

BARWON-SOUTH WESTERN REGION

Temporary FOOD Premises Guidelines





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1. Introduction

These Guidelines are designed to improve the consistency in the operation, assessment and approval of temporary food premises across the Barwon SouthWest region of Victoria. They are designed to be used by both operators and local Council and outline the minimum requirements for the construction and operation of temporary food premises, as well as the health and hygiene standards of food handlers.

For further information, please contact the Environmental Health Officer at your local council.

2. Do I Have a Temporary or Mobile Food Premises?

Mobile food premises are vehicles such as vans, trailers or carts from which food is sold.

Temporary food premises are:

- A stall, tent or other structure that is not permanently fixed to a site, and from which
 food is sold or handled for sale, such as at a market or festival; OR
- A permanent structure that is:
 - Not owned or leased by the food handlers using it (for example halls, canteens); and
 - From which food is sold or handled for sale on an occasional basis only

If the temporary set up is not in a fixed kitchen, special care must be taken to keep food safe. This involves protecting the food from sunlight, dust, insects and handling by customers.

3. How do I register?

FOOTR DER

 $\underline{\text{FoodTrader}} \text{ is the state-wide registration and notification portal for people selling food in Victoria from temporary and mobile food premises.}$

FoodTrader will allow you to:

- apply for registration or notification under the Food Act with your local council
- manage your registrations and associated documents
- lodge Statements of Trade (SOTs) for attendance at food events.

A range of 'How to Use' resources including training videos and step-by-step guidance are available on FoodTrader. Guidance on how to transfer a Streatrader account to FoodTrader is also provided.

You will need to <u>sign up as a new user</u>, then you will be directed to an online application form for registration or notification. Notification of a food business is required when your business is selling Class 4 food only. All other classes of food sale will need to be registered.

Once you have completed the form, FoodTrader will lodge it automatically to the council which it has determined to be your principal council for review and approval.

During this time, you may receive a phone call from your principal council to discuss your application. Once the council is satisfied with your application, they will accept it on FoodTrader and you will receive an email notifying you of your successful application.

Your mobile or temporary food premises may be inspected at any time by the municipality in which you are operating.

4. Premises Classification

In Victoria, there are five classes of food premises – class 1, class 2, class 3, class 3A and class 4. This classification system ensures that the regulatory requirements are matched appropriately to the level of food safety risk undertaken at the respective premises. When entering your food handling activities into FoodTrader, the system will automatically select your classification for you. If you are still unsure about your classification or how to use FoodTrader, please contact your local councils Environmental Health Department

Class 1

Class 1 premises are those that predominantly handle potentially hazardous food that is served to vulnerable groups such as hospitals, childcare centres providing long day care, and aged care facilities such as nursing homes and hostels.

Class 2

Class 2 premises are those whose main activity is handling unpackaged potentially hazardous foods which need correct temperature control during the food handling process, including cooking and storage, to keep them safe. This includes premises such as

- restaurants
- fast food outlets
- pubs
- caterers
- · supermarkets with delicatessens
- cafes
- manufacturers.

Class 3A

Class 3A premises are those that are home-based businesses and accommodation getaway premises that undertake specific food handling activities. Examples include:

- Homebased food premises making chutney, jams, relishes, salsa, or tomato sauce.
- Bed & Breakfast accommodation where food is prepared and/or cooked for immediate consumption.

Class 3

Class 3 premises predominately handle low-risk foods or pre-packaged potentially hazardous foods. Examples include:

- · home based businesses making low risk baked products
- service station selling hot pre-packaged pies
- honey producer
- coffee roasting

• a retail store selling unpackaged confectionary and hard frozen ice-cream.

Class 4

Class 4 premises predominately handle pre-packaged, low-risk foods. Examples include:

- Retail store selling packaged confectionary/snacks or ice-creams.
- Mobile trailer only selling low risk drinks (coffee/tea/hot chocolate/milkshakes) and pre-packaged snacks.
- Community group undertaking sausage sizzles (sausages with or without bread onions, bread, and sauce).

Further information about food premises classes can be found on the Department of Health website: <u>Classifications for food businesses</u>.

5. Additional Food Act Registration Requirements

Dependant on your classification, there may be additional requirements for registration under the *Food Act* 1984.

Table 1 indicates requirements for the different classes of food service or retail premises.

Table 1

Class	Food Safety Program	Food Safety Supervisor	Food handler training
Class 1	Yes	Yes	No
Class 2	No ** ^	Yes	Yes
Class 3A	No	Yes	Yes
Class 3	No	No	No
Class 4	No	No	No

^{**} Food safety programs are only required if the premises is undertaking any of the eight gazetted high-risk activities.

5.1 Food Safety Programs for Class 2 Premises

A food safety program (FSP) is a written plan that shows what your business does to ensure that the food it sells is safe for people to eat. It is an important tool to help you safely handle, process, or sell potentially hazardous foods and maintain safe food handling practices to protect public health.

Unless your Class 2 food service or retail premises is undertaking any of the eight gazetted high-risk activities you will **NOT** need a food safety program.

[^] class 2 food service or retail businesses without a food safety program will still need to substantiate critical food safety controls.

If you do need a food safety program, <u>Foodsmart</u> is a template that is designed for use by class 2 retail and food service businesses for some of the eight gazetted high-risk activities.

If the activity you are undertaking is not listed in Foodsmart, you must develop a non-standard (independent) food safety program that covers all the processes in your business. The program will need to be audited by a Department of Health approved food safety auditor on an annual basis.

5.2 Substantiation of Critical Food Safety Controls for Class 2 Premises

Class 2 food businesses without a food safety program, will still need to be able to substantiate critical food safety controls to an environmental health officer. This could be achieved by:

- keeping written or electronic records
- making a note on an invoice
- · taking photos
- having written standard operating procedures
- demonstrating compliance by walking and talking through their critical food safety control process with an environmental health officer.

5.3 Food Safety Supervisor Requirements

Class 1, class 2 and class 3A premises must have a qualified Food Safety Supervisor within their business.

A Food Safety Supervisor is a person within your food establishment who:

- knows how to recognise, prevent, and alleviate the hazards associated with the handling of food at, or from, that premises
- has met an appropriate food safety competency standard for the premises
- has the ability and the authority to supervise other people handling food at, or from, the premises and ensure that that handling is done safely; and
- is reasonably available and works onsite in the business.

Recent changes to the Food Standards Code mean that: food safety supervisors need to recertify every 5 years.

In Victoria, food safety supervisors who have received their certification **prior** to 8 December 2023 must re-certify **by 8 December 2028**.

5.4 Food Handler Training

Food businesses **must** make sure their food handlers have adequate skill and knowledge before they start working with potentially hazardous foods.

All food handlers, including volunteers, who handle unpackaged potentially hazardous foods must complete a food safety training course, or be able to show appropriate food safety skills and knowledge.

Food safety training courses must teach the following topics:

- · safety food handling
- food contamination
- cleaning and sanitising food contact surfaces and equipment
- personal hygiene.

<u>DoFoodSafely</u> is a free, online food handler training platform provided by the Department of Health Victoria. Food handlers will receive a certificate upon completion of the course. It is recommended that certificates are kept at the food premises to show to authorised officers.

Other training options for businesses include:

- other online platforms (costs may apply)
- vocational training providers (costs may apply)
- training developed and delivered in-house.

If you are preparing and selling food with allergen claims, we recommend your food handlers also complete allergen training. <u>All about allergens</u> is a free training platform created by Food Allergy Aware.

6. Potentially Hazardous Foods

Potentially hazardous food must be kept at certain temperatures to ensure that microorganisms that may be present or toxins they produce, do not make the food unsafe

- raw or cooked meats, or foods that contain meats such as hamburgers, souvlakis, dim sims, and small goods
- seafood
- custard and dairy-based desserts such as cheesecakes, custard tarts and soft serve
 ice cream and bakery products filled with fresh cream.
- cakes with fresh cream fillings
- fruit salads and fruit juices
- cooked, ready-to-eat meals such as rice, pasta, casseroles, soup or foods that contain beans or other protein-rich foods such as tofu.
- food containing eggs (cooked or raw). For example, batter, mousse, mayonnaise, and quiche. For further information on egg safety, please visit: <u>Department of</u> <u>Health: Egg Safety</u>
- fresh pasta
- sandwiches and rolls
- · salads including Greek, coleslaw, potato, and pasta salads.

7. Allergen Management

All food businesses are responsible for managing the presence of allergen in food and must follow rules set out in the Australia New Zealand Food Standards Code.

Food businesses must:

- Declare allergens on the label, or
- Display allergen information next to food that does not require a label, or
- Provide allergen information if requested by a customer.

When a customer identifies that they have a dietary requirement (such as a food allergy or intolerance), you have a legal responsibility to help the customer by providing accurate information about what the food is made from. You must specify whether any ingredients contain allergens or may contain allergens. This means staff should always consult with their supervisor or chef about the existence of allergens present in the foods sold to ensure that correct information is provided

If you cannot guarantee that a meal or food has not been cross contaminated during production or preparation when requested, you must tell the customer.

Commented [mp1]: I have added this above in Food handler training, so suggest removing it from here.

8. Guidelines for Stall Construction

8.1 Adequate Space

To prevent food and food contact surface getting contaminated, ensure there is adequate space within your temporary stall. This includes space for all equipment, food, food contact surfaces and any activities conducted on-site.

8.2 Floors, walls and roof

Your temporary set up should have **3 sides and a roof** designed to maintain adequate ventilation. Stalls must be constructed of a smooth, impervious material that can be readily cleaned.

Some outside stalls may not need side walls but they must:

- Have a roof.
- Be located in an area protected from dust, fumes, etc.
- Have adequate protection of food (e.g. sneeze protectors).

Roofing may not be required where:

- Adequate roofing is provided when located within an existing structure; OR
- All food product is pre-packaged (including no taste testing)

Your temporary set up should have a smooth impervious floor that can be easily cleaned, particularly if the venue is unsuitable and/or there are unfavourable weather conditions (e.g. dust or mud).

Flooring may not be required where:

 Council is satisfied there is no risk to food safety (generally setting up on grass or concrete is acceptable)

8.3 Food preparation / service areas

Benches or tables should have smooth surfaces that can be easily cleaned and free from cracks and crevices. Plastic table clothes are ideal.

8.4 Cooking Equipment

Cooking equipment must be in a location that protects the food from contamination.

Preparation of ingredients/food should be carried out in a location that will protect against flies, dust, sunlight, etc.

Cooking appliances should be adequately screened away from the public for both safety and health reasons.

8.5 Refrigeration

Where a high volume of food is being sold, or there is an event of long duration, it is recommended that a refrigerator or mobile coolroom be provided on site. In the case of smaller scale operations, an adequate number of eskies with ice/ice bricks may be used subject to temperature control compliance.

9. Guidelines for Washing Facilities

9.1 Hand Washing Facilities

Hand washing facilities <u>must</u> be separate to washing up facilities. <u>Running potable water</u> must be provided (e.g. water drum with a tap) and be accompanied with liquid soap and single use paper towel. Wastewater should be collected in a container and disposed of into the sewer. Hand washing facilities must be always available to food handlers. Please refer to the <u>artists impression of a food stall</u>.

Class 4 premises which prepare and offer tastings must also have adequate hand washing facilities.

9.2 Hand sanitiser

Hand sanitisers only kill bacteria on the surface of hands. It is not effective on dirty or greasy hands. Soap is required to break down fat, grease and dirt, allowing bacteria to be washed off.

Hand sanistisers may be used **in addition** to hand washing with liquid soap but not as a replacement.

9.2 Equipment Washing Facilities

If equipment and/or utensils are to be washed onsite, a separate facility to the hand wash basin must be used. There must be two wash basins of adequate size (generally large enough to fit the largest piece of equipment in). Equipment must be washed in warm soapy water then rinsed with a supply of potable water. Please refer to the artists impression of a food stall.

Once equipment has been washed, it must be sanitised using a food grade sanitiser. A food grade sanitiser must be on-site at your temporary stall set up to use after cleaning equipment, utensils and all food contact surfaces.

If the equipment is to be taken off-site, the equipment is to be washed as above or in a commercial dishwasher. If taken off-site, storage of dirty equipment in the stall must not pose a risk to food or food contact surfaces.

All equipment and utensils must be cleaned and sanitised before being stored where they are protected from contamination (e.g. sealed containers).

9.3 Guidelines for Waste Management

A covered bin must be provided for disposal of waste. To prevent potential contamination, it must be stored in a location away from food and food contact surfaces. All garbage containers should be maintained in good repair and cleaned. Do not clean them in the food preparation area

Adequate bins should be provided for the public to dispose of used takeaway food containers and other waste. If you are operating at an event, ensure you liaise with event organisers regarding bins around your food stall.

9.4 Wastewater

All wastewater collected from hand washing and washing up facilities must be disposed of into sewer. If you are unsure, check with the event organiser or Water Authority for the nearest disposal point.

All waste oils, grease and fat deposits must be collected in suitable containers and correctly disposed of.

10. Operational Requirements

10.1 Protection of Food

- Use disposable gloves or utensils such as tongs and spoons to serve ready-to-eat food. It should not be touched with bare hands.
- Provide single-use eating, drinking utensils and keep them adequately protected from contamination.
- Provide sauce, mustard and other condiments in squeeze-type disposes or individual sealed packets.
- It is good practice to separate duties for staff, such as ensuring one food handler handles money and another prepares food.

10.2 Taste Testing

- Taste testing must be supervised to manage the risk of contamination.
- It is recommended that signage is provided at all taste testing stating "No double dipping, single serve only".
- Provide single-use sampling utensils such as toothpicks or spoons. Store these in clean containers and provide other containers / dishes for their disposal.
- High risk food must not be displayed for more than 4 hours see 2 hour/4 hour rule
- Stalls that prepare and offer tastings must also provide <u>adequate hand washing</u> facilities.

10.3 Food Display

All food on display must be either:

- · Wrapped or packaged.
- Packaged food must be labelled in accordance with Food Standards Australia Labelling Requirements.
- Enclosed in a suitable display cabinet.
- Protected by a physical barrier such as a sneeze guard.
- Located so as not to be openly accessible to the public.
- Potentially hazardous food must be displayed under temperature control or 2 hour / 4 hour rule must be implemented.

Any beverages provided such as tea, coffee or cordial, must be dispensed from an enclosed or lidded receptacle equipped with a tap or spout to prevent contamination.

10.4 Food Suppliers

- All foods must be from approved suppliers and recorded in relevant Food Safety Programs.
- Where possible, food should be purchased close to the event to avoid the need for storage and to reduce transportation time.

10.5 Food Transportation

- All food being transported must be protected from the likelihood of contamination e.g. in food grade sealed containers.
- Potentially hazardous foods must be transported under temperature control e.g. in an esky with ice.
- All containers, portable coolers and other equipment used to transport food must be washed and sanitised before and after use.
- Ensure raw foods such as meat, are transported in separate containers from readyto-eat foods such as salads and bread.
- Vehicle must be clean.
- No animals are permitted in a food transport vehicle.

10.6 Food Storage

- No food is to be stored directly on the ground.
- All food must be stored to prevent contamination e.g. in food grade sealed containers.
- Raw and ready-to-eat products must be stored separately to prevent cross contamination e.g. raw meats in one esky and salads in another.
- Potentially hazardous food must be stored under temperature control (see below).

10.7 Food Labelling

- Ensure labelling of products complies with Australia New Zealand Food Standards Code.
- All food labels must identify the following information:
 - > Name and description of the food
 - > Identification of the lot number (where applicable)
 - Name and Australian street address of the supplier of food
 - List of ingredients
 - Date Mark
 - > Country of origin of the food
 - Warning and advisory statements
 - Nutritional claims
 - Nutritional information panel (not applicable for small packages i.e. packages with a total surface area of less than 100cm²)
- Labelling must be legible and prominent and in distinct contrast to the background.
 Warning statements must be in a type size no less than 1.5mm

10.8 Temperature Control

- Cold Storage To reduce the potential for food spoilage and/or food poisoning, food
 must be stored in an esky or portable coolroom at 5°C or below.
- Frozen food Frozen food should be stored frozen solid at -15°C or below or defrosted in coolroom/esky.
- Keeping hot food safe Any cooked food that is to be served is to be held at a temperature above 60°C.

Cooking food

- Cook foods thoroughly, especially chicken, meats (minced and stuffed), hamburgers and sausages. Pink flesh can be an indication of undercooking.
- Temperatures above 75°C are required to destroy food poisoning bacteria commonly found in meat, poultry and seafood.
- Cooling food when cooling cooked potentially hazardous foods, cool the food:
 - From >75 °C to 21 °C in the first two hours
 - \succ From 21 °C to <5 °C within the next four hours.

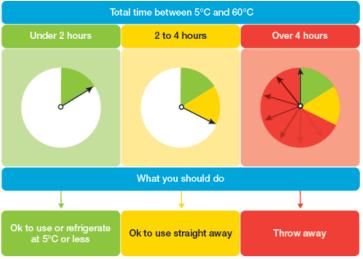
Reheating food

- All hot food must be re-heated to an internal temperature of 75°C or above before serving.
- > Bain maries must not be used for heating/reheating food.

All takeaway food prepared should be served immediately unless there is a suitable food warmer or cold cabinet display.

10.9 2/4 Hour Rule

Where possible, limit the time potentially hazardous food (such as meat, poultry, fish & dairy products) are stored at room temperature. However, you may use the 2 hour/4 hour rule for displaying high-risk food. This rule uses time to keep food safe when it is in the temperature danger zone of 5°C and 60°C.



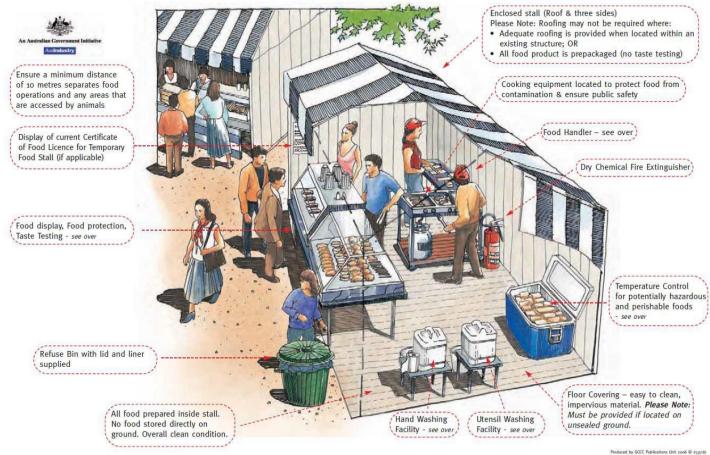
The total time includes all the time the food has been at room temperature, for example during delivery, display, preparation and transportation.

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10.10 Thermometers

- Every temporary food premises that sells high risk foods must have a food grade digital probe thermometer that is readily accessible and accurate to +/- 1 °C
- A probe thermometer must be used to check the internal temperature of food as required
- Probe thermometers must be cleaned and sanitised in between uses

11 Artists Impression – Minimum Standards for the Operation of a Temporary **Food Stall**



Artists Impression – Minimum Standards for the Operation of a Temporary Food Stall



12. Food Handlers Health & Hygiene

Food handlers must take all practicable measures to ensure their body, anything from their body and anything they are wearing does not contaminate food or surfaces likely to come into contact with food.

Food Handlers:

- Hair should be tied back and clips and pins kept to a minimum to prevent potential contamination of food.
- Nails should be kept short and clean avoid artificial and painted nails.
- Minimum to no jewellery on hands and wrists (e.g. wedding bands).
- Open wounds must be covered with a coloured waterproof dressing. If the wound is on the hand, disposable gloves must be worn.
- Ensure outer clothing is of a level of cleanliness that is appropriate for the handling of food that is being conducted.

Food Handlers Must Not:

- Eat over unprotected food or surfaces likely to come into contact with food.
- Sneeze, blow or cough over unprotected food or surfaces likely to come into contact with food.
- Spit, smoke or use tobacco or similar preparations in areas in which food is handled.
- Handle food if they are suffering from any infectious disease, gastroenteritis or any respiratory infections such as a cold or the flu. Exclusion times must be undertaken where appropriate (generally 48 hours after symptoms have ceased).

Hand Washing

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13. Cleaning and Sanitising

Cleaning:

The process of removing visible contamination (such as soil, dirt, dust and organic matter) from surfaces, fixtures, utensils and equipment using detergent and hot water, followed by rinsing in hot water. Rinsing is an important part of the cleaning process. You need to clean effectively before sanitising or disinfecting.

Sanitising:

The process that reduces micro-organisms (food poisoning bacteria) to safe levels through the use of heat and/or chemicals. To be an effective sanitiser, the product should eliminate 99.9 percent of bacteria when compared to an untreated surface. Sanitising can be done through the use of both heat and water or by chemicals.

Disinfectants:

Disinfectants are chemical products that destroy or inactivate germs and prevent them from growing. Disinfectants have no effect on dirt, soil, or dust. A disinfectant eliminates or inactivates human-disease causing microorganisms or pathogens.

Both a detergent and a sanitiser must be used and done as a separate process. Surfaces must be thoroughly cleaned first in order for the chemical sanitiser to work effectively.

Food businesses must make sure that any sanitiser used is 'food grade' - safe for food contact surfaces

The table below lists examples of common sanitisers.

Sanitiser	Use/Dilution	Air Dry	Comment					
Chemical Sanitisers								
70% Alcohol Solutions.	700ml in 300ml of water	Air dry -Yes	Good for equipment sanitation – air dries rapidly. Caution: Flammable					
Quaternary Ammonium Compounds (QUAT)	Use as per manufacturer's instructions	Air dry as per manufacturer's instructions	Good for equipment sanitation – is non corrosive					
Benzalkonium Chloride	Use as per manufacturer's instructions	Air dry as per manufacturer's instructions	Good for equipment sanitation – is non corrosive					
Heat/Water Sanitiser								
Hot Water	Water must reach 77°C for at least 30 seconds	Air dry -Yes	Commercial dishwasher is recommended					

Please Note: This table is to be used as a guide only. For questions about specific products, please contact your supplier or manufacturer of the chemical.

How Often Should I Sanitise?

It is recommended that all food contact surfaces & equipment are cleansed and sanitised after every use and / or at least every four hours.

Vinegar and methylated spirits must not be used as sanitisers. Vinegar is a weak acid and is not an effective sanitiser. Methylated spirits should not be used as a sanitiser as it can leave chemical residues on surfaces.

14. Further Information

For further information, please contact your local council's Environmental Health Department

Borough of Queenscliffe

P 03 5258 1377

E info@queenscliffe.vic.gov.au

City of Greater Geelong:

P 03 5272 5272

E contactus@geelongcity.vic.gov.au

Coalc Otway Shire: P 03 5232 9400 E inq@colacotway.vic.gov.au

Corangamite Shire:

P 03 5593 7100

E shire@corangamite.vic.gov.au

Glenelg Shire:

P 1300 453 635 E enquiry@glenelg.vic.gov.au

Moyne Shire:

P 1300 656 564

E moyne@moyne.vic.gov.au

Southern Grampians Shire:

P 03 5573 0444

E council@sthgrampians.vic.gov.au

Surf Coast Shire:

P 03 5261 0600

E info@surfcoast.vic.gov.au

Warrnambool City Council:

P 03 5559 4800

E wbool_city@warrnambool.vic.gov.au

15. 7	Tempo	orary Food Premises Set Up Checklist			
Please refer to the attached 'Artist's Impression – Minimum standards for the operation of a temporary food stall' for further guidance on the minimum requirements for a temporary food premises.					
Structure - Roof	Ħ	Must have roof over temporary food premises. However, a roof may not be required where: > adequate roofing is provided when located within an existing structure; OR > all food product is pre-packaged (no taste testing)			
Structure - Walls	Ħ	Must have 3 sides to the enclosed stall or the ability to do so if required.			
Structure - Floor	Ħ	Must have the ability to provide a smooth, impervious floor covering that can be readily cleaned if located on unsealed ground.			
Gas	Ħ	Energy Safe Victoria require caterers using Liquefied Petroleum Gas (LP Gas) at a public event to complete a gas safety checklist before the event starts. Please see <u>Gas safety at public events (esv.vic.gov.au)</u>			
Fire Safety	п	If there is a fire source used for cooking, as a minimum there must be a fire extinguisher and fire blanket. A different extinguisher is required for deep frying. Contact your local Council's building department or your local CFA for further clarification.			
Food Preparation / Service Areas	п	Benches or tables should have surfaces that are smooth and easy to keep clean.			
Food Transportation, Storage & Display	=======================================	Potentially hazardous food must kept under temperature control (eg eskies or mobile coolrooms to keep cold food <5°C and units to keep hot food >60°C) Food must protected from contamination eg: > sealed containers or wrapped packages > display cabinet > appropriate sneeze barriers Signage should be provided to all taste testing stating "No double dipping, single serve only" Digital probe thermometer with an accuracy of +/- 1°C must be on			
Hand Washing	=======================================	site for completion of temperature records Must be separate to washing up facilities			
3	# # #	Minimum 20L potable running water (can be water drum with tap)			
Washing up facilities	#	Minimum 20L potable water Two containers of adequate size for washing up Water heater (e.g. urn) Detergent and appropriate cloth/sponge Food grade sanitiser			
Waste	ппп	Oil / fat disposal storage			