

FOOD SAFETY (GENERAL FOOD HYGIENE) REGULATIONS 1995

These regulations cover general requirements for the design, construction and operation of food premises. **Words typed in bold text are legal requirements.**

DESIGN AND CONSTRUCTION.

The premises must be designed to allow food to be prepared safely with minimal risk of cross contamination. The design must allow for adequate cleaning and/or disinfection. The kitchen should be at least one third of the size of the dining area and planned so that work flows progressively from delivery of goods to service of the food.

Try and separate “dirty” work such as washing/preparing raw food and washing up, away from preparation of ready to eat foods. Separation can be achieved by allocating separate areas or worksurfaces. This will depend on the size of your proposed operation.

Floors

Floors must be easy to clean. Impervious, non absorbent, non-slip, washable surfaces must be provided. All joints should be sealed or welded and it is recommended coved skirtings are provided at floor/wall junctions.

E.g. Slip resistant quarry tiles or slip resistant heavy duty sheet vinyl is acceptable.

Walls

Walls must be easy to clean. Impervious, non absorbent, washable and smooth surfaces must be provided. The type of surface should be considered, particularly where hot equipment is positioned or where splashing is likely to occur.

E.g. ceramic tiles, stainless steel, anodised aluminium and PVC sheeting with welded joints are acceptable.

Ceilings

Ceilings must prevent accumulations of dirt and reduce condensation. It is recommended ceilings have a smooth, impervious finish such as a washable emulsion paint. If ceiling panels are installed they should be removable for ease of cleaning and allow access into the void for pest control purposes.

Woodwork

Doors and windows must have smooth non absorbent surfaces, and be constructed to prevent the accumulation of dirt. It is recommended those which are openable to the outside environment are fitted with fly screens which can easily be cleaned .

Lighting

Adequate natural or artificial lighting must be provided. It is recommended that fluorescent tubes with sealed diffusers are fitted. Recommended lighting levels, at working height are:-

Kitchen/ food prep areas	500 lux
Storage areas	150 lux.
Servery/bars	300 lux.
WC's	150 lux.

Ventilation

Suitable and sufficient means of natural or mechanical ventilation must be provided. Mechanical air flow from a contaminated area to a clean area must be avoided. The system must be easy to clean and accessible.

A canopy should be fitted over all heat producing/cooking equipment. The canopy should be fitted with removable, washable or disposable grease filters and a variable speed fan providing between 20 - 60 air changes per hour. The fan and ducting must, if possible, be housed internally. Any external ducting or plant will require planning permission.

Specialist filtration will be required in many cases to help reduce odour release into the neighbouring area. These may include, additional pre-filters, carbon filters, electrostatic precipitators and deodorising equipment.

The need for replacement air supply must be considered as it may be necessary to include mechanical air intake system

Kitchen Equipment

All equipment which comes into contact with food must be kept in good order, repair and condition and be kept clean.

It is recommended all worksurfaces and equipment are movable with flexible gas/electricity supply lines. This makes cleaning easier. For durability, stainless steel worksurfaces are excellent. Laminated plastic or food grade plastics are also acceptable.

Washing Facilities

Adequate facilities must be provided for cleaning and disinfecting work tools and equipment. A double bowl sink should be provided for this purpose. If a dishwashing machine is provided this may be reduced to a single sink. Sometimes a separate deep sink may be necessary for washing pots and pans. Hot and cold water must be provided.

In bar areas, a single bowl sink and glass washer should be provided.

Food Washing

Adequate provision must be provided for washing of food. Depending on the nature of the business, one or two food washing sinks should be provided. Cold water supplied to food washing sinks must be potable and direct from the mains.

Wash hand basins

An adequate number of washbasins must be available, suitably located and designed for cleaning hands. They must be provided with hot and cold (or appropriately mixed) running water, soap and an hygienic form of hand drying.

It is recommended they are sited close to food preparation areas, and more than one may be necessary. It is recommended that liquid antibacterial soap and disposable paper towels are provided.

In bar areas a wash hand basin should be provided.

Water Supply

There must be an adequate supply of potable water.

Potable water must be used for washing food, cleaning food equipment and surfaces that come into contact with food, hand washing and in recipes where water is required.

It can usually be assumed that water is potable if it comes direct from a mains supply or from a storage system that meets the requirements of local water By Laws.

Refrigeration

Sufficient refrigerator and freezer storage must be provided and sited close to food preparation areas. Any separate storage rooms containing refrigeration should be adequately ventilated. Movable refrigeration helps to facilitate easy cleaning. It is recommended separate refrigerators are provided for different foods e.g. raw and cooked/ ready to eat foods.

Food Storage

Adequate provision must be made to suit the needs of your business. Store rooms must be cool, dry, well ventilated with easy to clean surfaces. Consideration should be given to movable racking.

Refuse Arrangements

Food waste must be deposited in closable containers. Adequate provision must be made for removal and storage of waste. Refuse stores must be designed and managed to enable them to be kept clean.

It is recommended that a hard standing with drainage gully and a cold water supply is provided. An adequate number of refuse containers should be provided. For details of council refuse services contact City Works on Oxford 725912.

Staff Sanitary Accommodation

An adequate number of flush lavatories must be available and connected to an effective drainage system.

1 - 5 staff at work = 1WC and 1washbasin.

6 - 25 staff at work = 2WC's and 2 washbasins.

26 - 50 staff at work = 3WC's and 3 washbasins.

Changing Facilities

Adequate changing facilities must be provided for staff.

Food handlers must be provided with a means of storing their outdoor clothing away from open foods. A changing area away from foods and lockers will be suitable to meet this requirement. It is not normally acceptable to expect staff to change in the toilet area.

Toilets must not open directly into a room where food is handled.

It is expected that staff and customer toilets should be separate as staff must be able to access toilets without any delay.

Customer Sanitary Accommodation

The number of toilets required for customers depends on the type and size of the business and is governed by Building Control Regulations. The Building Control Officer can give specific advice on the current legal requirements.

In premises which have a Public Entertainment Licence a higher number of toilets may have to be provided.

For new premises or premises undergoing substantial refurbishment disabled WC facilities should be provided.

Cleaning and Disinfection

Food premises must be kept clean and maintained in good order and condition.

When cleaning food premises, particular attention must be made to surfaces which come into contact with food.

It will be necessary not only to clean these areas but disinfect them also.

Cleaning is the process by which dirt, grease and food residues are removed. Detergents are used during the cleaning process.

Disinfection is the process by which the numbers of harmful microorganisms are reduced to a safe level, carried out by using food safe disinfectants.

Examples of areas and equipment which should be regularly disinfected are;

- chopping boards
- worktops
- fridge door handles

In order to help ensure that areas are cleaned and disinfected satisfactorily it is recommended that a cleaning schedule is drawn up. This is a chart which shows the following information;

- what is to be cleaned
- when / how often is it to be cleaned
- how is it to be cleaned
- who is responsible for cleaning it
- what safety precautions need to be taken
- who is responsible for checking the cleaning has been done
- what standard of cleaning is expected

The chart should be displayed in the area to which it refers and it should be explained to staff to ensure they understand it.

It is good practice to use food approved cleaning chemicals.

There should be effective supervision by management to ensure cleaning standards are maintained.

Cleaning Equipment Storage

Separate storage, away from foods should be provided for cleaning chemicals and equipment.

Personal Hygiene

Every person working in a food handling area shall maintain a high degree of personal cleanliness and shall wear suitable, clean and, where appropriate, protective clothing.

High standards of personal hygiene will reduce the risk of contamination of food and so reduce the risk of food poisoning.

Food handlers should wash their hands regularly throughout the day, particularly;

- when starting work;
- after handling raw food;
- after handling refuse;
- after handling cleaning chemicals or equipment;
- after coughing, sneezing or blowing their nose;
- after using the toilet;
- after having a break;

Food handlers must also:-

- not smoke, spit, eat or drink in food preparation areas;
- not wear jewellery which could present a risk of contamination;
- not wear strong perfumes or aftershaves which could taint food;
- report any illness they are suffering from to their supervisor;
- cover any cuts or sores with a clean, waterproof dressing which is distinctively coloured;
- change protective clothing regularly to maintain hygienic standards.

Pest Control

Adequate procedures must be in place to ensure pests are controlled.

Common food pests include rats, mice, cockroaches and flies

Pests must be kept out of food premises as they carry food poisoning bacteria which can contaminate food.

Pests can be controlled by:

- Checking the premises for signs of infestation, damage to packaging, droppings etc, on a regular basis and arranging correct treatment if any signs are found;
- Ensuring the building structure is maintained and any damage is repaired quickly;
- Checking incoming goods for signs of infestation and rejecting any suspect items;
- Cleaning up food spillages as soon as they occur;
- Storing open packs of foods in containers with tight fitting lids;
- Installing fly screens over doors and windows where necessary;
- Ensuring refuse bins have tight fitting lids and refuse areas are kept tidy;
- Having a regular visit from a pest control service.

The City Council operates a pest control service which can be contacted on Oxford 252 888.

Food Handling

All food which is handled, stored, packaged, displayed and transported, shall be protected against any contamination likely to render the food unfit for human consumption, injurious to health or contaminated in such a way that it would be unreasonable to expect it to be consumed in that state.

In particular, food must be protected as to minimise any risk of contamination.

Contamination is the transference of any objectionable matter onto food. It can be caused by either bacterial, physical or chemical sources.

Food can be protected from the risk of contamination by:-

- Covering or wrapping food during storage;
- Ensuring raw foods are kept separate from cooked foods;
- Using separate equipment for raw and cooked foods;
- Storing cleaning chemicals away from food;
- Ensuring refuse is removed from food areas frequently;
- Ensuring the premises are free of pests;
- Ensuring staff have good personal hygiene standards
- Ensuring the premises and equipment are well maintained.

HAZARD ANALYSIS

This is a new legal requirement and is different from anything in previous hygiene regulations.

It requires a proprietor of a food business to identify any step in the activities of the food business which is critical to ensuring food safety and ensure adequate safety procedures are identified, implemented, maintained and reviewed.

Please refer to separate section on Hazard Analysis.

HYGIENE TRAINING

The regulations require all food handlers that are engaged in the food business are **supervised and instructed and/or trained** in food hygiene commensurate with their work activity.

Please refer to separate section on Food Hygiene Training.