



Guidelines for Temporary Food Premises

Introduction

This Temporary Food Premise Guidelines has been developed to assist commercial food businesses and community groups meet legislative requirements if setting up a temporary food premises at markets and similar events within the Mansfield Shire.

Food providers must adhere to the National Food Safety Standards as required by the *Food Act 1984*. These requirements apply to all food operations where any food or beverage is intended to be sold or given away for public consumption as part of any fund raising, sporting, promotional or commercial event.

FoodTrader and Registration Requirements

Food businesses and community groups who sell food at markets and events must now use the FoodTrader online registration system to meet their Food Act registration requirements. Once an application to register or notify is accepted by the 'Principal Council' (Council where the business or group is based), the food business or community group can trade anywhere in Victoria, provided a Statement of Trade has been lodged via FoodTrader with the Council/s in which they will be trading.

Businesses and community groups who sell food from temporary food premises without lodging a Statement of Trade are in breach of the Food Act and can be issued a Penalty Infringement Notice of up to \$634.

For further information, food businesses and community groups can log onto the FoodTrader web page at <http://foodtrader.vic.gov.au> or contact Council's Environmental Health Department if you have any queries.

Scope and Definitions

A Temporary Food Premises is defined as an arrangement of equipment and appliances at which food is prepared and/or sold and is intended to be dismantled or moved. It includes mobile food units, stalls, tents and structures where food is prepared and/or sold on a temporary basis. Food businesses and community groups must ensure that their temporary food premises, including its fixtures, fittings, equipment and transport vehicles, can be properly cleaned and sanitised and meet the requirements of the Food Act and National Food Safety Standards

The set-up of your temporary food premises at an event or market must be appropriate for the activities you will be conducting. This includes all food processing steps (e.g. - cooking, displaying, serving, etc.) through to cleaning and sanitising.

There are three different types of food premises:

1. Permanent (Fixed) premises

This is a site that has a permanent structure such as a church/ school kitchen/community hall or showgrounds pavilion where there may or may not be a kitchen. This site may be occasionally used to store, prepare and/or sell food at the event.

Mobile premises

These include mobile food vehicles or carts that have been specifically designed to operate as a food premises (e.g. ice-cream van or coffee cart). It must be approved and registered annually by the Council where it is garaged.

2. Temporary premises

Such as a stand or tent set up for a specific, occasional event such as a fete or market where food safety risk can be managed without the need for a permanent food premises. Temporary premises can be set up at outdoor or indoor events. If outdoor, the roof and sides may be required to be covered with plastic sheeting, vinyl or other approved material. Uncovered stalls may only be used for low risk pre-packaged food.

3. High Risk Foods

High risk foods are also known as potentially hazardous foods and are foods that can sustain the growth of food poisoning bacteria. High risk foods include:

- Meat and seafood
- Milk, cream and dairy products
- Egg
- Cooked pasta, rice and gravy
- Sandwiches containing any of the above
- Pies, sausage rolls, pizza, quiches

To maintain their safety, the temperature of these high risk foods must be kept below 5°C or above 60°C

Risk Classification and General Requirements

The food safety requirements for your proposed food sales activity are dependent on the risk classification of the foods intended to be sold:

Class	Food Safety Program & Records	Food Safety Supervisor	Hand Washing and Cleaning Facilities
2 - Unpackaged high- risk foods	Yes	Yes (Businesses only)	Yes
3 - Packaged high-risk foods	No	No	No
3 - Unpackaged low risk foods	No	No	Yes
4 - Low risk foods e.g. tea/coffee, sausage sizzles, wine tastings	No	No	Yes (If unpackaged foods are sold)

Food Safety Program and Records

A Food Safety Program is a written plan that shows how your business is managing the safety of your food. Your Food Safety Program must be onsite and food safety program records must be kept. A blank record sheet is attached.

For Class 2 businesses, see the Retail Food Safety Program or FoodSmart template.
For Class 2 community groups, see the Community Group Temporary and Mobile Food Premises template.

For more information on Food Safety Templates go to:

www.health.vic.gov.au/foodsafety/bus/templates

Instead of a Food Safety Program, Class 3 premises must complete minimum food safety records. A probe thermometer must be onsite to check high-risk foods during storage and after cooking. The records are included in the Department of Health Food Safety Guide for Class 3 Food Premises which is available at:

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

Food Safety Supervisor

Class 2 food businesses must identify their Food Safety Supervisor. They should be available on-site when high-risk foods are prepared and served.

Community groups do not have to provide a trained Food Safety Supervisor, however a fundraising activity co-ordinator with food safety knowledge should be nominated and available on site

Note: Do not write on this master form. Make several photocopies to put in your records folder.

Record 7.2: Daily diary record sheet

- For all existing suppliers of high-risk foods, check and record at least one in every five deliveries with a thermometer. You must check a sample of items within this one delivery.
- High-risk foods should be delivered at 5°C or colder, unless you are confident that the food has been in the **temperature danger zone of 5°C to 60°C** for less than two hours.
- If a food's packaging is damaged and you think this has affected the food's safety and suitability, you should reject the delivery.
- Frozen foods should always be delivered frozen hard.

Temperature chart:

Hot holding 60°C

Cold holding 5°C

Cooking

Cook to 75°C at the centre of the food.

OR if fish or steak, cook to preference recording cooking time and temperature

Cooling

Cool to 21°C in 2 hours

Cool to 5°C in a further 4 hours

Reheating food to 75°C

If using this record at an event, check goods on arrival at the event.

Goods in record Frequency: 1 in 5 deliveries at least or if delivery temperature seems high.	Date	Time am/pm	Supplier	Food type	Food temperature (high-risk food)	Best before or use-by date	Accept (A) or reject (R)	Initials	Problems and corrective actions taken

Record 3: Storage units temperature log Frequency: Check twice a day	Unit number/location	Time am/pm	Temperature	Corrective action taken

Record 6.3: Activity log Cooking/ Reheating/Cooling Frequency: at least once a month	Food	Portion size	Equipment	Equipment setting	Cooking, Reheating or Cooling	Time taken	Temperature reached

Record 4: Time log for ready-to-eat food on display (hot or cold) (Only complete if using Time Support Program, 2/4hr rule)	Type of food	Time	Temperature	Time	Temperature	Corrective action taken

Specific Requirements - Set Up:

1. Water Supply

If you handle unpackaged foods you must have access to an adequate supply of hot and cold potable (safe) water:

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

Temporary premises must use tanks or other suitable containers for clean water storage if there is no access to mains water. Water containers should hold a minimum of 9 litres per person working within the premises, so that it is adequate for hand-washing and cleaning uses during the day. Please note this volume is a guide only and each business will need to be individually assessed.

2. Sewage and Wastewater Disposal

If there is no connection to sewer or a septic tank system, food vendors must ensure that wastewater is kept in properly constructed temporary holding tanks that do not pose risks to food safety or the environment. Wastewater must not be discharged onto the ground, into portable public toilets or storm water drains.

Discharged to the sewer in accordance with Goulburn Valley Water requirements or into an approved septic tank system.

3. Floors, Walls & Ceilings

Floors must be paved, grassed or comprised of a material of suitable finish (e.g. plastic or vinyl sheeting) to prevent the contamination of the food by dust or other matter.

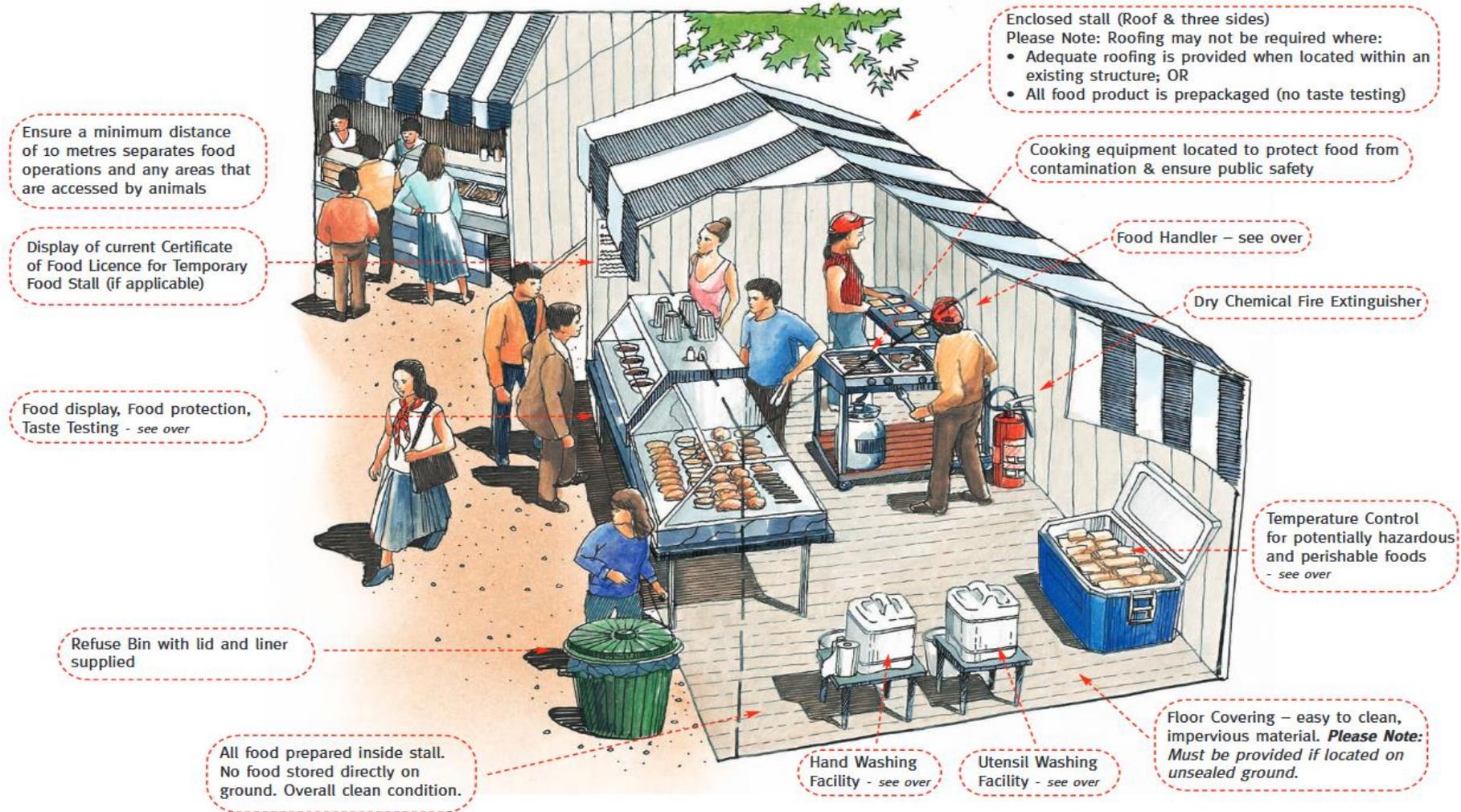
Areas where handling of unpackaged foods and cooking occurs should be protected by walls to the side and rear and a suitable roof or ceiling.

Walls and ceiling should be of canvas, vinyl or other similar material (e.g., a tent, marquee or similar structure)

4. Fixtures, Fittings and Equipment

All fixtures, fittings and equipment such as benches, counter tops, shelving and tables must be an impervious, durable material free from cracks or crevices and able to be thoroughly cleaned.

ARTISTS IMPRESSION – MINIMUM STANDARDS FOR THE OPERATION OF A TEMPORARY FOOD STALL



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Figure 1: an example of the necessary set-up of a temporary food premises

5. Cleaning and sanitising

All equipment and food contact surfaces in the temporary food premises must be cleaned and sanitised both before and after use. Walls, floor and ceiling covering must be cleaned daily, or more frequently if they pose a risk of contamination to food or food contact surfaces.

The correct cleaning steps for food contact surfaces are as follows:

- i. Wipe away any food scraps and rinse with water.
- ii. Wash with hot water and detergent to remove any grease.
- iii. Rinse off any loose dirt or detergent foam with clean water.
- iv. Sanitise using a food grade sanitiser (e.g. 100 parts per million bleach solution)
- v. Allow surfaces to air dry or use disposable paper towel

Please follow the manufacturer's instructions for all cleaning chemicals and equipment. All chemicals and cleaning equipment must be stored away from food and food storage areas

6. Sinks

Provide adequate sink facilities for food preparation, cleaning and sanitising. Most temporary structures will require a double bowl sink for adequate cleaning and sanitising

Where fixed sinks are not available the following should be provided:

a sealed container (capable of storing a minimum of 25 litres of clean water) with a tapped outlet;

- a water-heating device (such as an urn);
 - 1-2 basins or containers suitable for cleaning and sanitising utensils and equipment; and
 - a container of adequate size for the collection of waste water.
- This facility must be separate to the hand washing facility and must be supplied with appropriate cleaning and sanitising equipment



Figure 2 – Cleaning Facilities for Temporary Food Premises

7. Hand Washing Facilities

Provide hand washing facilities on site for the use of food handlers where unpackaged food is being prepared or handled. These facilities must be situated within the food handling area(s).

The most effective option is a permanent hand-basin that is:

- supplied with warm running potable water; and
- provided with liquid soap and paper towel dispenser

If this is not possible then the hand washing facilities should consist of

- a sealed container with a single outlet that is filled with warm, potable water from a kettle or urn
- a bucket provided exclusively for the collection of the waste water; and
- liquid soap and paper towel
- hand sanitiser dispenser - for use in addition to basin.

Hand washing facilities are in addition to sink facilities.



Figure 3 – Hand Washing Facilities

Specific Requirements – Operational:

8. Food Storage

No food is to be stored directly on the ground.

All food stored inside the stall must be at least 150 millimetres above the ground and be wrapped, packaged or kept in enclosed containers.

All stored food must be covered or be in sealed containers.

Raw and ready-to-eat foods must be separated to prevent cross-contamination

9. Temperature Control

- All cold foods (including raw and cooked meats, prepared salads and dairy products) must be stored at or below 5°C. Provide adequate refrigeration for the storage and prevention of spoilage of perishable foodstuffs. Refrigerators must be able to maintain food at or below 5°C.
- All hot foods must be stored at or above 60°C. Provide hot display units (e.g. **Bain marie**) for maintaining the temperature of hot food **above 60°C**, and protecting cooked food from contamination. **The unit must not be used for heating food.**
- All frozen food must be kept frozen solid (unless thawing for use)
- A food grade digital probe thermometer must be available at the stall for testing the temperature of food products. The thermometer must be accurate to +/- 1°C.



Figure 4 – Digital Probe Thermometer

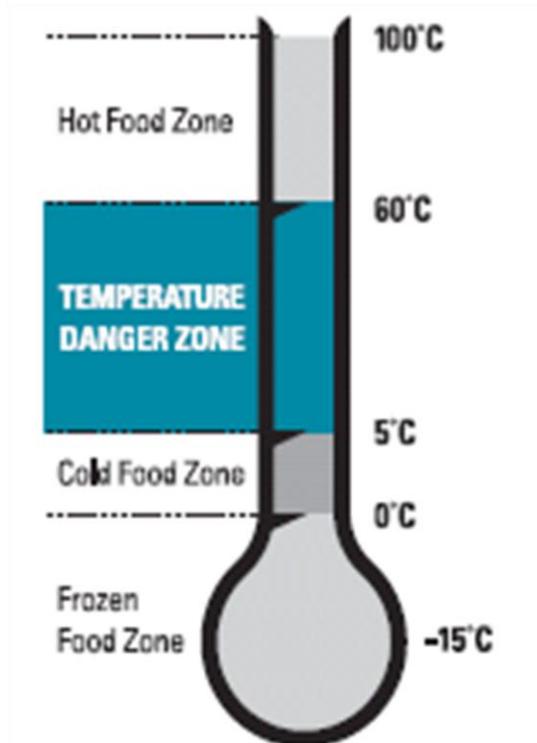


Figure 5 – Temperature Danger Zone

- All takeaway food prepared at the food stall must be served immediately unless there is a suitable bain marie or cold cabinet display.
- Pre-prepared high-risk foods must be stored and displayed at a temperature at or below 5°C. Provide **refrigerated display units** for storing and maintaining the temperature of potentially hazardous food below 5°C, and protecting food from contamination.
- Ready-to-eat potentially hazardous food can be kept between 5°C and 60°C for a short amount of time using the two hour/four hour rule:
 - ~ For a total of less than two hours - refrigerate or use immediately.
 - ~ For a total of between two and four hours - use immediately.
 - ~ For a total of four hours - must be thrown out.

Note: if compliance with the two hour/four hour rule cannot be demonstrated, your Food Safety Supervisor a Council Environmental Health Officer will require you to discard the product. To demonstrate compliance with the two hour/four hour rule you must continuously monitor and maintain records in the Time Log in your Food Safety Program

10. Storage of Garbage and Recyclable Matter

You must provide adequate fly proof refuse containers to meet your waste disposal needs for storage of garbage and food waste.

Disposal of refuse must only be made at an approved site. Arrangements need to be in place for refuse, rubbish or recycling material generated.

11. Cooking, reheating and cooling food

- Where cooking is carried out, adequate provision must be made to protect the walls, floors and ceiling from heat, flame and grease.
- All hot food must be re-heated to an internal temperature of 75°C.
- When cooling cooked potentially hazardous foods, you must cool the food:
 - ~ within two hours - from 60°C to 21°C
 - ~ within a further four hours - from 21°C to 5°C.

Cooling and reheating records must be kept in the Activity Log in your Food Safety Program

12. Health and hygiene of food handlers

- Hands must be washed regularly, including after:
 - using the toilet
 - blowing your nose
 - taking breaks
 - handling different types of food products
 - any other activity that may contaminate hands, food or food contact surfaces.
- All food handlers must have good personal hygiene and clean clothing. Aprons and hats or hair nets should be worn and long hair should be tied back in a hair net
- All open wounds must be covered with a coloured waterproof dressing. If the wound is on the hand, the hand must also be covered with a disposable glove.
- Patrons and food handlers must not smoke in or around the temporary food premises
- Disposable gloves should be changed frequently and hands washed with liquid soap and water and sanitised with a hand sanitiser.
- No person suffering gastro symptoms or who has suffered gastro symptoms in

the previous 48 hours is permitted to handle unpackaged food.

13. Protection from Dust and Pests

Food must be protected from contamination during transport, storage, preparation, cooking and display.

Appropriate facilities must be available to keep food off the ground, covered and protected from dust, insects and animals at all times.

14. Storage Facilities

Provide adequate facilities for

- a) the storage of the clothing, footwear and personal effects of the staff.
- b) cleaning equipment and cleaning chemicals.

15. Toilet Facilities

Adequate toilets must be available for the use of food handlers in close proximity to the temporary food premises

16. Food Displays

All food on display must be either:

- wrapped or packaged
- 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.

Cordial and other beverages must be dispensed from an enclosed or lidded receptacle equipped with a tap or spout

17. Food Tastings

When serving food tastings:

Tastings should be served on clean plates with single serve toothpicks already in the food. Separate foods should be handled with separate utensils

Only display small amounts of food

Remember, high risk foods must be chilled, or kept hot so keep quantities to a minimum and throw out uneaten food kept out of temperature control for more than 4 hours

Use disposable gloves, tongs and utensils to minimise direct handling of food.

Provide hand-washing facilities for staff when unpackaged foods are handled

Single use disposable glasses and cups should be provided for beverage tasting.

18. Labelling

Pre-packaged food sold for commercial purposes must be labelled in accordance with the Code. **The following information must be provided on packaged foods to comply with the Food Standards Code:**

Description of Food

Foods must be labelled with a description of the food sufficient to indicate the true nature of the food.

Labels or descriptions must not mislead consumers.

Food Recall Information

Lot and/or batch marking is to be included on the label on food packaging.

Name & Address of Supplier

The name and full business address in Australia of the supplier (whether manufacturer, vendor, packer or importer) must be on the label. A post office box is not sufficient.

Ingredient List

The label must include list of ingredients, including food additive, in descending order in proportion by weight (including water)

Allergen Advisory Statements

The label must indicate if the food contains any of the eight main allergen groups – gluten, shellfish, eggs, fish, milk, peanuts/soyabeans, tree nuts/sesame seeds, and sulphites. **This includes foods sold by community groups.**

Date Marking

Foods with a shelf life of less than two years must have a 'Best Before Date'. Foods with a shelf life of less than 7 days that should not be consumed after a certain date for health and safety reasons must have a 'Use By Date'. It is an offence to sell such foods past the 'Use By Date'.

Storage requirements

Where specific storage conditions are required in order for a product to remain safe until its 'Use By Date' or 'Best Before Date' manufacturers must include this information on the label.

Formatting

Labels must be readable and distinct from the packaging background. The label information must be in English. The type in certain legal warning statements must be at least 3mm high.

Nutritional Panels

Most food packaging must include a nutrition information panel. Some basic foods such as tea, coffee, herbs and spices, fruit, vegetables, meat and fish do not require a nutritional panel unless the packaging indicates a particular nutritional claim.

The information that should be provided on a nutritional panel is energy level (kilojoules), protein, total fat, saturated fat, carbohydrate, sugars, sodium and any other nutritional claim relating on the packaging. The format for a nutrition information panel is strictly mandated.

To create your own nutrition panel go to the Food Standards Australia New Zealand web site

www.foodstandards.gov.au/foodstandards/nutritionpanelcalculator/

A guide for food labelling (including community or charity organisations) can be viewed at: www.foodstandards.gov.au

For further information or help contact the Mansfield Shire Council Environmental Health Unit on (03) 5775 8555.