



— City of —  
**Melville**

ALMONDBURY ROAD ARDROSS 6153 WESTERN AUSTRALIA

## **GUIDELINES FOR THE ESTABLISHMENT OF FOOD PREMISES**

### **1.0. INTRODUCTION**

On the 15th of October 1993, the new Health (Food Hygiene) Regulations were Gazetted and the previous Food Hygiene Regulations revoked. The purpose of these guidelines is to provide information in easy to read terms so that proprietors of food premises are made aware of relevant regulations and Local Authority Requirements.

Although these guidelines provide a summary of requirements, the Health (Food Hygiene) Regulations 1993 should be consulted for further information on construction/design and details on required food handling practices.

All food premises and vehicles must be -

- (a) designed and constructed to -
  - (i) enable food, equipment, appliances and packing materials to be protected from the weather;
  - (ii) enable easy and adequate cleaning;
  - (iii) guard against entry of birds or vermin; and
  - (iv) exclude, as far as practicable, dirt, dust, smoke, foul odours and any other contaminant;and
- (b) of sufficient size to enable the requirements of the Health (Food Hygiene) Regulations to be met.

**Prior** to any alterations or installations taking place, an onsite meeting with the district Environmental Health Officer is recommended in order to discuss your proposal in detail, so that any potential problem areas can be identified.

### **2.0 SUBMISSION OF PLANS**

Detailed drawings must be submitted to the City of Melville Health Services for all proposed food premises or food vehicles including any alterations, and approval will not be granted until satisfactory plans have been received.

The floor plan and specifications must include the following details:

- (a) the use of every room
- (b) the structural finishes of every wall, floor and ceiling
- (c) the position and type of every fixture and fitting

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- (d) all sanitary conveniences, change rooms, ventilating systems, drains grease traps and provision for waste disposal; and
  - (e) the estimated number and sex of every person, including the proprietors, engaged in the preparation, manufacture, processing, cooking or serving of meals.
  - (f) floor plan of all dining areas.

Details on the types of food products that will be prepared will also be required.

Where a dining area is included in food premises or a food vehicle, the kitchen floor area must be equal to no less than 25% of the total floor area.

### **3.0 CLASSIFICATION OF FOOD PREMISES**

#### **CLASS 1**

- (1) Food premises and vehicles in which -
  - (a) extensive food preparation or cooking is carried out;
  - (b) the foods by their nature are subject to spoilage, rapid bacterial growth, or require a high level of protection; and
  - (c) the nature of the activity requires specific finishes, equipment, or facilities

Examples include: Restaurant  
Lunch Bar/Cafe  
Hot Bread Shops

#### **CLASS 2**

- (1) Food premises and food vehicles in which preparation, reconstitution, special storage or packaging of food is undertaken and where no direct sale to the public is involved.

Examples include: Poultry Processing  
Seafood Processing  
Cold Stores.

#### **CLASS 3**

- (1) Food premises and vehicles in which -
  - (a) limited food preparation is carried out including heating of food for sale;
  - (b) most of the food used is in a prepared form and requires only refrigerated or dry storage; or
  - (c) the nature demands basic finishes and fixtures

Examples include: Lunch Bar (Sandwich making only)  
Health Food Shop  
Warehouse (Cold storage)

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## **CLASS 4**

- (1) Food premises and vehicles in which food handling is limited to dispensing without preparation prepared foods or packaged foods.

Examples include: Cake Shop (Retail only, no cooking)  
Confectionary, Ice cream, Drinks (Sales only)  
Supermarket (Grocery only)

## **CLASS 5**

- (1) Food premises and vehicles in which the food sold is fruit, vegetables or is wholly contained within protective packages which do not require refrigeration or special storage conditions.

Examples include: Greengrocer/Fruit & Vegetable Market  
Warehouse (Dry foods)  
Liquor Store

## **4.0 CONSTRUCTION**

### **SECTION 1 - WALLS**

1. Internal wall surfaces must -
  - a) be smooth, durable, resistant to corrosion, nontoxic, impervious to water and non-absorbent;
  - b) be free from cracks, crevices, cavities and other defects;
  - c) be finished in a light colour;
  - d) not have any skirting, picture rail, architrave, cover strip or other moulding fitted to it,  
and in addition,
  - e) food preparation areas in
    - i) Class 1 and Class 2 food premises be tiled to full wall height; and
    - ii) Class 3 food premises be tiled to a height of 600mm above benches, handbasins, sinks and similar work areas.
2. All edges, ledges or window sills to be splayed to not less than 45° and finished with all edges rounded to smooth surfaces.
3. Preformed construction material and partitions must be made of rigid, foam-filled sandwich/colourbond boards and comply with standards specified in item 1.

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## **SECTION 2. - FLOORS**

1. Floors must be -
  - a) smooth to facilitate cleaning, rigid, durable, slip resistant, resistant to corrosion, nontoxic, and impervious to water;
  - b) free from cracks, crevices and other defects
  - c) evenly graded to trapped floor waste outlets connected to a drainage system in situations where cleaning operations or other activities release water or other liquids onto floors; and
  - d) where preformed materials are used, finished so that -
    - i) voids or crevices are not formed;
    - ii) all joints and edges are sealed.
2. Junctions between floors and walls or other vertical surfaces must be coved to a radius of at least 9.5mm and firmly supported.

## **SECTION 3 - CEILINGS**

1. The surfaces of ceilings in food handling areas must -
  - a) be smooth, durable, resistant to corrosion, nontoxic, and impervious;
  - b) be free from cracks, crevices and other defects.
  - c) be finished in light colours; and
2. In Classes 3, 4, and 5 food premises and food vehicles the ceiling in food handling areas may be comprised of preformed materials in the form of rigid panels well fitted and sealed or suspended corrosive resistant metal T-bars and other mouldings.
3. Where an access panel cannot be avoided in a food preparation area, it must be finished flush with the surrounds and sealed.
4. Where food premises contain more than one level, the under surface of a slab and beam concrete floor must-
  - a) be waterproof; and
  - b) have supporting beams shaped to minimise the collection of dirt, dust or grease and to facilitate cleaning.
5. Junctions of walls and ceilings must be sealed.

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## **SECTION 4 - WATER SUPPLY, CLEANING EQUIPMENT AND SINKS**

1. Food premises and vehicles where eating utensils or drinking utensils are used, must have -

- a) glass washing machines;
- b) dish washing machines;
- c) double bowl sinks;
- d) tubs consisting of 2 compartments;
- e) draining boards; and
- f) drying and storage facilities,

as required by an Environmental Health Officer in relation to the classification of the food premises or vehicles.

2. Where food is prepared on food premises or in a food vehicle, the appropriate number of sinks must be provided with an adequate supply of hot and cold water.

## **SECTION 5 - LIGHTING**

1. Food premises and vehicles must -

- a) be provided at all times with natural or artificial lighting suitable for the activities conducted.
- b) comply with Australian Standard AS 1680-1976.

2. Light fittings must be constructed so that contamination of food with dirt, dust or any other material falling from the light fitting is prevented.

3. Light fittings must be fitted with protective covers to prevent contamination of food with broken glass.

4. Light fittings must be recessed so that they are flush with the ceiling.

## **SECTION 6 - VENTILATION AND EXHAUST EQUIPMENT**

1. All kitchens and cooking areas in food premises and food vehicles must be provided with exhaust hoods in compliance with the requirements of Australian Standard AS 1668.2-1991.

## **SECTION 7 - EXCLUSION OF INSECTS**

1. All doorways, windows and other openings in food premises and vehicles must be protected so that as far as practicable flies and other insects are excluded.

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## **SECTION 8 - PIPES, DUCTS, CONDUITS, WIRING, ETC.**

1. Where practicable, pipes, ducts, conduits, wiring and similar fittings must be -
  - a) located on the exterior surface; or
  - b) concealed in walls, floors or ceiling,  
of food premises and vehicles.
2. Where compliance with clause 1 is not practicable -
  - a) pipes, ducts, conduits, wiring and similar fittings must be fixed in brackets so that there is a clearance of not less than 16mm.
  - b) pipes, ducts, conduits, wiring and similar fittings must not be installed in the junction of a floor and any vertical surface and spaces beneath fixtures, fittings and appliances.
3. Exposed drainage pipes or openings for the inspection or cleaning of the drainage shall not be installed in food premises or vehicles.

## **SECTION 9 - DESIGN OF FIXTURES, FITTINGS AND APPLIANCES**

1. Every appliance must be constructed -
  - a) of materials that are impervious to water, durable, nontoxic and resistant to corrosion;
  - b) so that no part of that appliance can contaminate the food;
  - c) so that the appliance is free from cracks and crevices and easily cleaned; and
  - d) so vermin are excluded from the appliance.
2. Appliances must be situated so that all adjacent walls, floors, ceilings, fixtures and fittings can be easily cleaned.
3. Work surfaces subject to high levels of liquid spillage, including draining boards, must be made of stainless steel.
4. An appliance having a mass greater than 16kg must be either sealed to the adjacent surface, or mounted on wheel or castors capable of supporting the load.
5. Where an appliance is not sealed to an adjacent wall or other vertical surface, including a vertical surface of any other appliance, it must be separated at a distance of at least 150mm, and mounted on metal legs a minimum of 150mm off the floor.
6. An appliance that is located or mounted on a counter, bench, work table or similar surface must be -
  - a) located or mounted so that a clear space of not less than 75mm is maintained between -
    - i) the appliance and the surface; and



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## **SECTION 11 - TEMPORARY STORAGE OF RUBBISH AND REFUSE**

1. Adequate facilities or receptacles must be provided in food premises and vehicles for the temporary storage of refuse and recyclable materials and the facilities must be -
  - (a) kept clean and well maintained;
  - (b) kept free from vermin and insects.
2. All bulk refuse receptacles must be located -
  - (a) on an area paved with impervious material situated outside the premises; or
  - (b) in an area which is graded and drained to the appropriate waste disposal system.
  - (c) where an adequate supply of water is available for cleaning purposes.

## **SECTION 12 - GREASE TRAPS**

1. The Water Authority of Western Australia must be contacted for the connection/requirements of installation of a grease trap.
2. A grease trap used in connection with food premises must, where practicable, be located outside the food premises and maintained in a clean and sanitary condition.

## **SECTION 13 - HAND WASHING FACILITIES**

1. Food premises and vehicles must be provided with wash hand basins -
  - (a) within or adjacent to each toilet facility;
  - (b) in the food preparation area; and
  - (c) in any part of food premises where the nature of the activities performed is such that hands may contaminate food.
2. Each wash hand basin -
  - (a) must be of adequate size;
  - (b) must be provided at all times with a piped supply of hot and cold water delivered through a common outlet;
  - (c) must be connected to an approved waste disposal system;
  - (d) must not be installed under counters, cabinets, consoles or similar fixtures and fittings; and
  - (e) must be supplied with single use towels, or other approved hand drying facilities.
3. In Class 1 and Class 2 food premises, hand basins must be installed which can be operated other than by hand.

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#### **SECTION 14 - SANITARY CONVENIENCES - PUBLIC**

1. Sanitary conveniences must be provided in food premises in accordance with the Building Code of Australia.
2. Access to sanitary conveniences must not be through areas where food is prepared, packed, stored or handled.

#### **SECTION 15 - SANITARY CONVENIENCES - STAFF**

1. Sanitary conveniences for staff must be provided in accordance with the Building Code of Australia.
2. Sanitary facilities for staff may be located in the same area as those provided for public use, however, they must be specifically designated and at no time be available to the public.

#### **SECTION 16 - CHANGE ROOMS**

1. Separate male and female change room facilities must be provided in Class 1 and Class 2 food premises.
2. The change rooms must be -
  - (a) at least 3 square metres, with an additional 0.75 square metres for each person in excess of 4, and separated from the food handling area; and
  - (b) provided with locker storage facilities.

**FOR FURTHER INFORMATION PLEASE CONTACT CITY OF MELVILLE  
HEALTH SERVICES ON 9364 0275**

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