

Selling safe food with confidence

A guide to setting up a food premises and providing safe food to your customers

Absolutely

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WELLINGTON CITY COUNCIL

Wellington

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GETTING STARTED

Introduction

Starting out in the food business can be daunting – there are many things to think about. It is important to be aware of the standards you will have to meet and the consents you will have to obtain.

This folder is designed to help you set up a new food operation by providing information on the relevant standards and how to obtain permission to operate. In establishing new premises there are few financial shortcuts. Being committed to a high standard at the development stage, by choosing suitable materials and equipment and having a thoughtful design, will mean greater efficiency and cost effectiveness for your business operation.

When establishing your food business or facing any problem relating to it, you should consult an environmental health officer. We can provide further information and expert advice.

Our Service Request team will help provide information and application forms. It is essential that you have the building consent before you start construction and all other approvals before you start trading.

Need more information?

Wellington City Council, Building Consents and Licensing Services

Our Service Request team and environmental health officers are available by calling the Council on 499 4444. Contact us if you need further technical advice or information on:

- District Plan requirements and applying for a resource consent
- building consents and fire safety requirements
- food control plans/national programmes/food handler guidance
- the sale, supply or consumption of liquor
- using part of the footpath for seating
- trade waste or grease trap advice.

You can also find out more about all of these areas on www.Wellington.govt.nz

Capital Development Agency

Contact this agency on 494 0975 for advice on setting up and developing a small business.

Regional Public Health (RPH) and New Zealand Food Safety Association (NZFSA)

They can provide information on labelling your product, permitted levels of additives in food and how you can develop food control plans/national programmes/food handler guidance packages.

Contact details are:

Regional Public Health – phone 570 9002

New Zealand Food Safety Association (NZFSA) – phone 463 2500

Legal requirements

The Food Hygiene Regulations 1974 require food businesses to obtain a Certificate of Registration before food can be prepared or manufactured for public sale. Premises can also choose to operate with a food control plan. It is an offence to operate a food premises without a current certificate or an approved food control plan. Food control plans take into consideration each step of the process in preparing food, including considering risks and the preventative steps necessary to reduce those risks.

The Certificate of Registration will be issued by the Council's environmental health officer only when the premises comply with the standards set out in the regulations. Application forms and information pamphlets are available from our website at www.Wellington.govt.nz/services/foodsafety

A Code Compliance Certificate, approved by building and plumbing officers, also needs to be issued by the Building team for all premises which have newly completed construction or which have been altered.

Registration requirements are set out in the First Schedule of the Food Hygiene Regulations 1974. A copy of the full regulations (including amendments) is available from Bennett's Government Bookshop in Bowen House. The requirements which affect most food business are included in the fact sheets (see **Appendix I**).

Inspections of food businesses occur throughout the year and are usually unannounced. These are to assess compliance with the regulation requirements.

If you wish to operate using a food control plan, permission to operate will only be given once your food control plan is approved. Food control plans/national programmes/food handler guidance packages are approved either by the Regional Public Health Service or Wellington City Council.

Legislation (the Food Bill) currently going through Parliament will make the food control plan process, currently under trial, a requirement. Template food control plans are being developed by the NZFSA/Regional Public Health Service. A transition between the Food Hygiene Regulations 1974 and food control plans will occur over the next five years from 2008. Once the trials are complete the templates can be adapted to suit your premises, approved by Wellington City Council and then audited on a regular basis to check for compliance with your plan. Where there is no template available for certain types of business, these business managers will have to develop their own plan and then approach the Regional Public Health Service directly for approval. Audits by an independent verifier will be needed once the plan is approved.

Eating houses

If food and beverages are to be consumed by the public on your premises there are some special requirements to consider. A commercial dishwasher for cleaning dishes, suitable extraction, a grease trap, the provision of sufficient kitchen floor space, and the protection and temperature of food displayed for sale are important requirements.

Toilets for the use of patrons are now required under the Building Act 2004, in all places where food or drinks are available for consumption on the premises (including outside tables or chairs). Toilets for both sexes are usually provided for larger premises. Unisex toilets are also an option for smaller places, particularly if liquor is not served, and if your premises are accessible to disabled people additional disabled toilet facilities will also be needed. The number of toilets you need will depend on how many people your premises can accommodate.

Your premises will also have to meet certain fire safety requirements.

Sale of Liquor Act (1989)

If you want to sell liquor on your premises, or have patrons bring their own liquor to drink on the premises while dining (BYO), you will need to apply for an on-licence and usually a Manager's Certificate. These are required by the Sale of Liquor Act 1989. How to obtain an on-licence and a Manager's Certificate is outlined in the Sale of Liquor Regulations 1990.

Application forms and information are available from the District Licensing Agency and on our website www.Wellington.govt.nz/services/liquor

The District Licensing Agency, which is part of the Council, conducts interviews for Manager Certificate applicants on Level 1 of the Council buildings at 101 Wakefield Street.

It is important to realise that approving applications and issuing licences will take time, and that applications for liquor licences are best made before you start construction work on your premises.

Pavement permissions

A number of premises have been granted permission by the Council to have tables and chairs on the pavement. This allows dining and consumption of beverages outside. There is a Council policy detailing which part of the pavement may be used by your business and how the area needs to be marked off. For further information check www.Wellington.govt.nz/plans/policies/footpath/footpath

Anyone wishing to sell alcohol outside their main premises also needs to get permission to extend their liquor licence to include the area covered by the pavement lease. The same rules covering liquor licences also apply to the leased pavement area. These rules include not selling to minors or intoxicated people. Alcohol is not to be removed from the area, other than taking it into the main part of the premises. Supervision of these designated pavement areas needs to cover these requirements and ensure the pavement areas and adjacent gutters are kept clean and tidy. It is important that rubbish, including cigarette butts, is collected from the area and disposed of appropriately.

How to apply for registration (new food premises)

Your application for registration as a food premises should consist of:

- two sets of accurate plans and specifications (the second set is necessary if you require a building consent¹)
- a description of the type of business you plan to operate
- a completed 'Application for Registration' form or your food control plan.

Plans and specifications for a building consent

You must provide two full sets of scale plans (1:50, or 1:100 for the site plan and 1:20 for the detail) and elevations of your premises. These should include an accurate site plan showing the following details:

- all rooms and their designations (areas within rooms may also be designated, for example, dish-washing area and vegetable preparation area)
- the position of all major appliances and fittings, such as preparation benches, shelving, cupboards, wash hand basins, dishwasher, cooking appliances, refrigerator and freezer units, and extractor ventilation hoods
- the position and detail of incidental features such as yard areas, refuse storage area, staff and patrons' toilets and staff changing areas
- a schedule of finishes, detailing materials and colours to be used
- elevations of fixtures, particularly the ventilation system and ducting.

Specifications of proposed building materials, colours and finishes are essential. These can be either included on the plan or listed on a separate specifications sheet.

You are strongly recommended to employ an architect who has previous experience in designing food premises – this may speed approval of the development and improves the clarity of information you will be supplying.

The information contained in the plans and specifications should enable the environmental health officer, building inspector and plumbing and drainage inspector to check that the proposed premises comply with the appropriate regulations and codes.

The environmental health officer also needs to know how the business will operate. It is essential to indicate the proposed menu or type of business, as this may influence the kitchen design and the requirements.

Note: It is important in establishing new premises that the site is suitable and has enough space. It must have an adequate stud height, e.g. 2.4m minimum, and be able to accommodate all appropriate equipment – for example, grease trap and extractor ventilation over cooking equipment. There must also be sufficient kitchen space for the hygienic operation of the premises.

¹ A building consent is required for any plumbing work and most building work. A new bench or counter does not require a building consent.

Application form

An example of a completed application form is shown in **Appendix II**. The 'Application for Licence or Registration' is a legal document, so please complete it accurately. See also www.Wellington.govt.nz/services/foodsafety

Where the names of the occupier and the trading name of the premises are different it is important that this is indicated on the form. The occupier must be listed as a person's or people's names or the name of a limited company.

The form should be signed and dated and then forwarded to Building Consents and Licensing Services at the Council.

Registration and after

Once the application is satisfactorily completed and returned, the district environmental health officer must be contacted to make a final inspection of the premises, near the time of the proposed opening. Your Certificate of Registration will not be issued, however, until the district environmental health officer has assessed how your premises operate. A fee is charged for new premises, covering administration and inspection costs. This is in addition to the fees charged for building consent processing.

It will also be necessary to show that a Code Compliance Certificate has been issued following a final inspection of the building work. Sometimes your premises will be part of a larger building that is still being completed. In this situation you will have to obtain a Certificate of Public Use before the building may be used for public access. This certificate will only be granted if the building is safe and the public will not be affected. A Code Compliance Certificate will still be required once the overall building is completed.

If the inspections show that the premises are set up correctly in accordance with the development plans and comply fully with the Food Hygiene Regulations 1974, or your food control plan, then the premises can then be given permission to open.

It is an offence to operate the premises before permission to open has been granted. The Certificate of Registration will not be issued until all requirements have been met and the fee paid. A food control plan must be approved before trading under the plan can occur.

Your registration must be renewed every year. The fee for registration depends on the assessment of your premises. A fees schedule is available from Building Consents and Licensing Services, or online at www.Wellington.govt.nz/services/foodsafety/fees/fees. Registration is not transferable. If there is a change of operator a temporary permission must be applied for and granted. Food control plans must be audited annually. The fees for auditing are determined by the auditor.

Food control plans must also be updated when there is any structural change and when there is a change to the food processing which occurs in the premises.

Food evaluation system

Wellington City Council has adopted a risk-based evaluation system in addition to the national requirement to be registered. This is designed to combat increasing levels of food-borne illness by concentrating on food safety and by targeting unsatisfactory premises.

The system works by determining the level of risk in a food premises through inspection and evaluation. A risk factor will be calculated by considering the types of products prepared on the premises (known as the activity weighting), together with an assessment of the food safety performance of the premises (known as the inspection rating). The risk factor will be used to determine how often your premises are inspected and the annual registration renewal fee you will have to pay.

The end result is that high-risk premises will receive greater monitoring and will pay more because they require more frequent inspections. Premises operating to a high standard will be visited less frequently and pay less.

Assessment

Your premises will be assessed under four categories, with a score of 0 to 5 being given in each category. These scores will then be added together to form the inspection rating. The four categories are:

1. Premises

This is primarily an assessment of the structure of the premises and will include: quality of linings; general repair of equipment and fixtures; provision of sanitary fixtures; layout and space.

2. Practices and conduct

Food handling practices, food storage temperatures (checking and recording), food protection, pest control, conduct of workers, and other conduct and practices, will all be assessed to determine the likelihood of contamination of food and growth of micro-organisms.

3. Cleaning

The cleaning of the premises will be assessed, with an emphasis on the use of appropriate chemicals and cleaning methods, and the development of cleaning plans. It is important to include some method of keeping records and allow for accountability.

4. Training

Currently our bylaws require at least one person working on the premises to be trained to NZQA level or approved equivalent standard in a basic food hygiene course. Food control plans will require staff to be trained to an appropriate level for the operation.

Provided the manager or supervisor in the kitchen is trained, the higher the percentage of staff trained, the higher the score. However, a minimum score of '2' in each of cleaning and conduct is required to ensure a training score is granted.

Appendix III lists organisations that have training approval from NZQA. Different language options may be available, according to demand.

Fees

The risk factor calculated for the premises, based on the assessment of both the types of food prepared and the standard and size of the premises, will be used to determine the fee. Good performers will pay less. Poor performers will pay more and be monitored more frequently.

Grading

The inspection rating will be used to determine a grading for the premises. Premises which perform well will obtain an 'Excellent' certificate. In addition to their Certificate of Registration this recognises good performance. The other premises will receive only a Certificate of Registration.

To be graded 'Excellent', premises will need a '4' or above in each of the assessment categories. All premises achieving a '3' or above in each category will receive a discounted fee.

Appendix IV shows our pamphlet 'Achieving Excellence' – designed to show how you can achieve an Excellent grade, fee and certificate for your premises. This pamphlet is also available on our webpage www.Wellington.govt.nz/services/foodsafety/pdfs/excellentgrade.pdf

Note: A Certificate of Registration is required **prior to trading commencing** unless a food control plan has been approved. All certificates and food control plans are subject to review and annual renewal.

For advice during development, or if future alterations are planned, be sure to consult an environmental health officer.

GOOD HYGIENIC PRACTICE TIPS

Wellington City has a large number of lunch bars and cafés that serve the workers and visitors of Wellington. It is estimated that Wellington has more cafés per head of population than New York.

The number of meals produced every day in the city would be in the tens of thousands. This represents a considerable risk if food is not prepared, cooked and stored in a safe manner. This information helps café, restaurant, and lunch-bar operators to provide safe food.

Preparation of food

Handwashing

Prior to beginning any work in food premises, workers must wash their hands thoroughly with soap and hot water aided by the use of a nailbrush. They must wash their hands after using the toilet, before recommencing work and between tasks. Either disposable paper towels or a towel dispenser should be used, providing a clean towel to each person.

Disposable gloves can be worn, but hands must still be washed before use and the gloves changed between preparing raw and cooked food. Never use gloves for handling money.

Thawing

Do not thaw food at room temperature. There are three acceptable methods for thawing frozen food which will limit any bacterial growth:

- in the chiller either the day before or overnight
- under cold running water
- in a microwave oven.

Food should be thawed in containers that are large enough to collect all liquid.

Preparation

This step is critical to prevent contamination, particularly if the product will not be heated before eating, for example, a salad.

Raw and cooked food should be prepared separately and preferably in different areas of the kitchen. It is recommended that a separate cutting board be provided for raw red meats, raw chicken, cooked meats and food, and vegetables. Separate knives and slicers for raw and cooked product are advisable. If this is not possible, boards, knives and slicers are to be thoroughly cleaned with detergent and hot water and then wiped over with an appropriate sanitiser (e.g. bleach) between uses. This should be repeated at the end of the day.

All food preparation areas and surfaces are to be cleaned and sanitised before use and between tasks. Ensure that all surfaces and equipment are rinsed before use to remove any traces of detergent or sanitiser.

Any food that is not to be eaten straight away, or is not on display, is to be kept refrigerated at or below 4°C or hot at not less than 60°C, preferably higher.

Cooking

This is the critical point in which any bacteria that may be present in the food can be destroyed. It is important to remember though that no amount of heating will destroy any heat-stable toxins. That is why it is important to protect the food through all phases of preparation and not to rely on cooking to kill the bugs that can cause food poisoning. Careful handling and storage of the raw product is therefore essential.

Food should be cooked so that the internal temperature reaches at least 85°C. An indication that meat has reached the right temperature for the appropriate period of time is that the juices run clear.

Any microwaved food should be given at least two to three minutes sitting time to allow complete heating throughout.

Display of food

Readily perishable food

This is any food that consists partly or wholly of milk, milk products, eggs, meat, poultry, fish, shellfish, or any ingredients capable of supporting the growth of organisms that can cause food-borne illnesses.

All readily perishable food on display is to be maintained at a temperature of 4°C or below, or alternatively at more than 60°C, except during periods of preparation, service, and where it is not exposed or exhibited for sale for any period or periods totalling two hours. This means that food is to be either kept hot in an appropriate warmer unit or chilled in a refrigerated display case. If an unrefrigerated display unit is used or the refrigerated display case cannot maintain food at the correct temperature, then a suitable method of proving that the food is not displayed for more than two hours is to be developed.

There are several methods that may be acceptable to keep food safe:

- food should be prepared as required and not displayed for more than two hours
- unrefrigerated display cases or inadequately refrigerated display units can be supplied from a refrigerator and food replaced as sold (once in the display case it needs to be treated as unrefrigerated)
- food can be wrapped and a time marked on the wrapper indicating when it was put on display (after two hours it should be discarded)
- coloured discs or stickers on dishes can indicate the time that food was put on display.

In all circumstances a method of verifying how long the food has been displayed is required.

It is often stated that bread (sandwiches and rolls) kept in a chiller unit takes on a 'stale' texture. This can be alleviated by displaying the product in a solid plastic package. In some circumstances this type of display package may even enhance its shelf life.

Non-readily perishable food

Although not requiring refrigeration, this food still requires protection from contamination from dust, insects and customers. Food is therefore to be protected with suitable covers or wrapping, including any food on the counter or servery.

Protection of food

All food is to be protected against all sources of potential contamination. Display cabinets are to have proper covers or windows that are kept closed when not in immediate use. Smorgasbord display units are to have appropriate sneeze guards to protect against contamination from customers.

All self-service units are to be supplied with a suitable number and type of tongs and serving implements.

Verification

It is vital that you are sure that your display equipment is operating at the right temperature. Regular (at least daily is recommended) temperature measurements are to be taken of all display equipment and the temperature recorded. Record also where the temperature is taken so repeat checks can confirm that the machines are running consistently. If temperatures fluctuate beyond the recommended range then adjustments or repairs may be necessary.

Delivery and reception

Food safety begins right from delivery of the product to your premises. You become responsible for the quality of the food once delivered to your premises. If it's unsafe and you accept it – it has become your problem.

Frozen, chilled and readily perishable food is to be delivered when you are open unless arrangements can be made for the food to be put straight into suitable refrigeration or freezer space.

Temperatures of the food should be measured upon delivery to ensure it is within the required range:

- frozen food – at or less than -18°C
- chilled and readily perishable food – at less than 4°C .

In addition, it is recommended that these temperature measurements be recorded for future reference should problems occur.

Storage

Storage of ingredients and any processed food (not on display) is to be in appropriate containers at the right temperature. The danger zone for bacterial growth is between 4°C and 60°C .

Refrigerators

Food is to be stored in covered containers. Solid lids or cling wrap should be used. Damp tea-towels, bread bags or similar are not suitable.

Any cooked food should be placed in the refrigerator as soon as possible. It should be cooled at room temperature for no longer than 30 minutes. Shallow dishes of sufficient size that allow the food to be spread out will aid quicker chilling.

Raw product is to be kept at the bottom of the refrigerator/chiller in containers that will capture any leakage. Don't forget to regularly clean and sanitise the fridge or chiller.

Keep cooked food completely separate from raw product, including vegetables. There should be sufficient space around containers to allow effective circulation of cold air.

Boxes of food are to be stored in a way which will not contaminate other food.

Freezers

The same requirements apply. Only clean unused wrapping or bags are to be used for the storage of product. These should be labelled with the product name and date so as to provide for good stock rotation (using old stock first).

All food should be in containers or wrapped so as to prevent freezer burning and deterioration of the product.

Frozen food is not to be refrozen, unless it has first been cooked.

Regular temperature checks are to be taken of freezers and refrigerators to ensure that they are operating at the required temperature (-18°C and 4°C respectively). Record temperature measurements.

Vegetables – these should be stored either in a suitable refrigerator or chiller (separate from cooked food) or in a dry, well-ventilated compartment. Vegetables should be removed from any soiled bulk container.

Dry goods – all opened dry goods are to be kept in clean and dry containers constructed of smooth, waterproof materials and equipped with a close-fitting lid.

The containers and lids are to be thoroughly cleaned each time before refilling.

The pantry area is to be cleaned and sanitised on a regular basis (include as part of your cleaning schedule).

Cleaning and maintenance

All of the above food safety procedures are worthless if suitable cleaning, sanitising and maintenance of food preparation surfaces, equipment, storage and display units are not carried out in a satisfactory manner. Every food premises is to have a suitable cleaning schedule detailing the areas and equipment to be cleaned on a daily, weekly and monthly basis. It should also include the method, cleaning materials and sanitisers to be used and the people responsible.

Ensure that suitable cleansers and sanitisers are used appropriately. For more information go to www.Wellington.govt.nz/services/foodsafety/pdfs/sanitisingchinese.pdf

Cleaning schedules

Introduction

Food premises need continual cleaning and sanitising to eliminate food poisoning bacteria before they can multiply and spread.

Some areas, equipment and surfaces, particularly food preparation and storage areas, will need more frequent cleaning and sanitation, and in some cases specialised procedures may be required.

All premises need a cleaning plan to ensure that they are thoroughly cleaned and sanitised.

General housekeeping

Good housekeeping involves maintaining a clean, tidy workplace and using safe working practices so that safe, clean, wholesome food can be produced.

Unless the equipment and surfaces that come in contact with food are adequately cleaned and sanitised, they may be a prime source of food contamination from bacteria.

Reasons for cleaning:

- to remove material where bacteria can grow, so reducing the risk of food poisoning and spoilage
- to allow disinfection of specific equipment and surfaces
- to remove materials and items that could encourage pest infestation
- to reduce the risk of foreign matter contamination
- to provide a safe working environment
- to promote a good 'well run' image to customers.

Effective cleaning

Food workers must clean as they go. Good cleaning equipment is needed and may include vacuum cleaners, mops, buckets, brooms and specialised items such as sanitisers, steam cleaners, etc.

Protective clothing and gloves must be worn where necessary, and the chemical manufacturer's instructions on use and preparation should be followed.

Food must not be exposed to the risk of contamination during cleaning or from chemical storage. After use, the cleaning equipment itself must be cleaned and chemicals stored in a separate area away from food and food preparation areas.

Chemicals must never be put into unmarked containers or old food containers.

Method

To be effective, a cleaning schedule must be drawn up for all parts of the premises. The plan should list items, areas and equipment to be cleaned. These include:

- the type and amount of cleaning product to use
- the cleaning method
- the persons responsible
- date completed
- the daily or weekly sign off of the schedule.

What is to be cleaned?

Walk through your premises and list everything that requires cleaning on a daily, weekly and monthly basis. Start with the structure (floors and walls etc), then detail each area, preparation surfaces, fixtures and equipment.

A regular check should be made of the premises and the effectiveness of the cleaning schedule. Update and alter as necessary.

For a cleaning plan to be effective it also needs to be 'signed off' and a record kept so that it can be audited. Keep all completed schedules in a binder or folder for at least a year.

All areas to be cleaned should be listed in the cleaning plan. Refer to the example in the template section of this guide or for more information go to:

- www.Wellington.govt.nz/services/foodsafety/pdfs/cleaningplanblank.doc
- www.Wellington.govt.nz/services/foodsafety/pdfs/cleaningschedulefoodpremises.pdf
- www.Wellington.govt.nz/services/foodsafety/index.html for samples and a cleaning schedule in Cantonese language.

Handy hints

- Use combined cleanser/sanitiser as opposed to separate detergents and sanitiser. This will save time and expense.
- Keep the number of chemicals to a minimum to avoid confusion.
- Never mix separate sanitiser and cleansers. At least they may be rendered ineffective, at worst they could become toxic, corrosive, or flammable.
- Ensure that the sanitiser is suitable for the product. Surfaces and equipment that come into direct contact with food should be rinsed off with hot water before use.
- No matter how good the cleaning product, effort and energy from workers is still required to achieve good results.
- For special equipment such as slicers, mixers etc. provide instructions on how the machinery is to be stripped down for effective cleaning.
- Cleaning cloths are to be regularly sanitised by boiling for at least 10 minutes, soaking in a sanitiser (bleach), or washing and microwaving for several minutes.

Management

A clean premises requires commitment to hygiene from all staff.

It is essential that all staff are aware of how the cleaning programme works and what their duties are.

A cleaning programme is recognised as an essential food safety tool in providing a control point in limiting potential risks of contamination to food. The Environmental Health team recognises this fact through the risk assessment made of your premises.

An effective cleaning programme is one that is being seen to be used on a daily basis, involves all staff, and is being signed off and the record kept.

Any cleaning schedule should be able to be audited and therefore good records of the completion of the cleaning duties should be maintained.

For further information on cleaning programmes ask your environmental health officer.

Dishwashers

For dishwashers to sanitise crockery, cutlery, and other equipment properly it is essential that they are operating at the correct temperatures (60°C wash and 77°C rinse). Your machine should be maintained on a regular basis by a reputable whiteware technician with verification of the operating temperatures. In addition the dishwasher is to be cleaned internally on a regular basis to maintain its effectiveness. Adequate detergent levels will help keep the machine clean.

Common issues

Below are some other common issues for lunch bars, restaurants, and cafés to consider:

- Don't use plastic bags that have been used before for storage of food particularly in freezers.
- Soiled tea-towels are to be stored in a covered impervious container or suitable linen bag.
- Keep clean tea-towels separate in a suitable cupboard.
- Suitable protective clothing and head coverings are to be worn by workers. Aprons worn without other suitable clothing and untied or uncovered hair are not acceptable.

Hints on refrigeration

- Refrigerate food as soon as possible after cooking or preparation.
- Place prepared food in shallow dishes, preferably no deeper than 75mm. This allows quick cooling.
- Store perishable food in covered containers with raw product at the bottom of the fridge.
- Allow space around food and containers to allow circulation of cool air. Do not store above load lines in open display units.
- Ensure that oldest stock is used first. Label and date food.

FOOD SAFETY

It is important to monitor food displays, particularly self-service buffet systems. At busy times of the year food safety systems can be under pressure with consequent outbreaks of food poisoning amongst your customers and a damaged reputation for your business.

Here are some tips to reduce risks and keep your customers safe:

- Food should not be prepared earlier in the day than is necessary. It must be refrigerated from the time of preparation until the setting up of the smorgasbord or buffet.
- The water in the bain-marie must be hot before the food is put into the trays.
- Food in bain-maries or hot cabinets must be held at a minimum of 60°C. Regular stirring will ensure that the food remains hot throughout the container. Measurements should be taken and recorded to show that the food is held at the right temperature.
- Use shallow trays to ensure thorough heating and do not pile food too high.
- Any readily perishable food not held hot must be chilled and held at a temperature not exceeding 4°C. Any food not displayed either hot (60°C) or cold (4°C) must be thrown away after two hours at room temperature.
- Food must be set out in such a way that customers are prevented from reaching over food.
- Food on display must be protected from dust, flies and customers' coughing and sneezing. Suitable sneeze guards must be used.
- Do not keep prepared food for further sittings – leftover food must be discarded. You should exchange fresh containers of food when the containers are empty and do not top up fresh containers with leftovers. Prepare enough food for the immediate meal only.
- Provide customers with sufficient tongs, spoons and spatulas for serving from each dish. These utensils must be removed and cleaned regularly throughout the sitting. They should not be kept in water.
- A worker must be on duty at all times to ensure utensils are used appropriately by customers and are regularly cleaned.
- Spillages must be cleaned up immediately. Disposable towels should be used and then discarded.

THE FOOD WORKER

– PERSONAL HYGIENE

Anyone working with food must not only maintain the food premises to a high standard but also themselves. Micro-organisms (bacteria and viruses) present on the body can get into food and cause food poisoning. Your customers will return if you and your premises look clean and tidy.

Clothing

Clothing worn in a food premises must be adequate for the purpose. Wearing only street clothing is not considered suitable for working in a food premises. Protective clothing worn by food handling staff is to protect the food and must:

- be changed when dirty, especially aprons
- be washed daily in hot soapy water separate to other clothes that may contaminate them (e.g. nappies)
- be light in colour so that dirt and stains are easily seen
- only be worn at work.

Protective clothing is not to be worn to and from work or out during the day on other errands.

Hands

Dirty hands, nails and jewellery are the likely cause of food poisoning micro-organisms getting into food. Hands are always touching food and food preparation surfaces.

You must wash your hands thoroughly in hot soapy water using a nailbrush to scrub the skin and beneath fingernails. Thorough drying of hands on a clean surface is as important as washing. Disposable paper towels are best. You should wash your hands often throughout the day but particularly:

- before starting work
- after going to the toilet, blowing your nose or scratching your head
- after having a break or a cigarette
- after handling raw food, rubbish, money or chemicals
- whenever your hands become soiled or dirty.

You should also keep fingernails short, remove jewellery and remove nail polish or any false nails before commencing work. Even when washed, hands may still be covered in micro-organisms so the use of tongs or serving spoons is essential. Disposable gloves and hand sanitisers may be useful but are not a substitute for good handwashing. Gloves can be easily contaminated and must be changed regularly.

The hand basin must be kept clear at all times and used exclusively and frequently for hand washing purposes. It must be supplied with soap, hot and cold (or warm) running water, a nailbrush and disposable towels. The nailbrush is to be cleaned regularly.

Cuts and scratches

Cuts, scratches and skin conditions such as warts may have food poisoning organisms present and must be covered. Blood of course can also carry viruses such as hepatitis and Aids. All cuts and scratches need to be covered with coloured waterproof dressings so that they can be detected in food if they are dislodged. For additional protection, use a disposable rubber glove. Ensure that any blood on equipment is cleaned off and wiped over with a chlorine-based sanitiser (e.g. bleach). Any contaminated food is to be thrown away.

All food premises should have a suitable first aid cabinet with appropriate waterproof dressings. The use of needles or pins should be discouraged as they may get into food. A log of all accidents and the action taken should be kept.

Hair

Hair is an ideal environment for micro-organisms to grow in. Keeping your hair clean, healthy and contained limits growth of bacteria and minimises the risk of hair getting into food. Ensure that you wash your hands if you touch your hair, tie long hair back and cover hair to prevent it falling into food. Use a clean light-coloured hat, hair net or scarf. A baseball-style cap is a suitable alternative.

Nose and mouth

The nose and mouth contain lots of food poisoning organisms that can easily be passed on to food. You should:

- stay at home if you have a cold
- use disposable tissues and flush them down the toilet after use
- wash your hands after blowing your nose
- never cough or sneeze over food
- never taste food you prepare with your finger – use a clean spoon
- avoid licking your fingers or blowing on glassware before polishing.

SICKNESS POLICY

Environmental health officers are often involved with investigating possible food poisoning cases or potential outbreaks. A sickness policy is a safety step operators can take to assist in preventing outbreaks. This policy should cover all staff preparing, handling, or selling food, all people repairing or maintaining equipment in food service areas, and any other visitors to the premises.

The policy should stipulate that:

- no one (including an employee, contractor, maintenance worker or visitor) is permitted to be in a food-handling area if suffering from vomiting or diarrhoea
- anyone who has had an episode of vomiting or diarrhoea in the 24 hours before entering the food premises must report it to the supervisor or other designated person
- any food handler who has had two or more episodes of diarrhoea or any vomiting within a 24-hour period must seek medical advice and have a faecal specimen analysed to identify the cause of illness
- the food handler must be excluded from the premises for at least 24 hours after the symptoms have ceased (if it is found to be a notifiable disease, the exclusion period may increase and clearance specimens may be required)
- if the supervisor or designated person carries out a risk assessment and finds there is no risk, it may be possible to allow a sick food handler to be given safe alternative work that does not involve direct contact with food or areas where food is stored or processed – if in doubt consult your environmental health officer
- if a food handler has a vomiting episode whilst at work this must be reported immediately to the supervisor or designated person and the food handler must be excluded immediately
- the affected area and all contaminated surfaces, including equipment and utensils, must be cleaned and sanitised (this may also include toilet seats, handles, and taps in staff facilities where appropriate)
- any food that may have become contaminated must be disposed of immediately
- no one with jaundice (yellowing of the skin) who is suspected of having, or who has hepatitis A, is permitted into a food-handling area
- no one is permitted to handle food if they have scaly, weeping or infected skin that cannot be totally covered during food handling
- no one is permitted to handle food if they have a sore throat, even in the absence of a runny nose or cough
- a record of all employee illnesses must be kept on site.

ALLERGENS IN FOOD

More than 30,000 New Zealanders have a food allergy, according to Allergy New Zealand. Although symptoms vary greatly, allergic reactions can prove fatal – so it is important that consumers have all the information they need to make safe choices about the food they eat.

Manufacturers and importers are required to declare any common food product or substance capable of causing an allergic reaction in people on food labels. It is also something food premises owners must be aware of when using ingredients that may cause an allergic reaction. Customers should be advised of the presence of these ingredients. Allergens specifically mentioned in the Food Standard Code are:

- cereals containing gluten and their products (wheat, rye, barley, oats)
- crustacea (e.g. crayfish, crabs, prawns) and their products
- fish and fish products
- milk and milk products
- nuts, sesame seeds and their products
- peanuts, soybeans and their products
- royal jelly
- sulphites.

FOOD LABELLING

Food sold in New Zealand must be labelled in accordance with the Food Standards Code. The NZFSA has designed a series of fact sheets as basic guides to understanding New Zealand's food labelling and compositional requirements for consumers and industry. The full legal requirements, including exemptions to the general rules and explanations, are set out in the Food Standards Code. For information and copies of New Zealand's food legislation, including a link to the Food Standards Code, visit the website at www.nzfsa.govt.nz

What food products require a label?

Most food for sale in New Zealand must be clearly labelled in English (other languages can be used in addition to English, as long as they do not contradict the information).

Complete food labels are not required for:

- food made and packaged on the premises from which it is sold
- food packaged in the presence of the purchaser
- ready-to-eat delivered food
- whole or cut fresh fruit and vegetables in transparent packages
- food sold at a fundraising event
- food not in a package
- food in an inner package not designed for sale without the outer package.

Specific health and safety information about some food products must be given to consumers even when a complete label is not required (for example the presence of caffeine and allergenic substances). See below and also refer to the NZFSA's fact sheet 'What's on a Food label? Allergen Labelling and Warning/Advisory Statements'.

Additional labelling statements may be required under the individual food product standards specified in the Food Standards Code.

What must be on a food label? (Standard 1.2.2 – 1.2.10)

Labels must include the following information:

The name of the food: Food products must be accurately named and/or described on the label. If a name is specified for the food in the Food Standards Code then this name must be used.

Lot identification: This is information that clearly indicates the premises where the food was packaged and/or prepared and the batch from which it came, to assist should there be a food recall. A date mark and supplier's address may be sufficient.

Name and address: The supplier's name and business (street) address in New Zealand or Australia. (Note: 'Supplier' includes packer, manufacturer, vendor or importer of the food).

Mandatory warning statements, advisory statements and declarations for certain ingredients/substances: Some products must have special advisory and warning statements about the food or ingredients/substances in a food (e.g. food containing unpasteurised egg must state it contains this and foods containing royal jelly must include a specific warning statement). This information must be available even where a complete label is not required. Warning statements must appear on labels on 3mm type (1.5mm for small packages).

Mandatory declaration of certain ingredients/substances: The presence of common food allergens and food/ingredients that commonly cause food intolerances (e.g. peanuts, gluten) must be declared on food labels, or where a complete label is not required the information must be available to the consumer.

Ingredient list: All ingredients must be listed by their common name, a description or, where specified in the Food Standards Code, the generic name, in descending order of in-going weight. Ingredients are any substances used in the preparation, manufacture and handling of a food and include food additives, compound ingredients (any ingredient that is itself made up of two or more ingredients), and added water.

Food additives: The class name of the additive (where specified in the Food Standards Code) followed by the additive's specific name or code number must be declared. Where the additive is a vitamin or mineral the class name 'vitamin' or 'mineral' may be used.

Date marking: Most packaged foods with a shelf life of less than two years must have one of the following date marks:

- **Use By** dates, which relate to food safety. Foods with a use by date should not be consumed after the date indicated for health and safety reasons. Food cannot be sold beyond its use by date.
- **Best Before** dates, which relate to quality. Foods should be consumed by their best before date to ensure quality. Foods can be sold beyond their best before date provided it is still fit for consumption.
- **Baked On** and **Baked For** dates can be used for breads with a shelf life of less than seven days.

Directions for use and storage: Storage instructions must be provided where necessary to ensure that the food will keep for the period indicated by the date mark and/or where the consumer should be aware of any storage and use requirements necessary to ensure the food safety.

Nutrition information panel: The nutritional information panel (NIP) must be set out specifically as shown below and is required on most packaged food products. Where average quantities or minimum/maximum quantities are given, this must be indicated in the NIP.

Nutritional Information		
Servings per package: (insert number of servings)		
Serving size: g (or mL or other units as appropriate)		
Energy	kJ (Cal)	Quantity per 100g (or 100mL)
Protein	g	g
Fat, total saturated	g g	g g
Carbohydrate sugars	g g	g g
Sodium	mg (mmol)	mg (mmol)
(insert any other nutrient or biologically active substance to be declared)	g, mg. (or other units as appropriate)	g, mg. (or other units as appropriate)

Example of a blank nutrition information panel

Percentage labelling: The percentage of the characterising ingredients, and/or components of most food products must be indicated on the label.

Net content: This is required under the Weights and Measures Regulations 1999.

APPENDICES

Appendix 1

Fact Sheet – Setting up a food premises

Summary of requirements for most food preparation, food and beverage servery, wash-up and storage areas, including cafés, restaurants and bars

This fact sheet summarises the requirements of the Food Hygiene Regulations 1974 that apply to your premises. It is essential that this is thoroughly checked prior to commencing building. It is not intended to be a substitute for the requirements in the Food Hygiene Regulations 1974 but it has been prepared to clarify the expectations of the Wellington City Council for compliance before the premises can be registered. Refer to the Food Hygiene Regulations 1974 for the full details of these requirements. Compliance with all relevant requirements of the Food Hygiene Regulations 1974 will be necessary before a Certificate of Registration can be issued and trading can commence.

Floors

Durable, smooth, waterproof, easily cleaned, with a curved cove a minimum of 75mm up the wall. Pencil coving is not appropriate.

Floor drain required in all wet areas, including dish washing (if not ground floor) and fish processing.

Walls

Internal surface light in colour (for light reflection), smooth, dustproof, non-absorbent and able to be readily cleaned without damage to the surface. The minimum height from floor to ceiling is 2.4m.

- Cooking areas – need to be heat resistant also, e.g. stainless steel and aluminium sheet between cooking equipment and vent hood.
- Wash-up areas – walls surrounding sinks and wash hand basins, dishwashers and glasswashers are to be plastic laminated sheeting (or alternative approved surface), 2m from the floor level.
- Storage areas – gloss painted or polyurethaned, stopped and finished Gib or equivalent, or medium density fibre board.

Ceilings

- Smooth, dustproof, non-absorbent, light in colour, that permit thorough and efficient cleaning without damage to the surface – includes supports.
- Any exposed trusses or beams need to be completely enclosed.

Ventilation

- Ventilation must be sufficient to maintain comfortable conditions for people on the premises by preventing air from becoming excessively heated, preventing condensation and excess moisture on floors, walls and ceilings, and removing objectionable odours, fumes and impurities.
- Suitable ventilation is to be provided over all cooking equipment. Ensure that adequate lighting is available under the hood and over all work/cooking surfaces.
- The system is to comprise a hood enclosure, fan of sufficient capacity, grease filters, condensate channels and ducting to remove cooking vapours to the exterior of the premises. The extractor system is to discharge in a manner that will not create a nuisance and is to be constructed of durable materials which will facilitate cleaning. Ensure that adequate access points are provided.

- There are to be no discharges to the air that are noxious, dangerous, offensive or objectionable at or beyond the boundary of the food premises' property. These discharges include odour and dust. To avoid a nuisance situation, the ventilation system discharge point is to be situated at the building's highest point, in an area removed from opening windows and air intake points. Neighbouring doors, windows and air intakes and the property boundary are to be clear of the discharge point by at least 6m.
- The system is to comply with noise levels set out in the District Plan
- An acceptable solution for the ventilation of kitchens is AS1668.2-2002.
- Commissioning results showing compliance must be provided before registration.

Lighting

- Sufficient intensity to enable effective inspection and cleaning of the premises, particularly in the bar areas – lighting intensity should measure 215lux in all preparation and wash-up areas. Dimmer switches may be fitted to provide subdued lighting during trading hours and increased lighting for cleaning.
- Suitable easily cleaned covers.
- Sufficient in the ventilation hoods, the walk-in coolers and freezers.

Customer numbers

Not able to be increased without prior health and building permission as this affects toilet numbers, food storage, kitchen requirements and fire reports.

Staff numbers

The number of staff determines the size of the kitchen, the number of toilets and whether change facilities are required. Any increase in kitchen staff (beyond the numbers you have indicated) will influence these factors.

Kitchen space

Floor space is to be not less than the number of workers multiplied by 3m², or a minimum of 9.5m², whichever is the greater. This space is for food preparation, cooking and cleaning of food utensils and is to be clear of furniture fittings and stored goods.

Lockers and change rooms

Lockers for the storage of clothing and personal belongings of workers and to be provided. They must be located out of preparation areas to avoid contamination and be convenient to the workers.

For more than four staff, changing rooms are needed. If staff of each sex are employed then separate sex changing rooms will be necessary.

Food storage

- Customer self-service food is to be protected by a cabinet, display case, screen or other protective device that can be easily cleaned.
- Every self-service opening shall be designed in such a way to protect food from unnecessary handling by customers. (This requirement is to include sauces or condiments.)
- All readily perishable food that has been cooked is to be maintained at a temperature lower than 4°C, or alternatively more than 60°C except during necessary periods of preparation and service and where the food is displayed for a maximum period of two hours.
- All benches, shelves and rails used or intended to be used for storage of food must be constructed and placed in order to be capable of being readily cleaned. They must have an impervious, smooth finish which is free from imperfections.

Dishwasher/glasswasher

- Required if re-usable plates, crockery, glasses used.
- Automatic detergent dosing system, an accurate thermometer and suitable backflow prevention device are needed.
- 60°C for the wash cycle and 77°C for a minimum of 10 seconds for the rinse cycle. Temperatures are measured inside the washing cabinet.

Water and sewage

If either the water supply or the sewage connection are not town supply, prior health approval is necessary. Backflow prevention will be necessary on new or replacement fittings that connect directly with the water supply – e.g. coffee machines, dishwashers, sausage makers connected by a hose and post-mix machines.

Toilets

- Number required detailed in Acceptable Solution G1 of Building Act 2004.
- Number of customers, including outside seating, is not able to be increased unless sufficient toilet facilities are provided.
- Conveniently located to the customers and workers for whom it is provided (i.e. within your premises or building) but not through any kitchen/bar areas.
- Accessible to both the customers and workers at all times the premises are in use.
- Suitable signage required indicating the availability and location of toilets. If it is your intention to use keys for these facilities, ensure that there are enough keys and that they are conveniently located.
- Toilets/urinals can not be in an area opening directly into a food/beverage/dining area. A lobby area is generally required.
- Doors on both the lobby and each toilet area/compartments need self-closers.
- Each compartment, including lobby, needs to be vented to the exterior.

Wash hand basins

- Required in each bar and kitchen area – in the same room as the work area without accessing through a door.
- To be supplied with piped hot and cold running water at a temperature of between 38°C and 55°C.
- To be installed not greater than 6m from any work station and is to be supplied with soap, nail brush and suitable hand-drying facilities (e.g. disposable paper towels).

Sinks

- Preparation sink – for washing food, connected directly to waste.
- Dishwash sink – for washing dishes, connected to grease trap.
- Cleaner's sink – for emptying/filling buckets used to clean large appliances, floors and toilets.
- All sinks must have a continuous supply of piped hot water the entire time the premises is used.
- The minimum water temperature is 63°C for all sink units and 83°C for dishwashing units.

Grease trap

- A grease trap or other suitable grease pre-treatment facility, of sufficient capacity, is required if there is a likelihood of grease from your operation entering the sewer.
- This will need a Trade Waste Consent under the Wellington City Council Trade Wastes Bylaw 1992.
- The grease trap must be cleaned or treated so that compliance with the Trade Waste Bylaw is achieved and no nuisance is caused (Health Act s29)
- A hot water hose-fitting tap adjacent to the grease trap enables easy cleaning of the surroundings during emptying.
- Any grease trap installed at or below ground level must be installed so that there is no inflow of surface water to the trap.
- Dishwashers must not be installed so as to discharge through the grease trap.
- Grease removers shall be installed so that there is adequate space for removal of a lid or other parts for cleaning and maintenance operations.
- See Grease trap fact sheets at: www.Wellington.govt.nz/services/tradewaste/index.html

Kitchen waste grinder

The installation of a commercial kitchen waste grinder is not permitted in the Wellington city area.

Pest control

- Fly screening of all windows and entrances, self closing doors, properly directed air currents or other suitable control measures are required to keep out birds and flies.
- All joints with plumbing or other fittings must be sealed to prevent entrance or harbourage for rodents.

Yard

Outside yard or working areas drained and paved with an impervious and washable surface area.

Refuse storage

For storage of refuse, both inside the kitchen and awaiting collection, provide suitable washable bins fitted with close-fitting lids. The room or yard is to have smooth and washable surfaces.

Cleaning chemicals

A suitable area for the storage of cleaning chemicals and cleaning equipment to be provided at each site to avoid contamination of food.

Type of business

- Any change in the type of food served or the way the business is operated will require prior health approval. Any change to the layout, particularly plumbing or partitions, will require a building consent.
- Please note only food prepared or cooked in these premises or on an alternative registered premises may be offered for sale.
- For a premises to operate under a registration exemption, the food safety programme must be approved before trading starts. If that approval has not been granted, registration will be required until the programme is approved.


Clearance for opening

Contact an environmental health officer on 499 4444 if you have any queries and to organise final health clearance prior to opening. Inspections during the stages of fit-out of all the affected areas will also be necessary. Please contact when lining is completed for each area and fit-out is commencing.

Appendix II

Application for Licence or Registration

Available from Building Consent and Licensing Services or on-line at:
www.Wellington.govt.nz/services/foodsafety/pdfs/appforlicence.pdf



Application for licence or registration

Building Consents & Licensing Services

Made under the Health Act 1956 and the Regulations and Bylaws pursuant to the Act
Complete all sections

*Send or deliver your application to the: Building Consents & Licensing Services,
 PO Box 2199, 101 Wakefield Street, Wellington. For enquiries, phone 801 3542 or
 email: bcls@wcc.govt.nz.*

Office Use Only

Previous SR

New SR

Wufl No:

Business Details

New business? Yes No Change of occupier Yes No

Street address of premises:

Suburb:

Vehicle registration (only if application is for a mobile premises):

Trading name:

Type of business (for which licence or registration is sought):

Grease trap? Yes No Is it shared? Yes No

Type of grease trap:

Capacity:

Applicant details

Company name / Business owner/s:

Postal address for all correspondence (if different to premises address):

Phone (day) (evening) Fax Email

Other details

Number of staff Number with Food Hygiene Training Certificates (attach copies)

Number of customers (for restaurants, cafes, bars and hairdressers)

Toilet numbers: Urinal stalls Male toilets Female toilets

Unisex Staff only toilets Wheelchair accessible

Starting date (for new business or change of occupier):

Signature of applicant or agent of business / company:

Name (printed): Date:

Contact person if different from above (printed):

FM10096-2

Appendix III

Food safety training suppliers – 2010/11

Institution	Contact person	Accredited	Contact	Email
Assurequality	Rebecca Doubleday	NZQA listing	Phone: 0508 001 122	doubleday@assurequality.com
Food Safety (NZ) Ltd (Various Languages)	Carlinda Roberts	NZQA listing	Phone: 09 826 1920	carlinda@foodsafeco.nz
Hospitality Training Company	James Bennie P O Box 9117 Wellington	NZQA listing	Phone: 027 610 1874	james@hospotrain.com
Innovative Hospitality (workbooks can be provided in other languages)	Bridget Stewart	NZQA listing	Phone: 0800 929 8646 06 367 9756	contact@innovative.ac.nz
Open Polytechnic (Correspondence)	Mike Titov Private Bag 31 914 Lower Hutt	NZQA listing	Phone: 0508 650 200	mike.titov@openpolytechnic.ac.nz
Trade and Commerce Centre Ltd	7–11 Prouse St LEVIN 5510	NZQA listing	Phone: 0800 905 509	mail@tradeandcommerce.co.nz
Tree House	Sacha Lawrence	Auckland NZQA listing	Phone: 0800 50 TREE or 801 5518	info@treehouse.org.nz sachalawrence@treehouse.org.nz
Weltech	Joy Kearns	NZQA listing	Phone: 920 2620	joy.kearns@weltec.ac.nz
Whitireia Community Polytechnic	Lisa Harris-Powell	NZQA listing	Phone: 237 3100 X3159	l.harris-powell@whitireia.ac.nz
The Professional Bar School	Richard Campbell	NZQA listing	Phone: 04 915 7090	Richard@barcourse.co.nz

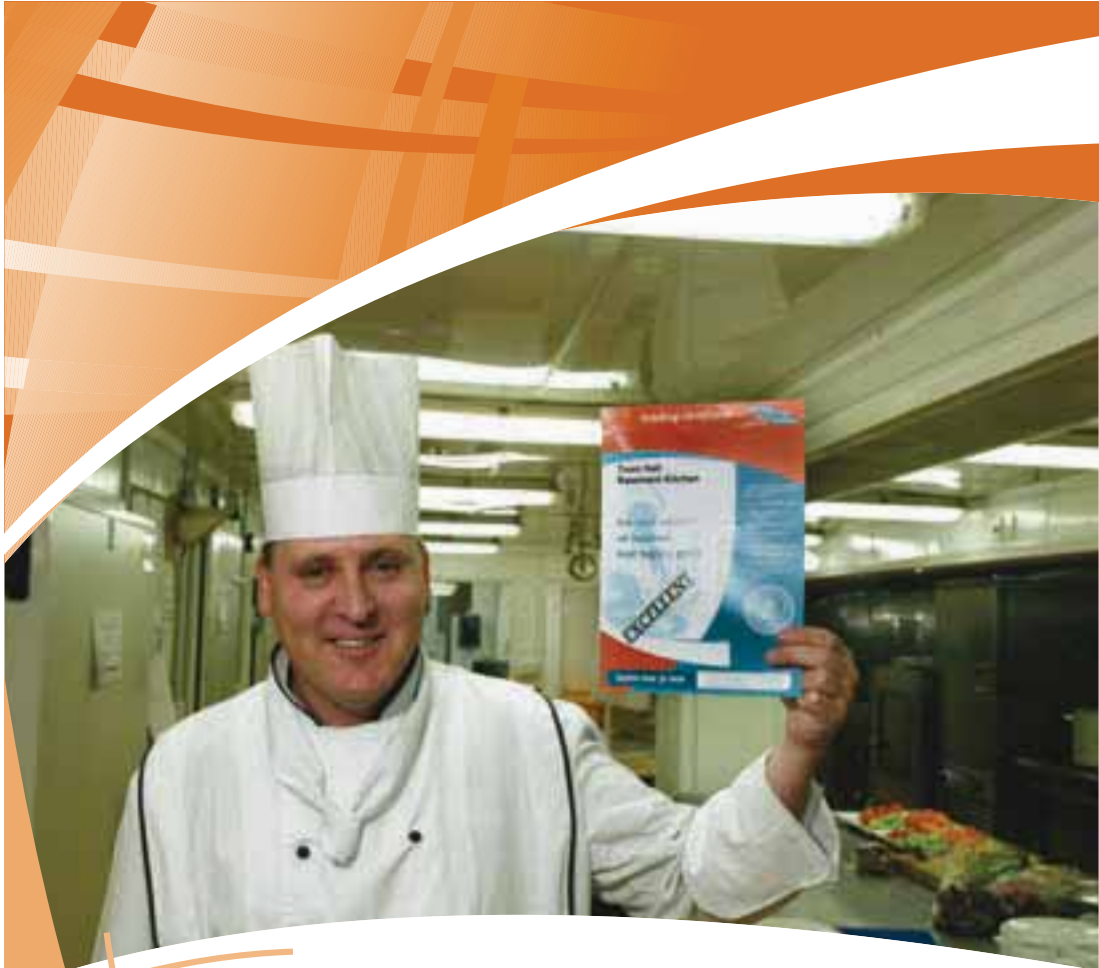
List updated April 2010

Appendix IV

Achieving excellence in food safety pamphlet

For further information visit our web page at:

www.Wellington.govt.nz/services/foodsafety/pdfs/excellentgrade.pdf



*Achieving excellence
in food safety*

Absolutely

POSITIVELY

ME HEKE KI PŌNEKE
WELLINGTON CITY COUNCIL **Wellington**

An excellent dining experience depends on you

Wellington City has a reputation as the café capital of New Zealand.

An integral part of this reputation is the top quality food and premises we have on offer. The Council recognises excellent performance with a certificate of excellence.

We are often asked how an operator can achieve a certificate showing they have achieved excellence in their premises. This brochure shows how you can take steps to work with us to improve the standards in food premises. Legislation is shifting the emphasis to performance-based assessment. You need to demonstrate to us that you have put in place a best practice hygiene regime.

How to get and keep your certificate of excellence

Wellington City Council awards certificates of excellence to food premises that demonstrate high food safety standards.

To receive a certificate of excellence, premises operators need to have:

- staff trained in food hygiene
- an effective cleaning programme
- well-maintained premises
- good personal hygiene practices
- safe food storage and display
- regular temperature checks
- effective pest control
- regularly maintained equipment.

We will assess your performance.

All registered food premises are graded every year. Premises that score highly (in the 17–20 range) during the grading inspection can be eligible for a certificate of excellence. A certificate is issued only to the current operator who, as a result, enjoys a discounted licence fee for the excellence grading. If you sell your business, the new operators will have to earn their own excellent grade.

To keep the excellent grade, a consistently high score (in the 17–20 range) is required. Should the standards drop, the excellent grade will be withdrawn and improved ongoing standards must be demonstrated before it can be reinstated.

Risk Factors

Excellence criteria are used during the assessment within the following risk factors: conduct, premises, cleaning and training. The marks out of five for each risk factor are then totalled. A mark of at least four is necessary for each risk factor and at least one needs to be a five to get a sufficiently high score to achieve excellence.



Hemi Tahu rinsing dishes prior to machine washing.

Temperatures

The temperature that food is stored at is crucial for food safety. Refrigerators should be kept at 4°C or less, freezers -18°C or less and hot food 60°C or more.

Use an accurate thermometer to measure the temperatures inside all refrigeration and heating appliances, ie display units, freezers, pie warmers, bain-maries, etc.

This should be done at least three times a day at regular intervals. Keep a written record of the temperatures, where they were taken, the time they were taken and the date.

Food on display

Chill cold food to 4°C or less and heat hot food to 60°C or more. Food displayed in a refrigerated cabinet allows the storage time to be safely extended and reduces the risk of food being exposed for unknown extended periods at room temperature.

Check regularly that hot food on display is stored at 60°C or more. Bain-marie food needs to be stirred and replaced frequently to keep it at a safe temperature. Do not use the bain-marie to heat food. Both the food and the bain-marie must be hot before used for display.

Hygienic practices

All staff need to wear suitable protective clothing, with hair short, tied back or in nets/hats. A 'sickness' policy is essential to ensure staff do not work when they are sick.

Frequent hand washing needs to be part of every staff member's routine. New staff need to have high risk steps in the processing of food explained, to make sure that hand washing is used to break the chain of infection. Hand washing equipment (soap, suitable towels, nailbrush, water 38–55°C) must be accessible at all times and hand washing technique needs to be demonstrated/supervised to ensure effective control.

Cleaning schedule

You need to provide a cleaning schedule describing the method of cleaning, the cleaning materials that will be used, how often it will be done and who is responsible. Suitable storage facilities for cleaning materials, separate from all food and food equipment/packaging, are essential.

Completion of duties should be visually checked, dated and signed off daily by management. Keep a written record for future reference.

Sanitisers must be used on all food preparation surfaces and equipment, on at least a daily basis. Instruction on use and frequency should be included in the cleaning schedule.



Charles Chia checking refrigerated food – readily perishable food needs to be at 4°C or less.

Keep all food covered to protect it from sneezes, coughs, dust and insects.

Hot water temperature

The temperature of the hot water at all kitchen sinks must be at least 63°C, throughout the day's operation. Use an accurate thermometer to check this at least once a month.

Include these results on your cleaning plan.

Dishwashers and glasswashers

Dishwashers should wash at a minimum temperature of 60°C and rinse at a minimum of 77°C, for at least 10 seconds.

Dishwashers and glasswashers must have automatic detergent pumps and dish racks or trays that are not rusty or chipped.

The machines must operate at the above temperatures at all times.

Service the machines twice a year, regularly check that the rinse cycle is working and check the condition of the trays. Keep a record of maintenance and servicing.



Hemi Tahu checking the dishwasher to ensure it reaches minimum required temperatures.



Melinda Sando showing ways to reduce risks when preparing and serving food to customers.



Hemi Tahu and Randy Lo discussing a cleaning schedule check.

Food hygiene training

Enrol the manager and at least 50% of the kitchen staff in a course that covers basic food hygiene training. Keep copies of the certificates on site.

Pest control

Proactive pest control is essential to ensure that any chance infestation can be rapidly controlled. All records of treatments need to be kept on the premises. Records need to include information about conditions observed by the pest control operator and nature of treatments carried out.

Maintenance

Routine maintenance ensures that your premises and equipment are performing at their best when you need them. Pest control is more easily achieved in premises "without gaps". Records of maintenance, particularly on machinery, ensure that an efficient maintenance programme can be followed.

Identifying risks in food processing

It is important that the food processes used in your premises are assessed and monitored. Any areas where there is a risk that can be controlled need to be documented and all staff made aware of steps to be taken to control or minimise risks. Development of a programme to manage risks heightens the awareness of staff to those risks and is an important step in ensuring food safety.

If you have any queries or would like more information you can:

- contact your Environmental Health Officer on 499 4444
- email us at bcls@wcc.govt.nz
- visit our website, www.Wellington.govt.nz
- come in and see us at 101 Wakefield Street, Wellington.

Wellington City Council wishes to thank Eurest NZ Ltd, Monsoon Poon, Kwiksax, Stella and Food Safety Works for their assistance in preparing this publication.

Front cover: Lance Keating displaying his new certificate of excellence.



Chris Finlayson dosing an actimatic grease converter down the kitchen sink.

PDW/C60/062

Appendix V

Grease trap pamphlet and fact sheets

For further information about the maintenance and operation of grease traps visit our web pages at:

www.Wellington.govt.nz/services/tradewaste/pdfs/greasetraps.pdf



Fats, oils and your food business

Absolutely
POSITIVELY
ME HEKE HI PŌHĀKE
WELLINGTON CITY COUNCIL **Wellington**

Grease traps

Working with fats and oils

Fats and oils are an important part of your food business. They are used as ingredients in a large number of products and in cooking such as deep frying. They are also produced in cooking methods like rotisserie and grilling. Fats and oils left on plates, cutlery and cooking utensils are washed into the drains during cleaning.

Disposing properly of used fats and oils is very important. If you don't, they can cause expensive problems later. Fats will become solid and eventually block your pipes requiring a plumber to clear. This can also happen to the Council's pipes and pumping stations and at the sewage treatment plant at Mōa Point.

To stop blockages Wellington City Council requires that you have a system installed to remove the fats and oils from your waste water. These systems are often referred to as 'grease traps'.

There are two different types of grease trap. Each has its own installation and maintenance requirements. You will also require formal consent from the Council to operate your grease trap. This consent will outline the things you need to do to make sure your grease trap is working well.

Types of grease traps

Passive grease trap

These are normally found outside your premises. Located in the ground, they are often covered by metal plates. Passive grease traps work by cooling down the waste water causing the fats and oils to float to the surface of the water. Other solid material, such as food scraps, sinks to the bottom of the grease trap.

The fat on top and the solids on the bottom of the grease trap need to be removed regularly. This is done by sucking up the entire contents of the trap. At the same time the inside of your grease trap should be hosed down to clean the sides.

After cleaning, the grease trap must be filled with cold water so it is ready to work again. Cleaning the trap should be done regularly – once a month is usually alright but it will depend on your type of business and how much fat is going into the grease trap.



Passive grease traps cool down waste water so fats and oils float to the top.

You need to maintain a cleaning record for your grease trap. This should be kept on your property and shown to an Environmental Health Officer or Trade Waste Officer if requested during an inspection.

There are five companies licensed by the Council to clean grease traps in Wellington. You can find them in the Yellow Pages under Waste Disposal.

For more information, contact us for a copy of our fact sheet:

Passive grease traps.

Mechanical grease separators

Mechanical grease separators are also often found under a bench inside the kitchen. They work by skimming liquid fat from the surface of the waste water inside the separator. A heater inside the separator ensures the fats and oils form balls which are collected by the skimming wheel. The fats and oils are drained into a container on the side of the separator.

The fats and oils can then be collected along with other used fats and oils for recycling. This container should be emptied every day.

For more information, contact us for a copy of our fact sheet:

Grease separators



Good housekeeping

You can reduce the amount of cleaning and maintenance on your grease trap by following some good housekeeping practices.

Good housekeeping includes:

- scraping plates and cooking utensils into rubbish or recycling bins before washing
- disposing of waste fats and oils (such as from the deep fryer) separately (never put this down the drain)
- using minimal fat and oil for cooking
- recycling fats and oils
- dry sweeping before hosing down floors.

There are a number of businesses that will recycle the fats and oils that you can no longer use. Look under Waste Disposal in the Yellow Pages.

Regular cleaning and maintenance are essential for maintaining your grease trap whatever type it is. Environmental Health Officers and Trade Waste Officers will visit you to make sure you are operating your grease trap properly.

Legal requirements

- Wellington City Trade Wastes Bylaw
- New Zealand Building Code G13 – Foul Water
- New Zealand Building Code G14 – Industrial Liquid Waste

Contact details

For more information, contact the Wellington City Council Trade Waste Officer on 499 4444 or visit us online at www.Wellington.govt.nz

Mechanical grease separators skim liquid fat from the surface of the waste water inside the separator.



Passive Grease Trap Fact Sheet

How does it work?

A passive grease trap is often found in the ground outside a kitchen's back door. It may be made up of two or three sections and is filled with cold water. The cold water in the trap cools down any hot waste water going into it. The fats and oils in the water solidify and float because they are lighter than water. Any solid material washed into the grease trap sinks to the bottom, forming sediment. The sections, called chambers, are separated by baffles. This increases the amount of separation of the grease by reducing movement in the chambers. The amount of grease and oil decreases from the first chamber to the last, allowing more and more grease to separate. Inspection points on the outside of both sides of the grease trap allow sampling to measure how well it works.

Tight fitting lids stop rainwater from getting into the grease trap. Raising the top of the grease trap above the surrounding ground or putting a raised lip around it also prevents rainwater from getting in.

Maintenance

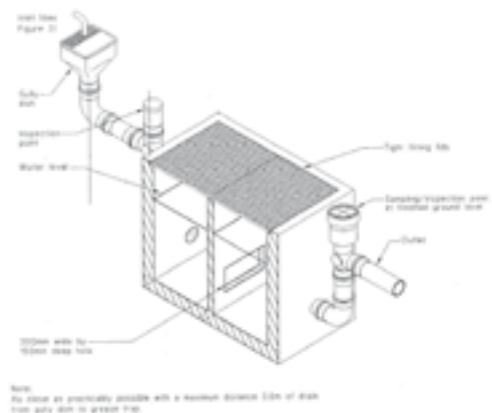
Maintenance of a passive grease trap involves removing both the layer of fat from the top and the sediment from the bottom of the grease trap. This involves sucking out the entire contents of the grease trap. Any remaining fats on the sides of the grease trap are then removed by scraping and hosing down. Any water or wastes produced from cleaning the walls must also be sucked out. The final important step is to refill the grease trap with cold water so it can immediately get back to work separating fats from the waste water. You must provide a cold water tap close to your grease trap to enable this to be done. Emptying is required on a regular basis. Once a month is often enough but it will depend on the type of business you operate, the size of your grease trap, and how much fat or oil is going into it. Your cleaning contractor or the Trade Waste Officer will be able to give you advice.

You must use a contractor licensed by the Council to empty your grease trap. These can be found under the Waste Disposal section in the Yellow Pages. They can offer a cleaning contract which will include regular maintenance. This will allow you to run your business without having to worry about your grease trap.

Inspections

An Environmental Health Officer or a Trade Waste Officer will visit you to ensure you are operating and maintaining your grease trap properly. They will inspect the condition of your grease trap and may ask questions about how it is used. You must keep records at your premises of how often it is cleaned. This is to show the inspector when they ask.

A sampling and inspection point must be installed on the outlet of your grease trap. This will allow the Council to check that the waste water going into the sewer from your grease trap is acceptable under the trade waste bylaw.



For further information, please contact the Trade Waste Officer at Wellington City Council on 499 4444 or visit us online at www.Wellington.govt.nz

Mechanical Grease Separator Fact Sheet

How does it work?

A mechanical grease separator works by first passing the waste water through a strainer basket to remove any solids. The fats and oils are then separated using a specially coated wheel. The fat and oil is able to stick to the wheel as it spins through the waste water. As the wheel moves around it leaves the surface of the water where a wiper blade scrapes the fat and oil from the surface of the wheel. The fat and oil is collected in a channel which pours it into a bottle or container on the side of the machine. The bottle can be removed to empty the used fats and oils. A heater makes sure the fats and oils are liquid during this process to aid separation and transfer.

Maintenance

Mechanical Grease Separators require regular maintenance for good operation.

Every day:

- Empty the strainer basket into the rubbish bin. Rinse strainer before replacing.
- Empty fats and oils collection container into recycling bins.

Once a week:

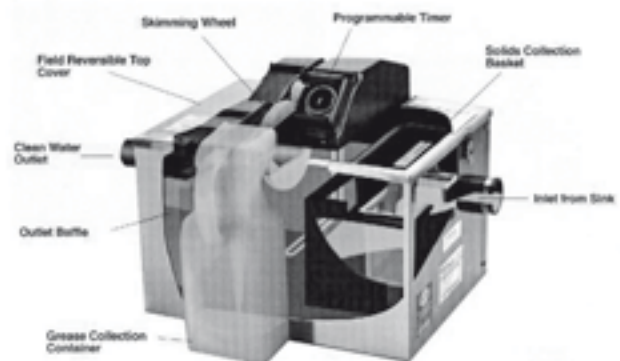
- Open the cover and clean the wiper blades and grease outlet trough.
- Check the timer is set properly – 15 minutes minimum, 1 hour maximum.

Once a month:

- Clean any sediment from the bottom of the main tank.

Inspections

An Environmental Health Officer or a Trade Waste Officer will visit you to ensure you are operating and maintaining your grease separator properly. They will inspect the condition of your grease separator and may ask questions about how it is used. You must keep records at your premises of how often it is cleaned. This is to show the inspector when they ask.



Cutaway Drawing of BIG DIPPER® W-200-ES

For further information, please contact the Trade Waste Officer at Wellington City Council on 499 4444 or visit us online at www.Wellington.govt.nz

PPW/C/579/80

TEMPLATES

Premises checklist

Below is a checklist for your premises and the equipment and appliances within to ensure the premises is kept in a well-maintained state.

To be completed on a weekly basis with the results recorded.

Date: _____ By: _____

Foodservice operation area – design and materials	Yes	No	Comment
<p>Materials used and the design of the kitchen influence product safety.</p> <p>Floors:</p> <ul style="list-style-type: none"> • All floors must be adequately drained, smooth, impervious and easy to clean. • All joints should be sealed. • If expansion joints are not sealed, extra care must be taken with cleaning. • Floor coverings selected to facilitate floor washing. <p>Walls:</p> <ul style="list-style-type: none"> • Walls must be smooth, impervious and easy to clean with sealed joints. <p>Ceilings:</p> <ul style="list-style-type: none"> • Ceilings should be smooth, impervious and easy to clean. • Ceilings should be cleaned regularly • Fly exterminators are sited away from food preparation benches. <p>Lights:</p> <ul style="list-style-type: none"> • Lights fittings in the kitchen must be covered. Flush-fitting light units are recommended, or alternatively they should be fitted with encapsulators over fluorescent tubes. • The level of lighting should be appropriate to the task. <p>Windows:</p> <ul style="list-style-type: none"> • Insect screens should be fitted to opening windows and should be cleaned before dust builds up. 			

<p>Doors:</p> <ul style="list-style-type: none"> • Load-in/load-out doors should be self-closing or fitted with plastic thermal strip curtains or air curtains in good condition. • If load-in/load-out doors are not self-closing or fitted with plastic thermal strip curtains or air curtains, there must be procedures controlling the physical closing of doors (to prevent pest entry). • All external staff access doors and doors into critical areas, e.g. final food preparation area, should be self-closing. • If this is not practical, there must be procedures controlling the physical closing of these doors. <p>Drains:</p> <ul style="list-style-type: none"> • Drains must be fitted with traps/screens/grilles to prevent food entering the drainage system. • There must not be gully traps in food preparation areas. <p>Staff toilet and facilities:</p> <ul style="list-style-type: none"> • Are cleaned on a regular basis. • The person cleaning the toilet must avoid contact with all food. <p>Patrons' toilet:</p> <ul style="list-style-type: none"> • These must be accessible via the dining area. Guests are not permitted in the kitchen. <p>Air quality:</p> <ul style="list-style-type: none"> • Air conditioning and/or ventilation must be appropriate to the business. <p>Loading dock:</p> <ul style="list-style-type: none"> • There should be suitable precautions to prevent dirt or contamination coming into the kitchen from people, goods or containers. <p>Rural water:</p> <ul style="list-style-type: none"> • There should be appropriate collection, storage, treatment of water supplies. Regular independent verification of the water quality will be required. <p>Dining area:</p> <ul style="list-style-type: none"> • Should be clean and tidy • Table setting policy, including glasses, tablecloths, and cutlery, should be adhered to. No touching with bare hands parts which customer eat/drink off. 			
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<p>Benches:</p> <ul style="list-style-type: none"> • Tables not wooden, no cracks. <p>Stoves/ovens:</p> <ul style="list-style-type: none"> • In good repair. • Pipe-work maintained. <p>Filters, hoods, exhaust fans, ducts:</p> <ul style="list-style-type: none"> • In good repair. • Regular maintenance and cleaning carried out. <p>Electrical fixtures, wiring:</p> <ul style="list-style-type: none"> • In good repair. • Appropriate firefighting extinguishers provided and maintained. <p>Refuse bins and buckets:</p> <ul style="list-style-type: none"> • In good repair. • Fitted with close-fitting vermin-proof lids. • Emptied and cleaned regularly. <p>Deep freeze:</p> <ul style="list-style-type: none"> • No cracks inside or out. <p>Storage area:</p> <ul style="list-style-type: none"> • No broken shelves. • No chipped paint work. 			
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Record of maintenance and services carried out on equipment and appliances

Add additional equipment as required.

Item	Maintenance carried out or required	Contractor	Date
Electrical appliances			
Scales/thermometer calibration			
Steamer			
Pest control			
Dishwasher/ glasswashers			
Cleaning contractor			
Painting			
Ventilation			
Deep fat fryer			
Grease trap			
Electroblitz			

Food service cleaning checklist

A visual check or audit should be carried out two to three times a week, with this checklist completed monthly. It is recommended that different staff carry out this audit to provide fresh eyes. Add additional areas as required.

Author: _____ Date: _____

Kitchen food preparation area	Yes / No	Action taken and comments
1. General appearance – clean, orderly, well arranged, unused equipment stored or discarded, free from odour.		
2. Cooking utensils – items not in use clean, well arranged, in good condition. Soiled utensils neatly stacked at pot sink. Racks and hooks clean.		
3. Work tables – clean. Drawers clean, neatly arranged.		
4. Floors – clean, free of litter. Spilled food wiped up – clean-up scheduled.		
5. Stoves, grills, surrounding cooking area – free of burnt food or grease, drop pans cleaned at end of day.		
6. Bake oven – clean, free of spilled food. Interior free of burnt food.		
7. Meat grinders, slicers, food choppers, processors, mixers, potato peeler and chipper – regular clean-up scheduled, disassembled and completely cleaned, operating correctly.		
8. Steam cookers – Mixing vat – clean inside and out, delimed when necessary.		
9. Deep fat fryers – clean inside and out. Waste fat disposed of correctly.		
10. Filters, hoods, exhaust fans, ducts, and drip pans – clean, unclogged. Fans working effectively.		
11. Steam tables – clean outside, free of lime scale inside.		
12. Coffee urns/machines – flushed out, delimed, polished, cloth filters rinsed in cold water after use.		
13. Can openers – clean, free of metal particles, sharpened.		
14. Dish/glasswasher – emptied after each meal; kept clean, delimed, arms and nozzles free of debris and operational.		

Weekly cleaning programme

Premises name: _____

Week ending: _____

Item to be cleaned	Cleaning product	Cleaning method	Frequency and person responsible	Completed <i>(Tick off as required)</i>
Floors	Floor degreaser in hot water.	Bucket and mop. Sweep where necessary first.	(Daily)	Monday Tuesday Wednesday Thursday Friday Saturday Sunday
Kitchen walls	Combined cleanser/sanitiser.	Spray and wipe over with cloth rinsed in hot water.	(Daily)	Monday Tuesday Wednesday Thursday Friday Saturday Sunday
Preparation benches	Hot water and detergent. Antibacterial kitchen sanitiser or combined cleanser/sanitiser.	Wash down with water and detergent and sanitise with antibacterial spray. Rinse off with clean cloth and hot water.	(Daily)	Monday Tuesday Wednesday Thursday Friday Saturday Sunday
Food display units	As per preparation benches.	As per preparation benches.	(Daily)	Monday Tuesday Wednesday Thursday Friday Saturday Sunday
Frying area	Hot water and detergent. Antibacterial kitchen sanitiser or clear meths or combined cleanser/sanitiser.	Wash down with water and detergent and sanitise with antibacterial spray. Rinse off with clean cloth and hot water.	(Daily)	Monday Tuesday Wednesday Thursday Friday Saturday Sunday

Item to be cleaned	Cleaning product	Cleaning method	Frequency and person responsible	Completed <i>(Tick off as required)</i>
Cutting boards	Hot water and detergent. Bleach.	Scrub down with brush, hot water and detergent. Soak in diluted solution of bleach. Rinse off and stand to dry.	(Daily)	Monday Tuesday Wednesday Thursday Friday Saturday Sunday
Bacon slicer	Hot water and detergent. Antibacterial kitchen sanitiser or clear meths.	Wash down with water and detergent and sanitise with antibacterial spray. Rinse off with clean cloth and hot water to remove residue.	After use, between raw and cooked food and end of day.	Monday Tuesday Wednesday Thursday Friday Saturday
Cooler and fridges	Hot water and detergent. Antibacterial sanitiser.	Wash down with water and detergent and sanitise with antibacterial spray. Wipe off with clean towel.	Monthly or as required.	
Walls and ceilings (non-prep areas)	Cleanser or combined cleanser/sanitiser.	Spray and wipe over with cloth rinsed in hot water.	Monthly or as required.	
Shelves and cupboards	As above.	As above.	As above	
Dry goods store	Vacuum and as above.	As above.	As above.	
Yard area	Hot water and degreaser on paved surfaces.	Sweep and wash down. Do not wash to stormwater.	As required.	
Refuse bins	Hot water and detergent. Bleach.	Scrub down with brush, hot water and detergent. Soak in diluted solution of bleach. Rinse off and stand to dry.	As required.	

Note: Add other duties as required. Above is a guide only. Substitute your own cleaning materials as required.

Temperature checks

Date measured	Appliance	Temperature recorded	Acceptable range
	Coolroom		1°C to 4°C
	Small chest freezer		-18°C to -22°C
	Large freezer		-18°C to -22°C
	Vertical freezer		-18°C to -22°C
	Servery refrigerator		1°C to 4°C
	Pie warmer		60°C +

Note: Add equipment such as bain-marie as required.

Receiving food checklist

To be completed: (State frequency) _____

Item	Delivery (date/time)	Condition/ temperature	Action taken (if any)	Initial

Optimum temperatures:

Frozen = -18°C

Meat = 2 to 4°C

Dairy = 2 to 4°C

Seafood = 2 to 4°C

Temperatures where product not accepted or returned to supplier:

Meat = 7°C

Seafood = 7°C

Stock rotation checklist

To be completed on two to three items weekly or state frequency _____

Date: _____ Checked by: _____

Product name:	Yes/No	N/A	Comment	Initial
Labelled				
Dated				
Stock rotation evident				
Opened stock in lidded and appropriate container, not original tin can				
No topping up of food				
Storage area is clean				
Expired food rejected				

Product name:	Yes/No	N/A	Comment	Initial
Labelled				
Dated				
Stock rotation evident				
Opened stock in lidded and appropriate container, not original tin can				
No topping up of food				
Storage area is clean				
Expired food rejected				

Comments/action e.g. stock discarded: _____

GUIDELINES

Guidelines for storing food in the refrigerator

Food		Recommended storage times
<i>Meat - fresh</i> Store in the coldest part of the refrigerator. Place fresh meat in a container, cover loosely and store below cooked meat.	Mince, roasts	2 days
<i>Meat - cooked</i> This should be stored above fresh meats. Place in a container, cover loosely and store above raw meat.	Roasts	3-4 days
<i>Chicken pieces - fresh</i> Place in a container, cover loosely and store below cooked meat.		1-2 days
<i>Fish</i> Store in the coldest part of the refrigerator. Place in a container, loosely covered with plastic wrap.		2 days
<i>Pre-cooked food leftovers</i> Cool quickly, place in container, label and cover.	Eggs, fish dishes, meat dishes	1 day 1-2 days
<i>Dairy food and eggs</i> Most pre-packaged dairy food and eggs have a 'use by' date. Store in the refrigerator and use them within the recommended time.	Use by the 'use by' date	
<i>Cheese</i> Store in vacuum packaging. Once this is open remove the cheese and wrap in plastic wrap or foil or store in an airtight container in the refrigerator.		3 weeks
<i>Butter</i> Store butter in the refrigerator.		2 weeks
<i>Margarine</i> Store margarine in the refrigerator.		6 weeks

Store raw food below or away from cooked food.

Discard foods when expired.

Recommended storage times if stored in original undamaged and unopened packaging

Type of food	Storage conditions	Shelf life
Canned meat	25°C or lower	4 years
Frozen beef and lamb	-18°C or less	10–12 months
Frozen chicken	-18°C or less	12 months
Frozen pork	-18°C or less	6 months
Vacuum packed bacon, ham sausages etc	4°C or less	3–4 weeks (see use by date)
Fresh meat	2°C	2–3 days
Fresh chicken	4°C or less	1–2 days
Cooked meat	4°C or less	3–4 days
Fresh fish	2°C	2–3 days
Fresh shellfish	4°C or less	1–3 days
Frozen fish and shellfish	-18°C or less	3–6 months
Pre-cooked leftovers	4°C or less	1–2 days
Dairy food	4°C or less	See use by date
Cheeses	4°C or less	1–4 weeks
Salted butter	4°C or less	6–8 weeks
Yoghurt, sour cream etc.	4°C or less	1–4 weeks
Margarine	4°C or less	6 weeks

Cooling guidelines for cooked foods



It is very important to cool cooked or partially cooked foods rapidly. If opportunity for bacterial growth is given then heat-stable spores or toxins may be produced which **will not be eliminated** during further cooking.

Bacteria such as *Clostridium perfringens* and *Bacillus cereus* will multiply most rapidly in the 26°C–55°C range therefore cooling between these temperatures must be as rapid as possible. Aim for 90 minutes or less in this temperature range.

Tips to speed up cooling process

- increase surface area by placing in shallow (no more than 10cm deep) trays
- stir the food regularly.

Now run a trial

You will need a temperature probe (measuring °C) and a timer.



1. Measure room temperature and record.
2. Take the cooked food off the heat and place in selected cooling tray, measure its temperature (temperature 1) and record.
3. Start the timer.
4. Monitor the temperature of the food, stirring it regularly. When it reaches 55°C record how much time has passed (time 2).
5. Reset the timer to zero and restart. You now have a maximum of 90 minutes cooling time to get the food to room temperature.
6. Monitor the temperature of the food at 60, 75 and 90 minutes. Record each temperature.
7. Transfer to the chiller and chill to 4°C or less. Note, the food may cool to room temperature before 90 minutes. If this happens record the time (time 5) and transfer it to the chiller.

Remember to cool in shallow trays and stir regularly.

Trial results sheet

Food cooled = _____

Room temperature = _____ °C

Temperature 1 = _____ °C

Time 1 = 0 minutes

Temperature 2 = _____ 55°C

Time 2 = _____ minutes

Temperature 3 = _____ °C

Time 3 = 60 minutes

Temperature 4 = _____ °C

Time 4 = 75 minutes

Temperature 5 = _____ °C

Time 5 = 90 minutes

Time 2 + Time 5 = _____ minutes

Add together time 2 and time 5. Next time you are cooling the same food under the same conditions this is the total cooling time you have to get it from temperature 1 down to temperature 5.