

This fact sheet summarises the requirements of the Food Act 2001 and Food Safety Standards (Chapter 3 Food Standards Code) and will tell you how to meet your obligations and how you can get more information or help with your questions.

## Before the day

As well as registering with the event organiser you must notify Eastern Health Authority of your intentions to sell food on the day by completing a temporary event food notification form. A temporary event notification for both event organisers and individual food stall holders is attached with this fact sheet.

If you have a mobile food vehicle or cart, a food business notification form must be submitted to the Council or Authority where the vehicle is housed. If food is being stored or prepared at home, a food business notification form must also be submitted to the Council or Authority where the property is located, as well as the event.

## Protection from Contamination

Food must be stored and displayed in a manner that it is protected from contamination. Suggestions include:

- Ensuring food items are wrapped with food grade material (cling wrap, al foil etc) or stored in containers with a tightly sealed lid and ideally stored off the ground;
- Ensure raw foods are stored below and separate from ready to eat foods; and
- Food on display must be protected from potential contamination with a physical cover.

Used shopping bags, newspaper, cardboard boxes or damaged/unclean containers are not suitable for the storage of food.

## Cross Contamination

Cross contamination can occur when bacteria is transferred onto food from hands, utensils, equipment and other food. It is important to remember and practice the following:

- Regular hand washing – remember to wash hands with water and soap and dry hands using paper towel;
- If wearing gloves don't forget to change them regularly. Wash your hands before you put on gloves;
- Use separate utensils (knives, tongs, cutting boards etc) for raw and ready to eat food;
- Clean and sanitise utensils such as tongs, knives and chopping boards in between handling raw and cooked foods;
- Regularly clean and sanitise food contact surfaces such as benches;
- Minimise hand contact with ready to eat foods. Try to use utensils as much as possible.

## Cooking and Reheating

Cooking is an effective way to kill dangerous microorganisms in food, but the food must be cooked to a temperature high enough to destroy most bacteria and viruses. Ensure the temperature of food during cooking reaches a minimum of 75°C. Stuffed meats, mince, sausages, patties, kebabs and whole poultry should be cooked right through to the centre (until their juices run clear) as bacteria are distributed throughout these foods.

Ensure food is rapidly reheated (e.g. stove top or microwave) before placing in a hot holding device such as a bain marie and is hot held above 60°C. A probe thermometer **must** be available to regularly check the temperature of food.

## Waste Disposal

Waste water must be disposed of into the sewage system. Waste water must not be disposed of into the stormwater system or onto the ground. If access to the sewage system is not available, temporary onsite holding tanks must be used. Bins in food preparation areas must be located where they are not likely to contaminate food.

## Cleaning and Sanitising

If cleaning and sanitising of equipment or eating and drinking utensils (e.g. knives/forks) is necessary, you will require double bowl sinks with a supply of hot water and detergent. After equipment has been cleaned and rinsed, a chemical sanitiser must be applied.

### Don't forget!

- ✓ Hand washing facilities
- ✓ Soap and paper towel
- ✓ Probe thermometer
- ✓ Extra set of utensils
- ✓ Spray sanitiser
- ✓ Rubbish bins
- ✓ Benches
- ✓ Cold storage (e.g. Eskies/portable fridge)
- ✓ Protective covering for food on display



Alternatively, if a dishwasher is available at home or at the business, equipment and eating and drinking utensils can be stored in a plastic container and passed through the dishwasher after the event. In this situation, extra sets of clean utensils are required. A spray bottle of chemical sanitiser is required for sanitising benches and other equipment during the event.

## Temperature Control

All potentially hazardous food must be stored under temperature control. Potentially hazardous food includes cooked meat and seafood, prepared fruits and vegetables, dairy, cooked rice or pasta. Bacteria can grow quickly in potentially hazardous food, therefore it must be stored under temperature control. This means:

**Hot food should be kept at or above 60°C**

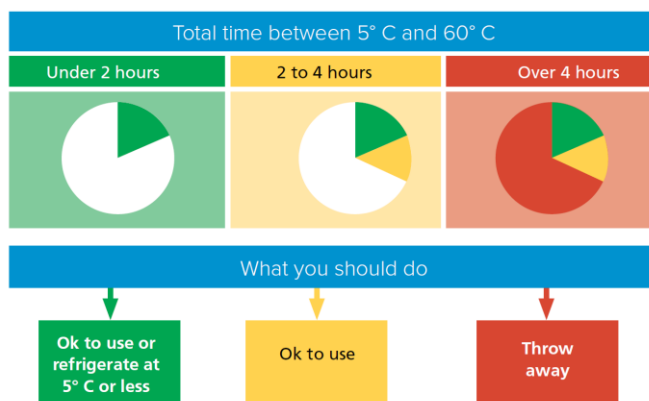
**Cold food should be kept at or below 5°C**

**Frozen food should be frozen hard**

When refrigeration is not available potentially hazardous food can be kept cold during storage or transportation by using portable car fridges and insulated cool boxes or eskies with plenty of ice.

The 2 hour/4 Hour rule is a time limit that applies to potentially hazardous food when stored, prepared or displayed in the 'temperature danger zone' which is between **5°C- 60°C**.

The total time in the temperature danger zone includes the time during delivery, preparation and transportation.



## Hand washing facilities

It is compulsory that you have facilities to wash your hands if unpackaged food is prepared or handled. If operating from a temporary stall, you may use a sealed container with an outlet, filled with potable water and a bucket to collect the wastewater. Liquid soap and single use (paper towels) must also be supplied.

Hand washing plays a significant role in preventing cross contamination. Food handlers must wash their hands before handling food, after smoking, touching face, hair, cuts, sores, toilet, immediately *before* handling ready-to-eat food and *after* handling raw food.

Alcohol-based gels do not replace the need for proper hand washing.

The hand wash station should be one of the first things you set up on the day and must be accessible at all times. If you do not have an adequate hand washing station, you may not be able to operate on the day.

## Health and Hygiene of Food Handlers

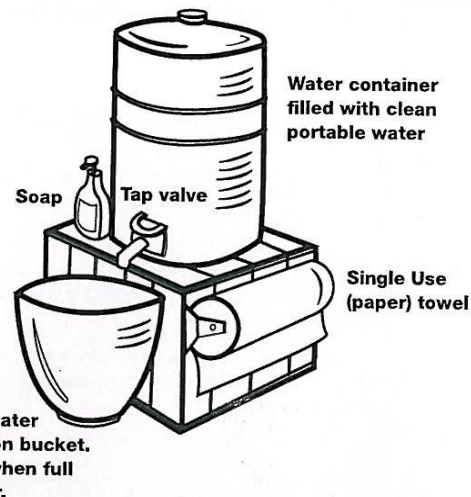
Food handlers must not handle food if they are suffering from vomiting, diarrhea, stomach cramps or a food-borne illness. Any cuts should be covered with a brightly covered band-aid and a glove should be worn over the top to prevent the band-aid falling into food.

Clean outer clothing must be worn whilst handling food. Aprons and other protective clothing should be removed when leaving food preparation areas to use the toilet or go on a break. Fingernails should be clean and short and no nail polish should be worn. Long hair must be tied back and jewelry kept to a minimum.

## Inspections and Fees

An Environmental Health Officer may attend the event and inspect stalls and other areas that are used for the storage, preparation and sale of food. Fees for special events are applied according to the Inspection Fee Policy.

If you have any questions, feel free to contact an Environmental Health Officer on 8132 3600.



## TEMPORARY EVENT FOOD NOTIFICATION FORM EVENT ORGANISER

### Event Details

Name of Event: \_\_\_\_\_

Event Location: \_\_\_\_\_

Date of Event: \_\_\_\_\_

Time of Event:                      set up:                      start time:                      finish time:

Number of food outlets at event (include stalls, mobile vans and those operating from permanent premises):

temporary stalls:                      mobile food vans:                      permanent premises:

***\*\*please ensure all food outlets complete the individual food outlet notification form\*\****

### Company Details

Name of company or body responsible for the event:

\_\_\_\_\_

Street Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Contact:                      Business telephone:                      Fax number:

Email:

### Event Organiser Details

Contact name: \_\_\_\_\_

Mailing address: \_\_\_\_\_

Contact:                      Business telephone:                      After hours telephone:

Mobile phone:                      Fax number:

E-mail:

***\*\*Please return the completed form to Eastern Health Authority 4 weeks prior to the event. It is requested that event organisers collect the individual food notification forms and send them through at least 1 week before the event date. \*\****

## TEMPORARY EVENT FOOD NOTIFICATION FORM INDIVIDUAL FOOD OUTLET

### Event Details

Name of Event: \_\_\_\_\_ Date(s) of event: \_\_\_\_\_

Location of Event: \_\_\_\_\_

Proprietor's Name (Person(s) or Company 'Pty Ltd'): \_\_\_\_\_

Business or trading name: \_\_\_\_\_

Proprietor's Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Mobile: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_ ABN: \_\_\_\_\_

### Food Stall Details

*Please provide a short description of the business and the food being sold*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- |   |  |
|---|--|
| <input type="checkbox"/> Refrigeration/Cold storage | <input type="checkbox"/> Hand washing facilities with soap and paper towel |
| <input type="checkbox"/> Cooking equipment          | <input type="checkbox"/> Food grade sanitiser                              |
| <input type="checkbox"/> Sinks/Washing facilities   | <input type="checkbox"/> Probe Thermometer                                 |
| <input type="checkbox"/> Other _____                |  |

### Declaration

I (PRINT NAME) ..... being the proprietor of the above premises/ site, consent to the disclosure ..... (NAME OF EVENT ORGANISER), of all information or publication of documents relating to the premises / site which may be revealed or obtained as a result of an inspection conducted in relation to the Food Act 2001 during the ..... (NAME OF EVENT) by authorised officers of the Eastern Health Authority.

Signed (Proprietor): \_\_\_\_\_ Date:     /     /20

*Submit this form to the Event Organiser or Eastern Health Authority.*