body / individual or partnership operating a temporary food premises in order to make a profit.

**Community group** a not for profit body or a person or unincorporated group of persons undertaking a food handling activity solely for the purposes of raising funds for charitable purposes or for a not for profit body.

**Food grade container** A protective covering or wrap that will not contaminate food products, especially by leaching chemicals into the food.

**Food grade probe thermometer** a probe thermometer which is specifically designed for the purpose of testing the temperature of food.

**Food safety coordinator** Person(s) within your operation responsible for looking after food safety. The food safety supervisor can recognise, prevent and alleviate the potential hazards associated with handling of food.

**Food safety guide** a document which outlines ways in which to keep food safe so that it is safe for human consumption.

**Food safety program** a document which outlines ways in which to keep food safe so that it is safe for human consumption.

**Food safety supervisor** Person(s) within your operation responsible for looking after food safety. The food safety supervisor can recognise, prevent and alleviate the potential hazards associated with handling of food. They must have met the appropriate food safety competency standards for their type of premises and have the ability and authority (of the proprietor) to supervise other people handling food, ensuring it is done safely.

**Gastroenteritis 'Gastro'** illness caused either by food-borne or water-borne bacteria. Large numbers of bacteria in food or water can cause adverse reaction when consumed, which causes a person to

become ill. A person with gastro can suffer from a range of symptoms, such as diarrhoea, vomiting, sore throat, fever and jaundice.

**High-risk food** includes meat, seafood, poultry, eggs, dairy products and smallgoods, or foods that contain these items (e.g. sandwiches, quiche and prepared salads). Certain foods become high-risk when they are cooked, such as noodles, rice, pasta and similar dry foods. High-risk food is also known as 'potentially hazardous' food.

**Potentially hazardous food** see High-risk food.

**Pre-packaged-food** is food that has been sealed within a package prior to entering the business, remaining in that package until sale. Packaging is designed to protect the food from contamination by physical, chemical or biological hazards.

**Raw food** food before it is changed or processed.

**Ready to eat food** Food that is ordinarily consumed in the same state as which it is sold – does not include nuts in the shell and whole, raw fruits or vegetables that are intended for hulling, peeling or washing by the consumer.

**Ready-to-eat** is food that is ready to consumption, and includes food that may be re-heated, portioned or garnished or food that undergoes similar finishing prior to being served.

**Sanitise** To apply heat or chemicals, or a combination of heat and chemicals, to kill food poisoning bacteria or reduce bacteria numbers to a minimum level.

**Sanitiser** A chemical that can be used to reduce the numbers of bacteria on a work surface.

**Temperature danger zone** a range of temperature (5-60°C) at which bacteria will grow in food.

### **Temporary food premises**

- A tent, stall or other structure that is not permanently fixed at a site at which food is sold, or handled with the intention that it be sold, or
- A permanent structure not owned or leased by the food business at which food is handled for sale, or from which food is sold, by the food business on an occasional basis only, for example, a place where you have permission to set up tables at someone else's premises to sell food for a few days.