



# Temporary Food Premises Guidelines

These Temporary Food Premises Guidelines have been prepared to assist food business operators in setting up their temporary premises at events within Victoria.

## Your responsibilities

Food business operators must ensure that their temporary food premises are provided with the necessary services of water, waste disposal, light, ventilation, cleaning and personal hygiene facilities, storage space and access to toilets. All temporary food premises must meet the requirements of Chapter 3 of the Australia New Zealand Food Standards Code - Standard 3.2.3 – Food Premises and Equipment.

Your first point of contact regarding any operational compliance issue at a particular event or trading site should be the local Council (environmental health department) where the event is taking place. Officers from that council may inspect your operations on the day(s) of your event, checking your compliance.

## Setting up for an event

The set-up of your temporary food premises must be appropriate for the activities you will be conducting. This includes everything related to the handling and preparation of food for sale (eg. cooking, displaying, serving, etc.) through to cleaning and sanitising. You must consider every necessary detail such as:

- the storage of food,
- packaging materials,
- cleaning chemicals, and
- access for deliveries and collection of equipment and garbage.

Temporary premises can be set up at outdoor events and also at indoor events such as exhibitions, conferences and trade fairs. If outdoors, then a temporary food premises should be inside a tent or marquee with a roof and three sides covered made of plastic sheeting, vinyl or other suitable material. Uncovered stalls may be used when handling and selling low risk pre-packaged foods.

## Food prepared off-site

If food sold at a temporary food premises is prepared in advance elsewhere and brought to the stall, you must ensure the premises where it was prepared meets the minimum requirements of the *Food Act 1984* and has a registration, if required. This includes food that is prepared at home.

## **Water Supply**

You must have access to an adequate supply of hot and cold potable water, suitable for

- hand washing
- cleaning and sanitising
- washing food ingredients;
- cooking;
- drinking; or adding to drinks

Your temporary food premises may need tanks or other containers for clean water storage if there is no piped (hose) supply from a reticulated system. Water tanks or containers should hold enough water to cater for all hand washing equipment, food washing and other potable water uses during the day.

## **Sewage and Waste Water Disposal**

There is usually no connection to a mains sewage system for temporary food premises, so food business operators must ensure that temporary holding tanks and other associated pipes are properly constructed, do not leak and do not encourage pests. The waste water disposal system must effectively dispose of all waste water so as not to jeopardise food safety. Waste water cannot be discharged onto the ground, lawns, into portable public toilets or storm water drains. Waste water disposal should generally be discharged into a sewer, in accordance with any local water authority requirements.

Temporary premises should not be located near sullage pits, soak ways or holding tanks because of possible contamination problems.

## **Floors, Walls & Ceilings**

When trading outdoors, temporary food premises should be ideally located on paved surfaces. Where on gravel, dirt or grass, depending on the likelihood of contamination of food by dust or other matter, ground covering (eg tarpaulin) or other flooring may be needed. Areas where preparation and handling of opened, or unpackaged foods and cooking occurs should be:

- protected by walls to the side and rear; and
- under suitable cover.

Walls and ceilings should be made of canvas, vinyl or other similar impervious material (eg, a tent, marquee or similar structure).

## **Fixtures, Fittings and Equipment**

All fixtures, fittings and equipment such as benches, counter tops, shelving and tables must be constructed of an impervious material, capable of being easily cleaned.

## Hand washing facilities

A hand washing facility is required when preparation and handling opened or unpackaged food occurs.

Temporary food premises have two options, either permanent plumbed equipment or a sealed container with a tap valve.

### 1. Self Contained Portable Hand Washing Basin

- supplied with warm running water;
- a container for the collection of waste water; and
- supplied with liquid soap and single use paper towels.



### 2. Temporary Hand Washing facility:

- a sealed container with a tap outlet (example 20 Litre capacity);
- filled with warm water;
- a water heating device (such as an urn or kettle) to heat water;
- a bucket for the collection of waste water; and
- supplied with soap (eg pump pack liquid soap) and single use paper towels.



(You will need written approval from any Council where you are going to be trading at if you need an exemption or variation for any hand washing facility requirement.)

#### Please note:

Hand sanitisers may be used in addition to hand washing facilities but are not sufficient on their own unless a written exemption is provided by the Council for the event you are trading at.

## **Equipment washing**

Equipment washing facilities are needed if you are washing any utensils and equipment at your food stall. Large pieces of equipment may need to be washed off-site at your registered food premises. Equipment that may need to be cleaned and sanitised for re-use at your temporary food stall should be serving utensils, such as tongs, spoons, spatulas, smaller pots and pans etc.

The equipment washing facility must be separate from the hand washing facility.

Temporary food premises can use the following examples as equipment washing facilities:

- a sealed container with a tap outlet; (recommended storage capacity >25 litres)
- filled with warm water;
- a water heating device (such as an urn or kettle) to heat water;
- 1-2 containers such as large plastic tubs, suitable for washing and sanitising utensils and equipment; and
- buckets for the collection of waste water; and
- dish washing detergent and sanitiser.

## **Food preparation sink**

A food preparation sink is required if you need to marinate meat, wash fruit and vegetables etc. at your food temporary food premises. The food preparation sink must be separate to the hand washing and equipment washing sinks. The food preparation sink must be cleaned and sanitised between uses.

It is recommended that if you ordinarily operate a registered fixed food premises, that foods are washed and prepared in advance in your fixed premises for any off site event at a temporary food premises.

## **Cold and Frozen Food Storage and Display**

You will need to provide adequate cold storage or refrigeration for the storage and display of cold or frozen foods.

Refrigerators, cold display units, insulated cold storage containers (make sure you have lots of loose ice), must be maintain cold foods at or below 5°C. Do not overload any cold storage unit with too much food.

Freezers or equipment used to store frozen food must maintain food at or frozen solid and in accordance with any storage temperature requirements on food packaging.

## Hot Food Storage and Display

A **bain-marie** is equipment commonly used for maintaining the temperature of hot food **above 60°C**, and protecting cooked food from contamination. Potentially hazardous food that is to be sold hot must be cooked or heated to a temperature greater than 60°C **before** being placed into a bain-marie. **A bain-marie must not be used for heating up food!**

- Make sure the hot storage units (Bain-marie, soup pots, pie warmers etc) are able to keep high risk food above 60°C.
- Do not cook more than the capacity of your storage units.

## Protection of food from dust and pests

Food must be protected from contamination during all steps, including when in transport, storage, preparation, cooking and display. Appropriate storage facilities must be available to keep food off the ground, covered and protected from dust, insects and animals at all times.

- Ensure that food on display is protected by a barrier (e.g. plastic cover/Perspex screen) to protect food from contamination from customers, dust and pests.
- Ensure all stored food is kept in food containers with tight fitting/undamaged lids or zip-lock plastic bags etc.
- Do not store foods directly on the floor. You can use shelving, tables, milk crates etc to lift food off the floor.

## Storage of Garbage and Recyclable Matter

Provide adequate fly proof refuse containers to meet your waste disposal needs for the storage of garbage and recyclable matter. Disposal of refuse must only be made at an approved site such as an enclosed garbage area.

## Food Sample Tastings

When providing food tastings and sampling at your temporary food stall:

- Only display small amounts of food as you must throw out any food kept out of temperature control requirements for more than 4 hours.
- Do not allow your customers to self-serve due to the risk of contamination. Place single use picks into individual food pieces
- If using toothpicks to sample the food, you should pre-place the toothpicks into the food before putting on display.
- Ensure foods are served as quickly as possible to avoid food being out of temperature control.
- Use disposable gloves, tongs and utensils to minimise direct handling of food.

## Labelling of pre-packaged food

If you are selling pre-packaged food, the label must meet the requirements of the Food Standards Australia New Zealand (FSANZ) Food Standards Code. For further information refer to the 'Labelling Requirements' fact sheet and the FSANZ website [www.foodstandards.gov.au](http://www.foodstandards.gov.au)

## Food handlers

All food handlers must wear suitable clothing and take appropriate measures to protect the food from contamination, including wearing aprons, tying back long hair, wearing hats etc.

Only a minimum of jewellery (watch and plain wedding band) can be worn to prevent the risk of physical contamination to food and to allow effective hand washing.

Provide a supply of brightly coloured adhesive dressings (ie "band-aids") as part of your first aid kit for food handlers. Any adhesive dressings used must properly cover any cuts or abrasions. If you wear an adhesive dressing, a food handling glove should also be worn to prevent the adhesive dressing falling off and into food and will also prevent contamination from body fluids/infectious materials.

## Food Safety Program (FSP) and records

If you a Class 2 business, you must fill out any records required by your FSP when you are trading, for example temperatures of your hot and cold holding units..

Class 3 business must maintain their required "minimum records".

## Thermometer

If you are storing and preparing hot and cold foods, then you must have a digital calibrated probe thermometer to take the core temperatures of high risk food to meet your food safety program record keeping requirements (or minimum record requirements if class 3). Relying on inbuilt temperature displays on equipment is not sufficient.

You will need to wash and sanitise the probe thermometer in between use. Alcohol swabs are the usual method for sanitising a thermometer. These can be bought from most pharmacy stores.



## Checklist

You can use this checklist each time you set up and operate your temporary food business.

### Stall Construction

- A marquee set up with three walls and a roof (if unpackaged food is being handled)
- On paved surface, or tarpaulin ground cover or flooring (if unpackaged food is being handled)

### Hand wash facilities (if any unpackaged food is being handled)

- Potable water for hand washing in a water container with a tap outlet
- Heating element such as kettle or urn
- Liquid soap & paper towels
- Waste water bucket for the collection of waste water or;
- Exemption in writing from the relevant Council

### Equipment washing facilities (if any food or utensil washing and sanitising occurs)

- Potable water in a water container with a tap outlet
- Sanitiser  Detergent/sponges
- Waste water bucket for the collection of waste water

### Cooking Facilities

- Deep fryer  Oven  Microwave  Barbeque

### Food Storage

- Mobile coolroom  Refrigerator(s)  Freezer  Eskies / Ice

### Food Display

- Bain-marie unit for keeping food hot
- Cold display unit for keeping food cold

### Food Protection

- Clean sealable plastic food grade containers

### Equipment Storage

- Tables for food preparation and storage

### General

- Single use items
- Provide extra utensils
- Label all pre-packaged food
- Food safety program - Records
- Thermometer