health

Community group temporary and mobile food premises template

Class 2

Temperature

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State Government
Victoria

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Class 2

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Introduction

How the Food Act works

The main purpose of the *Food Act 1984* is to control the sale of food in Victoria and protect people from food borne illnesses. All food businesses and community groups must ensure that the food they sell is safe to eat.

The Act covers what is done at a 'food premises'— this is a place where food is sold. This can be a market stall at a fair or fete, a community hall with kitchen facilities, a food van, a sporting group kiosk or some other permanent site.

The risk of food becoming unsafe depends on the type of food, and how and where it is stored, prepared, handled and transported. The Act therefore recognises separate 'classes' of food premises. Different food safety requirements apply to each class, based on its food safety risk. There are four classes — from highest risk (class 1) to lowest risk (class 4).

Of course, your group is free to run any kind of food activity, as long as you meet the food safety requirements that apply to that food premises class.

Councils classify food premises under the Food Act after considering the following questions:

- Who is the food being served to?
- Is the food packaged or unpackaged?
- Is the food high-risk (potentially hazardous)?
- Will the food be cooked on-site and served immediately?
- Are most people involved in handling the food volunteers?
- Over how many days will the food activities take place?

Your community group must have a **food safety program** if it conducts class 2 activities at a food premises.

A food safety program is a written plan that shows how your community group will manage the safety of the food you prepare, serve or sell. It is your plan for serving safe food.

What are high-risk foods?

'High-risk food' or 'potentially hazardous food' means food that contains bacteria that can cause food poisoning if correct handling practices are not observed. Examples are:

- raw or cooked meats, or foods that contain meats such as hamburgers, souvlakis, dim sims; small-goods
- seafood
- custard and dairy-based desserts such as cheesecakes, custard tarts and soft-serve ice cream
- cakes with fresh cream fillings
- fruit salads and fruit juices
- cooked ready to eat meals such as rice, pasta, casseroles, soup or that contain eggs, beans, or other protein-rich foods such as quiche
- foods containing raw unpasteurised egg (such as home made mayonnaise, aioli, chocolate mousse, eggnog, hollandaise and béarnaise sauces, and desserts with a custard or crème anglaise base such as tiramisu)
- fresh pasta and soy bean products
- sandwiches and rolls.

Who can use this template?

This template can only be used to create a food safety program if all of the three following requirements apply;

1. a **community group** is selling the food;
2. the group is operating a **temporary food premises** or **a mobile food premises**; and
3. council has advised that the premises falls within **class 2**.

Each of these requirements is explained in more detail here:

A **community group** is:

- a not-for-profit body,

  or
- a group or individual that undertakes food handling activities solely for the purposes of raising funds for charity.

A temporary **food premises** is:

- a **stall**, **tent** or other structure that is not permanently fixed to a site, and from which food is sold or handled for sale. For example, a stall at a fair or fete,

  or
- a permanent structure that is:
  - **not** owned or leased by the community group and
  - from which food is sold or handled for sale **on an occasional basis only.**

A good example is a group using a community hall for an event at which food is sold.

A **mobile food premises** is a vehicle, van, trailer or cart from which food is sold or handled for sale.

Class 2 activities

Your group's classification will depend on the food safety risks involved in handling the type of foods you plan to sell. Selling pre-packaged foods that don't need refrigeration, such as packaged biscuits (class 4), is less risky than selling packaged cakes with fresh cream fillings which need refrigeration (class 3), or preparing and serving casseroles or chicken salad (class 2) which need correct temperature control at all times to keep them safe.

This information is included in the application form that your group has completed.

Ready-to-eat foods – class 2

Community groups that prepare and sell high-risk ready-to-eat foods, such as sandwiches containing cheese, small-goods, sliced vegetables or salad – or any other high-risk foods – usually fall into class 2.

The term 'high-risk food' is used throughout this food safety program template. It means food that is potentially hazardous – that is food that has to be kept at certain temperatures to minimise the growth of any harmful bacteria that may be present in the food.

'Cook and hold before serving' – class 2

Community groups selling unpackaged, high-risk foods are generally class 2 if the process involves:

- cooking the food, holding it (for example, in a bain marie) and then serving it hot, or
- cooking the food, storing it under refrigeration, before reheating and serving it later.

For example, curries or other meals prepared the night before, stored in the refrigerator and reheated later at the fundraising activity are class 2.

These activities require a food safety program. If your council has advised that your group's activities are class 2, you can either:

- use this food safety program template to develop a food safety program
  or
- use any other suitable registered food safety program template.

Do you need a food safety supervisor?

A food safety supervisor is someone who has demonstrated knowledge about food safety that can supervise other people who are handling food. This person must have a 'statement of attainment' from a registered training organisation.

Having a food safety supervisor is a good way to ensure that the food you sell is safe. However, community groups running class 2 activities are not legally required to have a food safety supervisor if:

- those handling the food are mostly volunteers, and
- the food activity takes place at the site for a maximum of two consecutive days at any one time.

If your class 2 food handling activities do not meet these two requirements, you must have a food safety supervisor. You can still use this food safety program template.

Contact your council for more information about class 2 requirements, and see also the Department of Health Food Safety website at **http://www.health.vic.gov.au/foodsafety**.

How do I use this template?

This food safety program template applies to community groups that are class 2 and operate from temporary or mobile food premises. You must use this food safety program for your food premises.

Answer all the questions in *What happens at your temporary or mobile food premises?* on page 6 and 7.

Where you answer 'Yes' to a question, you'll need to use the section(s) of the template shown in this table. For example, if you answered 'Yes' to *Do you store, display or serve food at room temperature?* you should use section H, section I and section J.

In this way you will create a food safety program that covers the group's food handling activities.

Records referred to in this template must be completed at the required time.

All records that are completed must be retained by the community group for 12 months.

If you need help with your food safety program:

- Contact the environmental health officer at your registering council
- Call the Food Safety Hotline: **1300 364 352**
- Visit the Food Safety website at **www.health.vic.gov.au/foodsafety**.

Pay attention to the temperature of high-risk food.

Pay attention to the time high-risk food spends in the temperature danger zone of 5°C to 60°C.

Pay attention to cross-contamination.

Pay attention to hygiene.

Pay attention to allergens.

This document is available in the following languages: Arabic, Simplified Chinese and Vietnamese.

Check the Department of Health's food safety website for more food safety information in your language: **www.health.vic.gov.au/foodsafety**.

For further information about preparing food or cooking food:

- see *Food safety at home and in the community* on the food safety website at **www.health.vic.gov.au/foodsafety**.
- visit **dofoodsafely** — a free online food handler learning program at **http://dofoodsafely.health.vic.gov.au**.

Your local council may also run information seminars on food safety before major community fundraising activities. Contact your council's health unit and ask if there will be an interpreter available at these information sessions if you need one.

Fundraising activity coordinator

You may wish to nominate 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.

The coordinator should be familiar with the following:

- the food safety program
- safe food handling practices
- personal hygiene, for instance, correct washing and drying of hands
- efficient cleaning procedures
- safe food preparation
- correct storage and transportation of food
- how to conduct temperature checks
- safe food display.

The coordinator should also do the following:

- Ensure all volunteers work safely with food.
- Train or ensure all food handlers understand the importance of handling food safely and have the relevant information from the food safety program. To assist coordinators, the department has developed a free online food handling course, **dofoodsafely**, which can be found at **http://dofoodsafely.health.vic.gov.au/**.
- Check that probe-type thermometers (thermometers that penetrate to the core of the food) are calibrated beforehand, to make sure they are working accurately (see page 32 for how to do this).
- Make sure any businesses participating in the activity follow the instructions given in this template or use a module from their own food safety program that covers off-site activities.
- Complete all records required in this template, or check that they are completed. Remove any recalled food from sale if a 'Food Recall Notice' is issued. This is a notice issued by the manufacturer (including the person who donated food) or the Department of Health that a food is unsafe to eat and must not be sold to customers.

What happens at your temporary or mobile food premises?

To prepare your food safety program, answer the following questions relating to food safety risks. If you answer 'Yes', then you must use the sections of this template as indicated. Put these sections together to make your food safety program.

Questions	No	Yes	If yes, then use these sections
Location of food activities	✗	✔	
Does your community group occasionally use a permanent structure, such as a community hall (temporary food premises)?			Section A1 Section B Section C Section D Section G Records 1 & 2
Does your community group use a stall or tent, such as at a market or fete (temporary food premises)?			Section A2 Section B Section C Section D Section G Records 1 & 2
Does your community group use a food vehicle, trailer, van or cart (mobile food premises)?			Section A3 Section B Section C Section D Section G Records 1 & 2
Food providers			
Do volunteers prepare food at home for sale by the community group?			Section B Sections E to F Section K
Do you receive food donations from other sources?			Section L
Do you buy food from established food businesses for the community group to sell?			Section L
Food storage (beforehand or at the venue)			
Do you store, display or serve foods at room temperature?			Section H Section I Section J

Questions	No	Yes	If yes, then use these sections
Location of food activities	✗	✔	
Do you store, display or serve cold foods?			Section H Section I Section J Section L Record 3
Do you store or display frozen foods?			Section D Section H Section L Record 3
Food preparation			
Do you thaw frozen food before further preparation?			Section E Section J
Are ready-to-eat foods (such as salads) prepared beforehand or at the venue?			Section E Section J
Is food cooked and cooled before being transported to the venue?			Section F
Are high-risk hazardous foods transported to the venue?			Section K
Cooking			
Is food cooked at the venue?			Section F Section L Record 3
Is hot food displayed at the venue?			Section I Section J Section L Record 3

Temporary food premises – occasional use of permanent premises

Does your community group use a permanent structure (like a community hall with a kitchen) which:

- Is not owned or leased by the group, and
- from which food is sold or handled for sale only on an occasional basis.

If the answer is 'yes', the following must be available whenever food is sold or handled for sale:

- access to hot and cold water
- a fridge and freezer (where applicable)
- exhaust fans to keep the area free of odour and fumes
- hand washing facilities, that is, a basin, soap and paper towels
- sinks big enough to clean cooking equipment and utensils
- adequate bench space for food preparation
- uncluttered surfaces which are easy to keep clean
- cleaning equipment, detergents and sanitisers
- if food is stored at the venue, an area to store food that is safe from pests, such as mice, rats and insects
- barriers preventing pests like birds, animals and insects getting into the kitchen
- enough rubbish containers to collect and store all waste.

Note: All waste is to be removed from the venue afterwards.

Pests

It is important to watch out for pest activity (for example, droppings, webs, feathers and odour) and to take appropriate action to eliminate pests and to discard any damaged or contaminated food.

If you want more information, ask your council's environmental health officer or get a copy of the FSANZ Food Safety Standards – see the FSANZ website at **www.foodstandards.gov.au**.

| Cockroaches | Rats and mice | Flies and insects | Wasps | Spiders |

Temporary food premises – tents or stalls

Does the community group sell food from a **stall**, **tent** or other structure that is not permanently fixed to a site, for example, a stall or tent at a fair or fete?

If your fundraising activity is to be held away from a permanent kitchen special care must be taken to keep food safe. This involves protecting the food from sunlight, dust, insects and handling by customers.

When setting up a temporary premises, the coordinator or the person in charge needs to ensure that:

- benches or tables have surfaces that are smooth and easy to keep clean. Plastic tablecloths are ideal
- hand washing facilities are near the temporary premises, with water, a basin, soap and paper towels (make your own hand washing facilities if there's nothing near the stall. A water supply can be set up using drums with taps from a camping store)
- if you are using cooking equipment, dishes and utensils, a place to wash up is available. You may have to make your own if there's nothing nearby
- methods of disposing of water from cooking, cleaning and hand washing are available; don't just tip waste-water onto the ground or down the drain. Dispose by flushing the waste-water down a toilet or into a grease-trap protected drain
- a fridge to keep any cold food cold and a freezer to keep frozen food frozen is available
- where using a fridge is not possible, containers full of ice can be used to ensure food remains under 5°C
- enough rubbish containers are available to collect and store all waste away from food.

Note: All waste is to be removed from the venue.

Cleaning at temporary food premises

If you are using utensils or dishes and there is no sink nearby, you'll have to provide your own facilities to wash up.

This must include:

- a drum with taps filled with clean water, plus a water heater (such as an urn)
- a bucket or trough to collect dirty water
- detergent, sanitiser and disposable paper towels.

Also ensure the following:

- wash utensils/dishes as soon as possible in hot soapy water and rinse thoroughly before and between uses
- when you finish for the day, clean and sanitise all utensils and equipment before storing them.

Pests

It is important to watch out for pest activity (for example, droppings, webs, feathers, odour) and to take appropriate action to eliminate the pest and discard any damaged or contaminated food.

If you want more information about temporary food premises, ask the council environmental health officer or get a copy of the FSANZ Food Safety Standards – see the FSANZ website at **www.foodstandards.gov.au**.

What are the risks?

Food might be contaminated by pests and become unsafe for eating. Pests include mice, rats, cockroaches, flies, ants, birds, bettles and weevils.
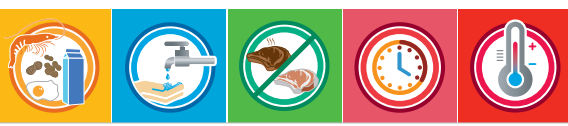
Mobile food premises – selling food from vehicles

Does your organisation sell food from a 'mobile food premises' such as a food vehicle, caravan, trailer or cart?

If 'yes', this vehicle or van needs to be constructed to minimise the chance of contamination of food. It should have the following:

- driving compartment separated from the section where food is stored or sold
- inside floors, walls and ceilings that are smooth, non-porous and easy to clean
- bench tops, work surfaces and cupboards that are smooth and able to be kept clean easily (recommended materials include stainless steel, colourbond and vinyl)
- appliances and equipment installed so that cleaning is easily completed
- the ability to safely store high-risk foods, if necessary, this means refrigeration to keep food below 5°C, freezers to keep frozen food below 0°C and/or hot holding units like a bain marie, which can keep hot food above 60°C
- a mechanical exhaust if you want to grill or fry food, or use a rotisserie
- washing facilities, including a sink and a separate hand washing facility; each must be supplied with cold and hot water (supplied by a hot water service), soap and paper towels
- a tank for holding waste-water
- enough rubbish containers to collect and store all waste away from food.

**Note:** All waste is to be removed from the venue.

Pests

It is important to watch for pest activity (for example, droppings, webs, feathers, and odour) and to take appropriate action to eliminate the pest and discard any damaged or contaminated food.

If you want more information about selling food from vehicles, ask the local Environmental Health Officer, or get a copy of the Food Safety Australia New Zealand (FSANZ) Food Safety Standards. Check the FSANZ website: **www.foodstandards.gov.au**.

Cleaning

Keeping the kitchen or food preparation area clean is one of the best ways to avoid food contamination. Thorough cleaning involves removal of dirt and any leftover food, followed by sanitation. Sanitation can be done with diluted domestic bleach (6 ml per 5 litres of water) or boiling water.

You can make sure the food preparation area is really clean by having a regular cleaning program:

- Do your cleaning the same way every time. For example, wash down the walls before the benches, benches before floors and follow the cleaning steps from 1–6 (see *Six steps to good cleaning*).
- Clean all your equipment and food preparation areas every time, both before and after you use them.
- Clean the surfaces of the food preparation area regularly. Remember to also clean drawer and cupboard handles.

Six steps to good cleaning

1. **Pre-clean: Scrape, wipe or sweep away any food scraps, then rinse with water.**
2. **Wash: Use hot water and detergent to take off any grease or dirt.**
3. **Rinse: Rinse off any loose dirt or detergent foam.**
4. **Sanitise: Use a food grade sanitiser and follow the instructions.**
5. **Final rinse: Wash off sanitiser. (Check sanitiser instructions to see if this step is needed).**
6. **Dry: Allow to air-dry.**

If you operate regularly, a written cleaning schedule can be useful. It would indicate:

- what and where to clean
- how often to do each job
- which chemicals to use and the proper way to use them
- who is responsible for each cleaning job.

Single-use paper towels are better for drying than cloths. If you use cloths, make sure that they are washed in hot water and replaced after use or when soiled.

Store chemicals and other cleaning equipment away from food preparation areas.
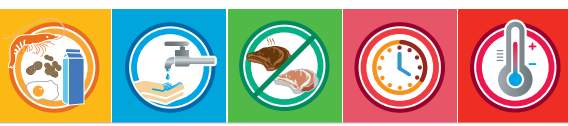
Personal hygiene

One of the keys to safe food is good personal hygiene by people who prepare food that is to be sold. Bacteria that can cause food poisoning are easily transferred to food from food handlers' hands and clothes. It's therefore important that everyone who handles food has a high level of personal hygiene.

Some principles of hygiene are listed below:

Illness

Anyone who handles or prepares food while sick can transfer their germs to the food which may cause anyone eating that food to also become sick.

Any staff member or volunteer who is sick must not handle food.

Symptoms of concern include diarrhoea, vomiting, sore throat, fever or jaundice.

A food handler who has been ill recently must not handle food until they have received clearance from a doctor.

Hand washing

Always wash your hands before handling food. Wash them completely, remembering the back of the hands, wrists, between the fingers and under your fingernails. Use soap, warm water and vigorous rubbing for thorough hand washing, then dry with a dry single-use paper towel.

Wash your hands again:

- after visiting the toilet
- after handling raw food
- after using a tissue, coughing or sneezing
- after handling garbage
- after changing nappies
- after handling pets or other animals
- after smoking, or touching your hair or other body parts
- when changing disposable gloves
- after handling money.

Personal hygiene

- Keep fingernails short and clean, with no nail polish.
- Tie back long hair or cover it.
- Wear limited jewellery, for example, only plain band rings and plain sleeper earrings.
- All cuts and wounds should be covered at all times with a clean, waterproof, brightly coloured adhesive plaster and disposable gloves.

Clean personal behaviour

When handling, preparing or selling food, wear clean clothing/clean apron, don't smoke, drink or chew gum. Don't touch or brush your hair, eat or spit.

How food poisoning and contamination occurs

Food poisoning is most often caused by bacteria from food that has been poorly handled, stored or cooked and so contains harmful bacteria, viruses or chemicals.

Food poisoning symptoms include nausea, stomach cramps, vomiting, diarrhoea, fever and headaches. Symptoms can occur within 30 minutes after eating, or a number of hours later, depending on the cause.

Bacteria are the biggest problem, because they are so common – in soil, on animals, people and even on clothes - and can multiply and quickly make food unsafe to eat. In the kitchen, bacteria often come from vegetables and raw meat. Sometimes these bacteria can move from these raw ingredients to cooked food, in a process called cross-contamination. **Contaminated food can look, smell and taste normal**.

These germs can move from:

- hands to food
- cutting boards, knives and other utensils on to food
- one food to another, especially from raw to cooked food.

Once bacteria are in food, they can increase their numbers quickly. They just need the right conditions. The 'right conditions' means time, water content and a temperature of between 5°C and 60°C (sometimes called the '**temperature danger zone**').

Food poisoning cases have often been linked with high-risk foods that are not handled safely or are stored in the temperature danger zone.

High-risk foods include meat, seafood, poultry, dairy products, small-goods, eggs, cooked rice or any food product that contains these foods, for example, pies, quiches, prepared salads or desserts.

Bacteria can survive on the outer shell of an egg, and some eggs can become contaminated. It is recommended that community groups generally do not serve at community fundraisers desserts or any other foods that contain raw unpasteurised eggs in the finished product. This includes mayonnaise, aioli, chocolate mousse, eggnog, hollandaise and béarnaise sauces, and desserts with a custard or crème anglaise base such as tiramisu. There is a higher risk of such foods causing food poisoning at stalls and other situations where it may be difficult to always keep these foods under correct temperature control for the required times during preparation, transport and display.

This advice does not apply to foods which contain cooked eggs, such as cakes or firm quiches, as thorough cooking will kill any such bacteria.

The best way of preventing food poisoning is to use safe food handling practices. Focus on these five key areas:

- The coordinator or a person in charge should oversee food preparation and sales.
- Each person handling or preparing must know how to handle food safely.
- Equipment and utensils used in preparing the food must be clean and germ-free.
- Ensure correct and safe food preparation.
- Ensure correct and safe food storage.

When preparing food, you also need to be aware of other contaminants, such as chemicals (for example, cleaning agents or sprays), or physical items (for example, pieces of plastic or wood), that may get into the food. By following the procedures below and being watchful, you can prevent contamination from occurring in the preparation and handling of food.

Getting started

Keeping food safe starts from the moment that the food arrives. You need to check the food supplies that will be used, and make sure that the premises is clean and all necessary equipment is in place.

There are three steps to take to make sure the premises is ready to operate:

- check food supplied for sale
- monitor temperature of high-risk foods donated or supplied for sale
- check food handling and hygiene.

Step 1 – supplies

- Check that your food suppliers whether people or businesses are supplying safe food. Are these businesses registered with council?
- Ensure that all food donations supplied are adequately packaged and that products are labelled or that information about those products is available, as described in section G.
- It is useful to establish an identifying coding system for volunteers who are donating food for sale by the community group. This is useful if a food needs to be quickly recalled. You do not need to identify the person who made the product by name on food that is labelled (such as bottled products). For example, foods that are labelled code 6 could mean all foods produced by Mrs Smith.
- Check that the food has been protected from contamination during transport in a sealed container or other packaging material. Also check that it has not been damaged during transport.
- Dry goods, like bread, dry ingredients or canned foods, should be in good condition, without torn packaging or heavily dented cans.
- Check there is no evidence of chemical or pest damage or infestation.
- Keep all delivery notes, invoices or receipts related to purchased food products.
- *If in doubt, throw it out!*

Then complete *Record sheet 1* – about food supplied to the community group.

- Transfer the delivered food to appropriate storage as soon as possible.
- If donations of high-risk food are accepted, it is best practice to check the temperature of some samples of food on arrival, where it is feasible to do so.

Remember:

- chilled foods should be below 5 °C
- frozen foods should be frozen solid
- hot foods should be above 60°C

Step 2 – activity checklist

Read through the checklist in *Record sheet 2* about good handling and hygiene. Make sure each item is checked and recorded for each period of operation (for example, every event, weekend, or other period of operation).

Why do these checks?

If food is not checked, you may receive food that is unsafe. Food may be contaminated during transport if raw food comes in contact with cooked food. Pests and physical items can also contaminate the food. The records can assist you if you need to follow up a food complaint or recall.

Preparing food

- Ensure all work surfaces and utensils are clean and sanitised before preparing food.
- If rubber gloves are worn, change gloves when commencing preparation of different food types.
- If gloves aren't worn, wash your hands before commencing work and regularly throughout the preparation process.
- To avoid **cross-contamination**, don't let raw food come into contact with cooked food.
- Use separate utensils for raw and cooked foods.
- If it is not possible to use separate utensils and equipment for raw and cooked foods, thoroughly wash and sanitise utensils and equipment between uses.
- Wash all fruit and vegetables in clean water before using them.
- Don't use food from damaged containers like dented cans, torn packaging, leaking packages.
- Throw out any cracked or dirty eggs.
- If you are making preserves, use only acidic foods like berries, citrus or stone fruit.
- Vegetable preserves must be in a solution that contains at least 50 per cent vinegar. Ensure all jars are sterilised before being filled by immersing them in boiling water for one minute.
- Frozen food should be thawed thoroughly before cooking.
- Thaw frozen food at the bottom of the refrigerator, in a lidded storage container or covered with cling wrap.
- Food can also be thawed in a microwave, but must be cooked immediately.
- Never put thawed food back into the freezer.
- *If in doubt, throw it out!*

Handling cooked and ready-to-eat food

- Cooked or ready-to-eat food shouldn't be handled with bare hands. Use tongs, spatulas, spoons or wear disposable gloves.
- When using disposable gloves change them:
  - every hour
  - when they tear
  - when you change tasks, like moving from cleaning to cooking, or from food preparation to serving cooked food, or handling money.

Why do these checks?

The food may be unsafe to eat if it is not prepared in this manner (see **How food poisoning and contamination occurs** in section D). For example:

- Food may be cross-contaminated when raw food is in contact with cooked food, and through incorrect use of utensils.
- Food handlers may contaminate food.
- Pests, chemicals and physical items can also contaminate the food.

Cooking, heating and cooling

- Ensure frozen food is thawed completely before cooking.
- Only remove meat from the fridge just prior to cooking it. Never leave it sitting around.
- Cook all foods thoroughly, especially meat, fish and chicken.
- Use a probe-type thermometer (a thermometer that penetrates into the centre of the food) to check that the internal temperature of cooked food reaches at least 75°C.
- Throw out any marinade that was used on raw meats and do not baste food that is being cooked with this marinade.
- Cook eggs until both the yolks and whites are firm.
- Always use clean utensils and plates for cooked meats. Never use the same plate that held the raw meat.
- When cooking, make sure that raw food does not come in contact with cooked foods.
- Reheat food thoroughly and ensure an internal temperature of 75°C is reached.

Cooling

- For faster cooling, divide the food into smaller quantities or place in shallow containers.
- Food, once cooked and protected from contamination, may be left at room temperature until the temperature drops to 21°C, as long as this occurs within two hours. Then, refrigeration is required.
- When cooling **high-risk** food, the following temperature milestones should be met (see FSANZ Food Safety Standards):
  - The temperature should fall from 60°C to 21°C within two hours.
  - The temperature should then fall from 21°C to 5°C within the next four hours.
  - The initial drop in temperature at room temperature must be faster than the second drop in temperature in the refrigerator, as bacterial growth is optimum at 43°C.
- Check temperatures using a probe-type thermometer.
- *If in doubt, throw it out!*

Note: This cooling procedure doesn't apply to bakery goods such as cakes and biscuits. These products will, however, need to be protected from physical contamination, for example cover with a clean tea towel.

Records

Complete the information required in sections B and D of Record sheet 3 for each period of operation.

Why do we do these checks?

If food is not cooked and cooled in this manner, it may be unsafe (see '**How food poisoning and contamination occurs**' in section D), for example:

- Food may be cross-contaminated if raw food is in contact with cooked food, or through incorrect use of utensils.
- Food handlers may contaminate food.
- Pests, chemicals and physical items can also contaminate the food.

> **Note on pie warmers:**
>
> **Using a pie warmer or other hot holding equipment to heat potentially hazardous food to the required 'sale' temperature of 60°C or higher is not recommended. As it is likely to take a very long time for the food to reach 60°C, there is a risk of the food being sold at a cooler temperature.**

Product labelling and packing

- Ensure foods are protected from contamination, in sealed/closed containers or in cling wrap.
- Limit the time high-risk foods are between 5°C and 60°C.
- Ensure the designated packaging area is clean and sanitary prior to starting packaging.
- Ensure the packaging area is uncluttered and free from any material not used for packaging of food.
- Store packaging materials in safe and sanitary conditions.
- Do not use damaged packaging.

Food labelling

The Food Standards Code includes labelling and information requirements that apply when food is sold. The requirements vary, depending upon the nature of the activity and the type of food.

Food Standards Australia and New Zealand (FSANZ) has published an overview of food labelling in a user guide[1], which is available at **www.foodstandards.gov.au**

That user guide is for profit businesses, and also community organisations, and therefore applies in a wide range of situations.

There are obligations under the Code that apply to 'food for retail sale' – which is when food is sold to the public. The FSANZ user guide explains what must be on a label, and the information that must be supplied about the food.

Activities conducted by a community group at a food van or market stall or community hall at which food is sold to the public will typically be exempt from many of these labelling obligations. This will be the case if:

1. the food is sold to the public at a fundraising event (which raises funds solely for a community or charitable cause and not for personal financial gain) or

2. any one of the following apply:

   - the food is not in a package (such as fruit or vegetables); or
   - the food is made and packaged on-site (such as any sandwiches or hot food prepared at a van or stall and sold in a package);
   - the food is packaged in the presence of the purchaser (such as scones or nuts placed in a bag); or
   - whole or cut fresh fruit or vegetables (other than sprouting seeds or similar products) are sold in mesh bags or clear plastic, or other packaging that does not obscure the nature of the food.

However, in these cases the law does require that some important information is available to the purchaser, for health and safety reasons.

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1   As of February 2011 the guide is entitled *Overview of food labelling* and can be found at
    http://www.foodstandards.gov.au/foodstandards/userguides/

The full list of requirements is set out in the FSANZ user guide. As of February 2012, the requirements that are most likely to apply in practice to the types of activities undertaken by a community group using this template selling food to the public are as follows:

Information	How to comply with the Code
Name of food. This must indicate the true nature food	Display on label OR display with food OR provide to purchaser on request
Directions for use or storage – but only if the food is of a nature as to warrant such directions for reasons of health or safety. (For example, this will not be the case if the food is intended to be eaten straight away when purchased such as hot chips.)	Unpackaged food – on the label or information accompanying food Packaged food – on the label Example: • for packaged biscuits – store in a cool, dry place • for packaged high-risk food that will be reheated by the purchaser at home – keep refrigerated and cook thoroughly.
Allergens Refer to the list below under 'food allergens'	Display on label OR display with food OR declare to purchaser on request

You must comply with these requirements.

It is also recommended that you make sure that you can answer customers' questions about the ingredients of a food that you are selling.

It may be easiest to label food – especially food that is prepared off-site and sold in its packaging, such as bottled products, with at least the following:

- a description of the food
- the name and address of the person or company who made it so that it can be traced, if there is a problem with the food. (You may prefer to use a coding system for volunteers, as outlined below)
- a list of ingredients
- a 'use by' date to show how long the food will keep, or if it has a long shelf life and will not deteriorate for some time, a 'best before' date
- whether the food contains allergens (see 'Food allergens' below)
- special storage conditions – if relevant (for example, 'keep refrigerated after opening').

The label could be handwritten, with a waterproof pen.

An identifying coding system for volunteers who are preparing food and donating it to the community group for sale is useful if a food must be recalled urgently. This avoids the need to identify the person who made the product by name on a label. For example, food labelled with code 007 could mean all foods produced by Mrs. Clancy.

Remember to use Record sheet 1 to keep a record about food supplied.

Below is a sample of how to write product labels:

Strawberry Jam

INGREDIENTS:
SUGAR, STRAWBERRIES,
VEGETABLE GUM (PECTIN), FOOD ACID (330)

Made for:
Hamsters in Need
15 The Wheel, Cage, NSW 2929

Best Before 1 Jan 02 Code 007
Refrigerate after opening
300g NET

Food allergens

Because some people can be allergic or intolerant to certain types of foods, it is important that information about the product is available, especially if it is not included on a label. This applies to all food that you sell – whether it is prepared or cooked on site or made beforehand. If the food is not labelled, a sign or brochure advising customers of the presence of foods that can cause allergies or intolerances is a reliable way to provide the information to customers (as it may avoid confusion). As a minimum, you must provide the information to a purchaser on request.

This currently applies to the following allergens:

- cereals containing gluten and their products, namely: wheat, rye, barley, oats and spelt, and their hybridised strains
- shellfish, crustaceans and their products
- eggs and egg products
- fish and fish products
- milk and milk products
- peanuts and soybeans and their products
- added sulphites in concentrations of 10 mg/kg or more
- tree nuts and sesame seeds and their products. (This does not include coconut).[2]

The term 'products' means food that contains these ingredients.

Avoiding cross contamination during food preparation is also important, to ensure that these allergens do not become present in foods that are not intended to include these ingredients.

If a customer requests food suitable for a special dietary requirement you must ensure that any food supplied meets the request, or you may be putting that customer's health at risk. Check that volunteers are aware of the importance of being able to explain ingredients in foods if asked, and know how to avoid cross contamination.

2   To check for any future updates go to the FSANZ user guide on warning and advisory declarations http://www.foodstandards.gov.au/foodstandards/userguides/

Why do these checks?

If food is not packed and protected, the food could be unsafe (see '**How food poisoning and contamination occurs**' in section D), for example:

- Food may be cross-contaminated when raw food comes in contact with cooked food or through incorrect use of utensils.
- Pests, chemicals and physical items can also contaminate the food.
- Food handlers may contaminate food.

Providing information about food items ensures that anyone who eats the food is informed of its contents. This is important as some people are severely allergic to some food ingredients.

- Details in Record sheet 1 can help identify the source if a food poisoning investigation is conducted.
- Food provider and ingredient details are important if a recall is issued by FSANZ or by a food company.

Food storage

- Ensure all food and storage containers are stored off the floor or ground, to assist with pest control and cleaning.
- Do not store utensils in food, for example, a ladle in soup or spoon in icing.
- All storage areas are to be clean, sanitary, in good repair and pest-proofed.
- Store food away from direct sunlight and moisture.
- Chemicals, cleaning equipment and personal belongings must be stored separately from food.
- Ensure that all foods in storage are labelled and protected from contamination, in undamaged packaging or sealed containers.
- Ensure stock is rotated, using the 'first in first out' principle, so that food is within its 'use by' date or 'best before' date.
- Only take food out of storage for further preparation when ready to use.
- ***If in doubt, throw it out!***

Why do these checks?

If food is not stored in this manner, it could be unsafe (see '**How food poisoning and contamination occurs**' in section D), for example:

- Food may be cross-contaminated through incorrect use of utensils.
- Pests, chemicals and physical items can also contaminate the food.

Displaying and serving food

- Wrap or cover all food on display.
- Tag or label food trays, not the food.
- Do not mix food on display with new batches.
- Refrigerated displays should keep the food at 5°C or colder. Keep raw and cooked foods separate.
- Ensure utensils and display equipment are cleaned and sanitised before use.
- Have separate utensils available for raw and cooked items.
- Allow time for the hot display (for example, bain marie or pie warmer) to reach a stable temperature above 60°C before adding the food.
- Hot displays should keep the food at 60°C or hotter.
- Don't reheat food in hot display equipment, such as a pie warmer (see section F for more information).
- Hot foods and unpackaged ready-to-eat foods must be protected from contamination.
- Disposable gloves should be worn and changed regularly when serving. Don't handle money with gloves.
- Food handlers must wash their hands regularly.
- Separate utensils must be used for service to customers.
- Don't overload display equipment by stacking food above the level of the trays.
- Do not leave potentially hazardous foods at room temperature, that is, in the temperature danger zone between 5°C and 60°C, for longer than four hours.
- Throw out any potentially hazardous foods which have been out of temperature control for longer than four hours.
- ***If in doubt, throw it out!***

Why do these checks?

If food is not displayed in this manner, it could be unsafe (see '***How food poisoning and contamination occurs***' in section D), for example:

- Food handlers may contaminate food.
- Food may be cross-contaminated where raw food is in contact with cooked food, or through incorrect use of utensils.
- Pests, chemical and physical items can also contaminate the food.

Temperature control

High-risk foods, including meats, dairy, poultry, fish, cooked rice, coleslaws and prepared salad (and any product that includes these), both in raw or ready-to-eat forms, must be stored at the correct temperature. This means:

- frozen foods to be stored frozen solid at -15°C or colder
- chilled foods to be kept at 5°C or colder
- hot foods at 60°C or hotter.

If it is not possible for these foods to be kept at the appropriate temperature, the two hour/four hour rule below can be applied.

The 'two hour/four hour' rule:

If any ready-to-eat high-risk food has been at a temperature of between 5°C and 60°C:

- for a total time of less than two hours, it must be refrigerated or used immediately
- for a total time of longer than two hours but less than four hours, it must be used immediately;
  or
- for a total of four hours or longer, it must be thrown out.

Defrost freezers regularly and don't overload them.

Time

- Don't keep food in storage too long. Date label containers and remember the 'first-in first out' rule (use products with earliest use by date first).

- Throw high-risk food out after it's been out of temperature control, and in the temperature danger zone (that is, at temperatures warmer than 5°C and less than 60°C) for four hours or longer.

Contamination

- Raw food should be stored away from cooked food. For example, in your refrigerator, store raw food below cooked foods to prevent drips from the raw food potentially causing contamination of cooked foods.
- Protect food from pests and other forms of contamination, that is, don't leave food without packaging or a protective cover. Cover all food with lids, foil or plastic wrap. Don't leave food in an opened can, transfer it to a suitable container.
- *If in doubt, throw it out!*

When does this information apply to you?

If you answered 'Yes' to any of these questions:
- Is food transported to the place of sale in a refrigerator or cooler?
- Do you store, display or serve cold foods?
- Do you thaw frozen foods before further preparation?
- Are ready-to-eat foods (such as salads) prepared beforehand, or at the venue?
- Is hot food displayed for sale at the venue?

Transporting food

- Food that has to be kept cold or frozen should be transported at the correct temperature.
- If you are transporting food to a venue, keep chilled food cold by using an insulated cooler with plenty of ice or cold blocks.
- If you have an air conditioned car, it will be cooler to transport the food with the insulated cooler inside the car, rather than in the boot.
- Any meat in the insulated cooler must be protected or packaged, so it is not in direct contact with ice or cool packs.
- All foods must be covered or protected. Use closed containers or cling wrap during transport.
- Food that is to be served hot should be transported cold and heated at the venue where it is to be served, unless it can be transported quickly enough to avoid being in the temperature danger zone of 5°C to 60°C. If out of the temperature danger zone, apply the two hour/four hour rule (see section J).
- **If in doubt, throw it out!**

Why do these checks?

If high-risk food was not transported correctly the food could be unsafe (see '**How food poisoning and contamination occurs**' in section D), for example:

- Food in the temperature danger zone from 5°C to 60°C allows bacteria to grow and to be unsafe.
- Food may be cross-contaminated where raw food is in contact with cooked food, or through incorrect use of utensils.
- Pests, chemicals and physical items can also contaminate the food.

When does this information apply to you?

If you answered 'Yes' to the following question:

Are high-risk foods, such as raw or cooked meat, dairy products, seafood, processed fruits and vegetables, goods containing eggs, beans or other protein-rich foods such as quiche, fresh pasta or soybean products, or foods such as sandwiches, rolls and cooked and uncooked pizza that contain the foods above transported to the place of sale?

Temperature checking

Keeping food at the right temperature is very important to stop bacteria from growing.

Remember:

- Frozen food to be frozen solid at -15°C or colder.
- Chilled foods to be kept at 5°C or colder.
- Hot food to be kept at 60°C or hotter.
- Avoid the temperature danger zone (5°C to 60°C) for high-risk foods for any longer than four hours. Apply the two hour/four hour rule below.
- Using a probe-type thermometer (a thermometer that penetrates into the centre of the food) is the best method to check that these foods are not in the temperature danger zone.
- Ensure that food is consumed in less than four hours from the point of the food leaving refrigerated storage, to consumption of the food.
- Use an insulated cooler with adequate ice blocks to keep the temperature of food as low as possible.
- Use a probe-type thermometer to check the temperature of food items in the insulated cooler(s).

The 'two hour/four hour' rule:

If any ready-to-eat high-risk food has been at a temperature of between 5°C and 60°C:

- for a total time of less than two hours, it must be refrigerated or used immediately
- for a total of longer than two hours but less than four hours, it must be used immediately, or
- for a total of four hours or longer, it must be thrown out.

What to do?

- While not required, it is best practice to check the temperature of high-risk food on receipt, where possible.
- Check and write down the temperature of food items held in cold storage equipment, such as fridges and freezers, for each period of operation (for example, each event, fete, or for each other period such as weekend trading) as required in section A of **Record 3: food storage, preparation and display.**
- Check and write down the temperature of cooking and hot holding displays during each period of operation as required in sections C and D of **Record 3: food storage, preparation and display**.
- Apply the two hour/four hour rule for ready-to-eat food.
- *If in doubt, throw it out!*

Using a probe-type thermometer

A probe thermometer is a thermometer that penetrates the surface of the food, taking the core temperature of the food.

- Store the thermometer in a clean and hygienic place.
- Train people working at the venue in the proper use of this type of thermometer.
- Clean, sanitise and dry the thermometer before using it.
- Sanitise the probe of the thermometer by:
  - running the metal tip under hot water (80°C) for 6 seconds
  - washing in a sanitising solution,
    or
  - using alcohol swabs.

Before taking temperature readings of food:

- clean and sanitise the probe between checking each food, to prevent the food becoming contaminated
- sanitise the probe between taking the temperature of raw and cooked products.

When checking temperatures:

- check the core temperature of food by inserting the probe into the centre of the food, or the thickest point
- take the reading at least 10 seconds after insertion, when the temperature reading has stabilised
- place the thermometer probe between two packages of packed or frozen food items, to take a surface temperature measurement
- do not damage packaging when checking the temperature, as this may lead to contamination
- mix or stir liquids for example, soups and sauces, before checking their temperatures.

Records

Record 1: Food providers list

Record 2: Activity checklist

Record 3: Food storage, preparation and display

Record 1: Food providers list

You must complete this record for each period of operation (for example, each fete, market, or other period of continuous trading such as a weekend or festival)

Date	Name of supplier or donor	Address and phone number (Record for each supplier or donor when they first supply.)	Code See section G	List food supplied (Record for each supplier or donor when they first supply.)	Accepted (✔ if correct)	Label (eg bottled products) See section G (✔ if correct)	Action taken if not correct

Enter information about volunteer suppliers or business that provides food in this record.

- Create a code for each supplier and use it on any label of the packaged food products that the volunteer donates to the fundraising activity.
- Record details of other suppliers, and note that their products may already have labelling information and coding.
- **Keep all delivery notes, invoices or receipts related to purchased prepared food products for 12 months**
- Check that the food is not contaminated
- If you check the temperature of chilled foods (less than 5°C), frozen food (frozen hard) and hot foods (above 60°C) you can write this down in the 'Accepted' column.

Please make copies as required.

Record 2: Activity checklist

You must complete this record for each period of operation, for example, each fete, market, or other period of continuous trading such as a weekend or festival.

Activity:	
Date: ………/………/………	
Completed by:	

Set up check	Yes	No	Observations
Are all equipment and utensils clean and ready for use?			
Are the premises free from pest activity?			
Are temperatures of chilled and hot foods checked as required in Record 1?			
Are products checked on arrival for contamination?			
Are products labelled correctly?			
Are all products coded?			
Is all food protected from contamination?			
Are products in appropriate packaging?			
Do volunteers know what to be aware of when inspecting food?			
Are insulated coolers used for transport and storage stocked with sufficient ice blocks or cool packs?			
Are cooked and raw foods separated in storage?			
Are all foods stored off the ground?			
Are there adequate hand washing and drying facilities?			
Are food handlers familiar with safe food handling practices?			
Have all volunteers received information on safe food handling from your food safety program?			
Do you have a calibrated probe-type thermometer (a thermometer that penetrates the surface of food to take the core temperature)? (If applicable)			

Action required:

The fundraising activity coordinator or person in charge must use this checklist and keep it as a record:

- Answer all questions.
- Describe what needs to be done or fixed in the 'Observations' column.
- Decide what action was taken to overcome the problem.

Record 3: Food storage, preparation and display

Complete this record for each period of operation, for example, each fete, market, or other period of continuous trading such as a weekend or festival.

Activity:
Date: ………/………/………
Completed by:

Operations check	Yes	No	N/A	Observations
Section A: Storing frozen/chilled food				
Write down the description of each cold storage unit For example, Fridge A, insulated ice box.	1.			
	2.			
	3.			

Temperature of two randomly selected food items in chilled/frozen food storage. List one food per unit.	1.	Name of food:		°C
	2.	Name of food:		°C
Corrective action. If selected food item does not meet the temperature rules, what did you do to ensure it complies? For example, change fridge settings or move food to another fridge, or discard food.	Action:			
Are food items in the correct temperature range? (Yes/No)				

Section B: Cooking	Yes	No	N/A	Observations
Are all cooked foods free from the risk of cross-contamination from raw foods?				
Are all ready-to-eat foods free from the risk of cross-contamination from raw foods?				
Are separate utensils being used for different foods?				
Are volunteers checking cooked foods to make sure they are fully cooked?				

Check the temperature of two samples of high-risk food when cooked. For example, chicken, soup, casserole or a rice dish.		Temperature of cooked food
	Name of food:	°C
	Name of food:	°C
Corrective action. If food did not reach 75°C for thorough cooking, what action did you take. For example, put food back on stove and cook to 75°C.	Action:	

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Record 3: Food storage, preparation and display (continued)

Complete this record for each period of operation.

Section C: Hot storage		Yes	No	N/A	Observations
Are all foods on display protected from contamination?					
Are cooked hot foods displayed in hot holding equipment?					
Write down the description of each hot storage unit For example, pie warmer, bain marie.	1.				
	2.				
	3.				

Temperature of two food items from a hot storage unit.	1.	Name of food:	°C
	2.	Name of food:	°C

Corrective action. If selected food item does not meet the temperature rules, what did you do to ensure it complies? For example, change pie warmer settings or move food to another bain marie or discard food.	Action:

Section D: Hygiene	Yes	No	N/A	Observations
Are staff following good hygiene practices?				
Is food waste disposed of appropriately?				
What time did the fundraising activity finish?				
Has all equipment been cleaned and sanitised after use?				
Has food waste been removed from the site of the fundraising activity?				

Action required:

Checking the accuracy of thermometers (calibration)

To make sure that food is at the correct temperature, you need to check temperatures regularly. To do this properly, you'll need an accurate thermometer.

Cold calibration

You should check the accuracy of your thermometer **annually** using the following calibration procedure:

- Crush ice into a container.
- Add enough pre-cooled water to make an ice/water mixture or slurry.
- Insert thermometer into the mixture.
- Wait three minutes and record the temperature.

The temperature should read 0°C. If it varies by more than 1°C (up or down), it should be adjusted or, if that's not possible, replaced.

Probe-type thermometers have a limited battery life. Make sure the batteries are replaced towards the end of their useful life to maintain accuracy.

Hot calibration

If you are cooking foods, your thermometer will also have to be calibrated at a high temperature.

Place the thermometer into boiling water and allow a few minutes for the temperature to stabilise.
The temperature should read 100°C when the reading has stabilised.

If the thermometer cannot be calibrated to +/-1°C for boiling water or in the ice bath, have the thermometer calibrated by the manufacturer, supplier or external contractor, or replace it with a new calibrated thermometer.

# Food safety rules

health

Cold storage

- Cold food must be 5°C or colder.
- Frozen food must be frozen hard.
- Check the temperature of fridges and cold storage areas regularly.
- Thaw food in your fridge, away from, and below, cooked or ready to eat food.

Preparation

- Limit the time that high-risk food is in the temperature danger zone and return to the refrigerator during delays.
- If food is kept within the temperature danger zone for a total time of 4 hours or more, throw it out.

Cross-contamination

- Cross-contamination occurs when harmful bacteria or allergens spread to food from other food, surfaces, hands or equipment. This can lead to food-poisoning, to ensure crosscontamination does not occur, make sure you;
  - Keep raw food separate from cooked or ready-to-eat food.
  - Use separate utensils and cutting boards when preparing raw and cooked or ready-to-eat food.

Hot food zone

100°C

60°C

AVOID
**TEMPERATURE
DANGER ZONE**

5°C

Cold food zone

0°C

Frozen food zone

-15°C
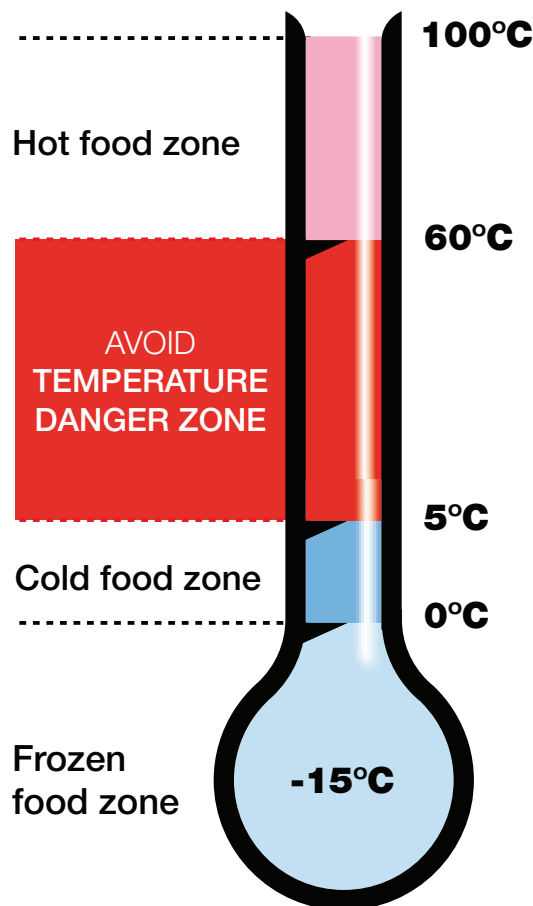
Cooking food

- Use a thermometer to make sure foods are thoroughly cooked and the centre reaches 75°C.
- Hot food must be kept at 60°C or hotter.
- Check that only clear juices run from thoroughly cooked minced meat, poultry, chicken or rolled roasts.

Cooling food

- High-risk food must cool from 60°C to 21°C in the first 2 hours, and then to 5°C or lower in the next 4 hours.
- Once food has cooled to 21°C put it in the refrigerator or freezer.
- Large portions of food take longer to cool. Divide large portions into smaller batches before cooling.
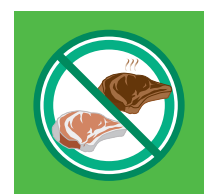
Cleaning

- Use clean, sanitised and dry cutting boards, equipment and utensils.
- Clean and rinse wiping cloths after each use, and change frequently.
- Wash hands thoroughly and regularly.

**For more information call 1300 364 352
www.health.vic.gov.au/foodsafety**

Temperature

Hygiene

Cross-contamination

State Government
Victoria

Department of Health