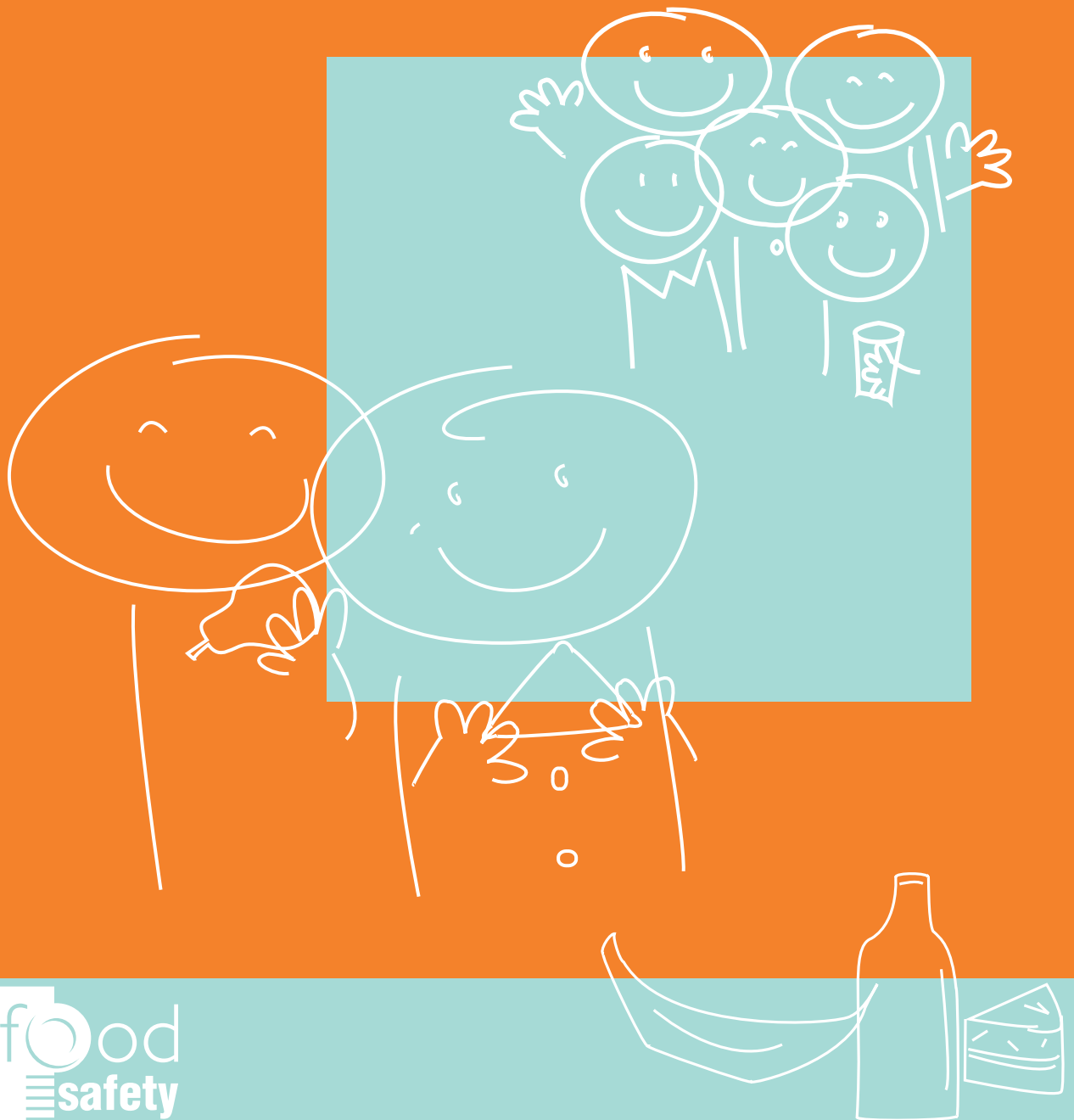


Guidelines for Personal Hygiene and Food Safety in Schools

Human
Services



Victoria



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Further Information

This publication is available
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<http://www.foodsafety.vic.gov.au>

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Food Safety in Schools

We've all heard the term 'it must have been something I ate.' In fact, each year about 2,000,000 Australians suffer the effects of food poisoning, which makes food safety one of the most important public health issues in Australia.

Because of this, the Victorian Government has passed laws which mean that almost every organisation that sells food, not just businesses, has to comply with the *Food Act 1984*. This means that any food your school or associated body sells:

- Must be OK for people to eat (fit for human consumption).
- Can't contain things that shouldn't be in it (adulterated or contaminated).
- Must be in good condition (not deteriorated or perished).

It also means that :

- Your organisation must have a food safety program.
- The place where food is prepared, the equipment used, and the vehicles used to transport it must be clean.

Food safety is mostly commonsense, and this guideline will help you and your school do the things needed to make food safe and comply with the law.

Food poisoning causes gastrointestinal illness, which can occur anytime between one and 72 hours after eating unsafe food, depending on the organism. It can be caused by bacteria, viruses or chemicals. Every person who sells food has a responsibility to ensure that the food is safe to eat and does not cause food poisoning. The best way to prevent food poisoning is to have knowledge about safe food handling practices and ensure that practices comply with sound food handling principles.

This document outlines the principles that need to be understood by people, including paid staff and volunteers, who handle food when assisting the school in fundraising, or on canteen duty.

In 1998, the Department of Human Services, in conjunction with representatives from the Department of Education, the Catholic Education Office, the Association of Independent Schools of Victoria and the Australian Institute of Environmental Health (Victorian Division) formed a working party to investigate personal hygiene and food safety in schools and develop a set of guidelines covering these issues.

In particular, this guide provides a model Food Safety Program for school canteens and school fundraising activities where food is prepared for sale by members of a school community.

The principles outlined here should also be followed when food is prepared or handled as part of a classroom teaching program. Teachers can use such opportunities to model good practice in food handling.

Food at School

School Canteens

The main issues here are:

- Personal hygiene.
- Storing food correctly.
- Preventing cross contamination when handling food.

The correct handling of food and a high level of personal hygiene are keys to food safety. Correct food safety procedures must be understood by everyone who handles food or works in the kitchen, including volunteers and children.

Nominating a person responsible for supervising canteen operations, including food safety training, is essential to ensure that correct procedures are followed. This canteen manager or supervisor (whether paid or voluntary) must be able to convey these procedures (including the principles of food safety) to everyone working in the canteen.

The canteen supervisor should also be responsible for the implementation of the Food Safety Program. It will be the supervisor's role to ensure that where potential hazards are identified, they are monitored and appropriate records are kept.

See the *Model Food Safety Program for School Canteens* on p. 13, as well as *Appendix 3: A Checklist for School Canteen Coordinators*.

School Lunches from Home

The main issue is:

- Storage.

When the weather is warm, parents should be encouraged to:

- Put a frozen container, such as a frozen drink, in the lunchbox with food that is normally refrigerated, such as ham and yoghurt. Alternatively, use an insulated lunchbox or a cooler.
- Avoid including food in lunches that would normally be kept in the refrigerator, especially during the summer months.
- When preparing school lunches, avoid perishable foods which have just been cooked or warmed, such as hamburgers or boiled eggs. Such foods should be cooled in the refrigerator before being packed for lunches.
- Discard any leftovers and do not re-use.

Such information can be conveyed to parents by including an article in the school newsletter at the start of the year and again at the start of term four.

Once at school, do not store lunches in direct sunlight.

Notes

Food Brought from Home for Special Occasions

The main issues here are:

- Handling.
- Storage.

Celebrating special events like birthdays adds to the experience of school, but parents or others who provide perishable food should be encouraged to provide it in insulated coolers (like an Esky™) with ice or cooler blocks, especially during hotter months.

Food needs to be kept in an appropriate container or wrapped to protect it from contamination.

Food which is to be served hot should be supplied cold (from the household refrigerator), and once at school, stored in refrigerators until it is served. Just prior to serving, the food should be reheated so that it is steaming hot (that is, brought to the boil, then simmered for five minutes). Foods to be served cold should not be of the high risk type—see *Storing Food* on p. 20 for a definition of ‘high risk foods.’

The handling of the food should be supervised and food should be handled with utensils.

In classes where children are encouraged to cook or assist with the preparation of food, elements of food safety should be part of the curriculum. This opportunity should be used to reinforce the importance of handwashing.

See the *Good Hygiene Practices* beginning on p. 17.

Food Provided During 'Out-of-School Hours' Care

The main issues here are:

- Personal hygiene.
- Food preparation and the food handling environment.

The correct handling of food and a high standard of personal hygiene are essential to food safety. The out-of-school hours coordinator needs to ensure that staff, volunteers and children who handle food or work in the kitchen are following the correct personal hygiene and food preparation procedures.

Food for children attending out-of-hours care must be prepared in a room where there is access to appropriate facilities (hot and cold water and refrigeration) such as the school canteen, kitchen or staffroom.

The coordinator or supervisor of care must have an understanding of the basic food safety principles.

See the *Good Hygiene Practices* beginning on p. 17.

Notes

School Camps

When the school is providing food for students on camping or hiking excursions, certain foods should be avoided if adequate storage (such as refrigeration) cannot be provided.

Do provide:

- Dehydrated and dried foods, such as dried fruit and nuts.
- Long-life foods, such as dried soup and dried noodles.
- Canned foods, such as baked beans and canned fruit.
- Foods that do not require refrigeration.

Do not provide:

- Fresh produce requiring refrigeration, such as hams and cooked meats.
- Short life foods, such as milk and soft cheeses.
- Hot foods, such as roast chicken and casseroles.

If safe drinking water or bottled water is not available, water should be boiled before drinking (a rolling boil for at least one minute).

School Hours Care

The main issues here are:

- Personal hygiene.
- Food preparation and the food handling environment.

The correct handling of food and a high standard of personal hygiene are essential to food safety. The school hours coordinator needs to ensure that staff, volunteers and children who handle food or work in the kitchen are following the correct personal hygiene and food preparation procedures.

Food for children attending school care must be prepared in a room where there is access to appropriate facilities (hot and cold water and refrigeration) such as the school canteen, kitchen or staffroom.

The coordinator or supervisor of care must have an understanding of the basic food safety principles.

See the *Good Hygiene Practices* beginning on p.17.

Fundraising—Fêtes and Sausage Sizzles

The main issues here are:

- Correct preparation of food.
- Correct storage of food.
- Displaying food to prevent spoilage.
- Contamination and avoiding high risk food.

The coordinator or supervisor of the stall or fête needs to advise all those supplying or preparing food of basic food hygiene principles. The coordinator must also keep details of everyone supplying food, including name, address and product details.

Notes

All food should be transported so as to prevent contamination. Transport cold food cold (in an insulated container like an Esky™ with ice or cooler block), stored in clean, well-sealed containers that are used for food only.

At the stall, perishable food (products such as meats, chicken, dairy products and other foods that would normally be refrigerated) must be kept cold (below 5°C) or hot (above 60°C). These foods should be displayed in suitable equipment to maintain these temperatures. Where food is displayed at room temperatures, it must not be displayed for longer than four hours.

Unpacked food needs to be protected from customers, insects and contaminants such as dust and dirt.

Wherever unwrapped food is being handled, appropriate handwashing and utensil washing facilities must be provided.

See *Setting up Food Premises* on p. 23.

If food is packaged, it needs to be labelled with the following:

- Details* of the person who made it,
- Date prepared.
- and a
- List of ingredients (especially peanuts and colourings, as some people have allergies to these).

Contact your local council Environmental Health Officer to discuss any additional requirements, including any permit applications required.

See the *Good Hygiene Practices* beginning on p. 17, and hand out photocopies of *Food Safety at Sausage Sizzles and Barbeques* on p. 28.

Appendix 2: Steps for School Fêtes and Stalls shows the steps that the Coordinator of a School Fête could take to produce safe food in this setting.

See also *Appendix 3: Checklist for School Food Events Coordinator*.

* Details of the maker could be coded if desired, as long as it permits easy identification in case of a recall.

Fundraising—Packaged Food

The main issue here is:

- Handling.

Ensure that all food supplied for fundraising events, such as chocolate drives, is provided by a registered food business. Only shelf-stable foods (foods that do not require refrigeration) should be sold.

The coordinator of these events should check ‘use by’ or ‘best before’ dates of foods and ensure that packaging is not damaged. Any such concerns should be referred immediately to the supplier and/or to the local Council Environmental Health Officer.

Notes

Food and the Curriculum

Food is an important part of everyday life. A good diet is essential for health and well-being. The food industry is one of Australia's largest sectors and provides an interesting and rewarding career path.

Schools are encouraged to include food activities in the curriculum to introduce children to a healthy diet and the different types of work performed in the food industry.

When food is handled in the classroom, the following topics need to be addressed:

- Personal Hygiene Practices.
- Hygienic Food Preparation Practices.
- Safe Storage and Display Practices.
- Cleaning Procedures.

See the *Good Hygiene Practices* beginning on p. 17.

The messages taught in class may then be taken home. In this way, food safety will continue at home.

Notes

Victorian Food Laws

The *Food Act 1984* requires premises that sell, prepare, package, store, handle, serve or supply any food for sale be registered as a food premises by their local Council. This includes school canteens.

As a condition of registration, canteens are required to develop a Food Safety Program and lodge it with their local Council. There are a number of compulsory components of a Food Safety Program (FSP) which you must address.

The *Food Act 1984* lists:

Hazard Analysis

- Identify potential food safety hazards which may cause harm to consumers.

Hazard Control

- Determine how hazards are to be controlled.
- Identify points you need to control.
- Monitor controls.
- Respond (corrective action) if controls are not met.
- Keep records to show all control procedures are in place and have been completed.

Training Plan

- Nominate a Food Safety Instructor (FSI). This person may or may not be employed by the school. It could be an outside person or someone employed by several schools.
- Staff are to be skilled and competent in food safety.
- Arrangements must be in place for staff to acquire skills in food hygiene practices.

Food Recall Procedure

- Procedures for withdrawing unsafe food and for tracing its source.

Notes

Good Hygienic Practices (GHP)

As well, there are general operating procedures, known as Good Hygienic Practices (GHP), which address hazard control more broadly and underpin an FSP. These include:

Cleaning Schedule

- Document how you clean your equipment and premises.

Personal Hygiene Practices

- Adopt appropriate procedures and facilities for your staff to ensure high personal hygiene standards.

Pest Control Program

- Develop procedures (such as bait stations, chemical sprays) to eliminate and prevent pests in the premises

Calibration Schedule

- Carry out regular checks on measuring equipment (for example, thermometers) to verify that your measuring equipment is accurate.

Customer Complaint Procedure

- Adopt procedures to assess customer complaints against your food service processes.
- Document your response and actions taken.

Waste Disposal Program

- Document the way you handle your waste.

Maintenance of Equipment and Premises

- Ensure premises and equipment are in good repair to prevent contamination of food.

Internal Auditing and Review

- A systematic check that your food safety program is effective and operating as it should.

Food Safety Programs are more fully explained in the *Food Safety Starter Pack: A Guideline for Victorian Businesses*. This document is available from your local Council or Food Safety Victoria.

Notes

Model Food Safety Program for a School Canteen

Starting this page you'll find a model Food Safety Program to assist your school prepare its own Food Safety Program. You could photocopy these pages and complete them, or download them from Food Safety Victoria's Website (<http://www.dhs.vic.gov.au/phd/safevic.htm>) and complete them on your computer.

Name of School _____

School Name	
School Address	
Postal Address	
School Phone	
School Fax	
Person Responsible for Food Safety	
School Canteen Contact	Name: Phone:

Types of Food Sold From the School Canteen	Tick
Sandwiches/Rolls	
Pies, Pasties, Sausage Rolls	
Hot Dogs	
Drinks (milk, soft drinks, water)	
Ice Creams	
Fruit (fresh or dried)	
Others, please list:	

Section 2. Training Plan
School Canteen Coordinator / Supervisor (Food Safety Instructor) Name of Person nominated to be Food Safety Instructor:
Position Held:
Qualifications or Training (re: food safety):
Experience in Food Safety:
If Food Safety Instructor has attended a Food Safety Course, provide details of the course(s):
If the Food Safety Instructor needs additional food safety training, what course is appropriate and when will this training be completed?
Staff Training Schedule All canteen staff, including volunteers, will be instructed (trained) so that they understand basic food principles. Prior to working in the canteen, all volunteers will be issued with Food Safety Procedures (pages 17-27 and any other information relevant to their tasks). The Food Safety Instructor will supervise volunteers to ensure compliance with the Food Safety Procedures. If other methods of training are provided for volunteers, please list below:
<div style="border: 1px solid black; height: 300px; width: 100%;"></div>

Section 3. Hazard Analysis

A generic chart showing the common food steps within the school canteen environment can be found in *Appendix 1—Steps for School Canteen Environment*. This chart identifies the common food safety hazards or risks that may occur in a school canteen and the controls and monitoring that the canteen will follow. (Note: the chart may require amendments to suit the situation at your school.)

Section 4. Good Hygiene Practices

Read and review each of the *Good Hygiene Practices* as they relate to the operations of the canteen, then copy and attach relevant pages, and create any others which are not covered in the following pages.

The following food safety procedures are followed by canteen staff to ensure food sold is safe:
1. Personal Hygiene Practices
2. Food Preparation Practices
3. Food Storage and Display Practices
4. Cleaning Procedures
5. Temperature Monitoring and Calibration
6. Procedure for Setting Up Food Premises
7. Food Recall Procedures
8.
9.
10.
Copies of <i>Good Hygiene Practices</i> should be kept at the canteen at all times for reference by staff and volunteers

Section 5. Food Recall Procedure

The canteen will retain records of all foods supplied from external sources. Food suppliers are advised to include a delivery docket or invoice with food deliveries, containing the following information:

- Name and address of the supplier of the food.
- Description of the food, including batch number or date marking.
- Quantity received.
- Delivery date.

These delivery dockets or invoices are records of receipt. They will be filed so that batches of food are traceable in the case of a food recall.

In the event that the canteen is advised of a product recall (usually by the media or local Environmental Health Officer), the following procedure should be followed:

- The coordinator will ensure that any recalled food is removed from sale.
- The food will be removed from circulation to a clearly designated area so that it will not be used or sold.
- Contact will be made with the supplier or distributor of the food to organise collection. Alternatively, the product may be seized and destroyed by the local Council Environmental Health Officer.

When canteen staff suspect that a food is unsafe, the following procedure should be followed:

- The food will be removed from circulation to a clearly designated area so that it will not be used or sold.
- The coordinator will contact the local Council Environmental Health Officer, who will review the information about the product and determine if sufficient information is provided for further action.

Section 6. Food Safety Audits — Internal Review

The Food Safety Program will be reviewed at least annually, but also when any of the following occur:

- Structural alterations are made to the canteen.
- Additional equipment is purchased for food preparation.
- Change in the coordinator/supervisor of the school canteen.
- Change in the Food Safety Instructor of the school canteen.
- Changes in menu.

The local Council Environmental Health Officer will be notified of any review.

Notes

Good Hygiene Practices

Personal Hygiene Practices

Good personal hygiene is essential to ensure that food is not contaminated with food-poisoning bacteria or other matter such as foreign objects or chemicals. Hands and other parts of the body can transfer food-poisoning bacteria to food.

Every food handler must maintain a high standard of personal hygiene and cleanliness. Hair, jewellery and clothing can also contain and spread bacteria, as can ill food handlers or those with wounds or infections.

Some of the main principles are listed below:

Handwashing

- Wash hands before handling food.
- Always wash hands:
 - After visiting the toilet
 - After handling raw food
 - After using a tissue, coughing or sneezing
 - After handling garbage
 - After changing nappies
 - After handling pets
 - After smoking
 - After touching hair or other body parts.
- Thoroughly wash hands, including back of hands, wrist, between fingers and under fingernails. Use soap and warm water for thorough handwashing. Dry hands with a paper towel.

Personal Cleanliness

- Tie long hair back or cover it.
- Wear limited jewellery — plain banded rings and plain sleepers.
- Wear clean protective clothing over normal clothing.
- Store personal items and spare clothes away from the food handling area.

Personal Behaviour

- Do not smoke, chew gum, change nappies or undertake any other unhygienic practice in food handling areas.

Notes

[illegible]

Illness and Injuries

- All wounds or cuts on hands or arms are to be completely covered with brightly coloured wound strip* or bandage (*for example, Bandaid Brand™ or Elastoplast™).
- If the wound is on the hands, disposable gloves must be worn over the top of the wound strip. Both wound strip and gloves must be changed regularly.
- If someone is suffering from diseases which are likely to be transmitted through food, they are not to handle food.
- Do not work if you have had vomiting or diarrhoea within the last 48 hours. Refer to *Guidelines for Exclusion of Food Handlers* on p. 29.

Visitors

Allow only those involved in food handling or preparation into these areas. All visitors should report to the coordinator.

Notes

Good Hygiene Practices

Food Preparation Practices

Food naturally contains bacteria and some food may contain food poisoning bacteria. Foods need to be handled correctly to ensure that they do not become contaminated, and that the bacteria already in the food do not have an opportunity to grow.

If raw food is cooked thoroughly, most of these bacteria will be killed. However, if raw food comes into contact with other food which has already been cooked, or is ready-to-eat, the bacteria can transfer to this food — this is called *cross-contamination*.

For this reason, it is important to keep raw food totally separate from cooked or ready-to-eat foods.

Receiving Food

- Be confident that the food being provided is safe. Is it coming from a registered business?
- Where perishable foods are supplied, ensure that they are being transported in a refrigerated food vehicle and check the temperature of deliveries.
- Deliveries of dry goods (such as bread and cans) should also be checked for packaging integrity. Look for blown or heavily dented cans, ripped packets, spillage from containers and inadequately wrapped bread.

Preparing Food

- Use separate utensils, chopping boards and other equipment for raw and ready-to-eat foods to avoid cross-contamination. If this is not possible, thoroughly wash and sanitise equipment between uses.
- Thoroughly wash all fruit and vegetables before use.
- Look out for damaged food packaging. Do not use dented cans, leaking packages, cracked eggs, etc.

Handling Food

- Raw food which is to be cooked can be safely handled with bare hands.
- Cooked or ready-to-eat foods should be handled with utensils such as tongs, spoons, spatulas or disposable gloves.
- If gloves are worn, they must be changed at least hourly, or sooner if they become torn or if there is a change in task. Always wash hands before putting on gloves. Always put on new gloves when changing from raw food to ready-to-eat food.
- Never touch food with gloves that have been used for cleaning.

Notes

Cooking and Heating

- Thoroughly cook all foods, especially those of animal origin. When cooking meat, ensure juices run clear.
- If reheating food, ensure that it is brought to the boil and simmered for at least five minutes.
- Thaw frozen food before cooking. If the food is to be cooked from a frozen state, take extra care to make sure that the food is cooked right through.
- When thawing food, do so in the bottom part of the refrigerator. Microwave ovens can be used to thaw food provided that the food is cooked immediately afterwards.
- Never refreeze food which has been thawed.

Notes

Good Hygiene Practices

Food Storage and Display

Food naturally contains bacteria and some food may contain food poisoning bacteria. If food is not stored, displayed or transported correctly, these bacteria can multiply to dangerous levels. One of the most important factors for growth is temperature. The temperature range between 5°C and 60°C is known as the **temperature danger zone**. 'High risk' foods must spend only the minimum possible time in this zone.

Storing Food

- 'High risk' foods are those foods which contain meat, dairy products and seafood (not including dried food powders in their original packaging, jars, cans and other containers of food which have been processed by heat). These high risk foods must be temperature controlled. Keep cold food cold—below 5°C. Keep hot food hot—above 60°C.
- Check equipment, particularly the operating temperatures of refrigerators and freezers. Buy a thermometer and monitor temperatures. Report malfunctioning equipment to the school principal immediately.
- Store cooked food separately from raw food. Raw food should always be stored beneath cooked food to prevent contamination from dripping liquids.
- Ensure frozen foods are kept frozen. Defrost freezers regularly and do not overload them.
- Cover food with lids, foil or plastic film. Once a can is opened, any remaining food should be transferred to a suitable container — not stored in the can.
- Make sure food does not remain in storage too long, remember the 'first in – first out' principle.
- Chemicals, cleaning equipment and personal belongings must be stored away from food preparation and food storage areas.

Displaying Food

- Food that is displayed should either be wrapped or covered.
- Refrigerated display cases must be able to maintain foods below 5°C.
- Bain-maries (or hot holding devices) are to keep hot foods above 60°C. They should not be used to reheat foods. Food must not be stacked above the level of the trays, or else it will not remain sufficiently hot.
- Use tags or labels on the trays, and do not insert labels into ready-to-eat food.

Notes

Transporting Food

Ensure that all food that is delivered to you is done so in a vehicle that prevents contamination of the food. Food must be transported completely separately from chemicals such as detergents.

Animals must not be allowed in vehicles that are used to transport food.

Food which requires refrigeration must be transported so that food is kept below 5°C.

Notes

Good Hygiene Practices

Cleaning Procedures

A well operated kitchen demands effective, frequent and regular cleaning to remove food residues and dirt. These may contain food poisoning and spoilage organisms, attract birds, rodents and insects, and act as a source of food contamination. Effective cleaning and sanitising will minimise the risk of food contamination and food poisoning.

A regular cleaning program ensures that:

- Cleaning is carried out systematically. For example, wash walls before work benches and work benches before floors.
- All surfaces, appliances and equipment that come into contact with food are cleaned after use.
- Non-food contact surfaces (including walls) are cleaned as required.

A cleaning schedule should be used to ensure that cleaning is conducted in a structured and regular manner. It should detail:

- Cleaning tasks.
- Frequency of cleaning.
- Method of cleaning, including chemicals to be used.
- Person responsible for each task.

Consider using paper towels to clean up. If using cloth towels, wash in hot water after every use.

When cleaning, clean and sanitise surfaces such as handles on refrigerators, drawers and cupboards.

Chemicals and cleaning equipment must be stored separately from food areas.

Cleaning should be carried out in the following order:

- **Pre-clean:** Remove excess dirt and food scraps by sweeping, wiping or scraping, and pre-rinsing with water.
- **Wash:** Remove surface grease and dirt, using hot water and a detergent.
- **Rinse:** Remove loose dirt and detergent.
- **Sanitise:** Use a sanitising solution or commercially-available food grade sanitiser. (For example, immersion for 30 seconds in a solution containing 50 parts per million (ppm) available chlorine at 50°C.)
- **Final rinse:** Remove sanitiser (depending on the type of sanitiser used).
- **Dry:** Allow to air dry.

Notes

Cleaning Procedure at Temporary Food Stalls

If a sink connected to a water supply is not available near the stall, temporary facilities will need to be provided. Utensil washing facilities must be made available, including:

- Sealed container or drum with clean water.
- Water-heating device such as an urn, so that hot water is available.
- Bucket to collect dirty water.
- Detergent and disposable paper towels.

Utensils should be washed as soon as possible in clean, soapy water and rinsed in clean water. All waste water must be disposed to the sewer, not stormwater. At the end of the day, all utensils and equipment should be thoroughly cleaned and sanitised (as described above) prior to storage.

Temperature Monitoring and Calibration

It is important that high risk foods are maintained either cold (below 5°C) or hot (above 60°C). A thermometer should be used to keep a check on temperature-holding equipment to ensure that it is working correctly.

When using a thermometer to check temperatures, it is important that it measures accurately. For this reason, the thermometer must be calibrated.

Calibration should occur quarterly — for example, at the start of each term.

Ice point calibration is a simple way of calibrating a thermometer. The procedure for ice point calibration of thermometers is as follows:

- Crush ice into a container.
- Add enough pre-cooled water to form a slurry.
- Insert probe into the ice slurry.
- Wait three minutes and record temperature.

The temperature should read 0°C. If yours varies by more than 1°C (up or down) then it should be adjusted, or if that is not possible, replaced.

Digital thermometers have a limited battery life, and the batteries should be replaced before the end of their useful life to maintain accuracy.

If you also cook, your thermometer will have to be calibrated at a high temperature. As with the ice point calibration above, allow a few minutes for the temperature to stabilise after you place the thermometer in boiling water. The temperature should read 100°C.

Chiller thermometers need to be calibrated regularly, as they can become damaged. You can do this by placing your portable thermometer near the chiller thermometer and comparing the reading.

Notes

Setting up a Food Premises

Permanent Food Premises

It is important that the building that is used to prepare food (such as the school canteen) is built and designed so that the food can be prepared safely and efficiently.

When setting up food premises it is important to ensure:

- An adequate supply of hot and cold water.
- Refrigeration, cooking, food display and mechanical exhaust ventilation facilities.
- Suitable facilities to achieve a high standard of personal hygiene (including hand washbasin, soap and disposable paper towels).
- Adequate cleaning and sanitising equipment.
- Protection of food from all contaminants.
- Ease of cleaning and maintenance through the use of suitable materials. These include smooth easily cleanable surfaces, coving at floor and wall joints, and location of equipment and appliances.
- The exclusion of all birds, animals, insects and rodents.
- All food contact surfaces are smooth and easily cleanable, and will not contaminate food.
- Appropriate refuse containers, and adequate collection and disposal of rubbish.

Contact your local Council Environmental Health Officer for details on building requirements for permanent food-handling premises and facilities.

Temporary Food Premises

Any temporary food premises (such as a food stall) needs to be constructed so that it can prevent the contamination of food, particularly by dust, insects and customers.

- All benches and tables need to have surfaces that are smooth and able to be cleaned.
- Hand washing facilities need to be provided. If they are not located in close proximity to the stall, the following temporary facilities need to be provided:
 - A sealed water container or drum with a tap. Warm water can be supplied to the container from a water-heating device such as an urn.
 - A bucket to collect dirty water.
 - Soap and disposable paper towels.
- Utensil washing facilities must also be provided. If they are not located nearby, temporary facilities need to be provided (similar to above).
- Ensure that there is adequate refrigeration available. If ordering a temporary coolroom, clearly specify to the supplier that the unit must be supplied with an adequate temperature-measuring device (that is, a calibrated thermometer).
- An adequate rubbish receptacle must be provided for storage of refuse.

Contact your local Council Environmental Health Officer to discuss any additional requirements, such as completion of an application form for stalls.

Appendix 1 :

Steps for School Canteen Environment

Step or Action	Hazard—Illness or Contamination	Control—Steps Taken to Minimise Contamination or Illness	Supervision, Monitoring and Corrective Action Coordinator’s Responsibilities	Records—Food Safety Procedures
Appointing coordinator and organising staff, including volunteers	Illness if good food safety procedures are not followed	<ul style="list-style-type: none"> Coordinator to be competent in Food Safety All food handlers to follow Personal Hygiene Practices and Food Preparation Practices 	<ul style="list-style-type: none"> Coordinator to be competent in Food Safety All food handlers to understand Food Safety Procedures 	<ul style="list-style-type: none"> Staffing list or roster Training plan
Buying and receiving food	Possible food contamination prior to or during delivery	<ul style="list-style-type: none"> Purchase from registered food premises receiving food Ensure perishable foods are delivered below 5°C Ensure packaging is undamaged 	<ul style="list-style-type: none"> Inspect food deliveries and reject if food packaging is damaged or inadequate, or if temperature has exposed food to spoilage 	<ul style="list-style-type: none"> Supplier delivery dockets and receipts – receipt of incoming goods
Storing food	Spoilage or contamination of food if it is not stored under correct conditions	<ul style="list-style-type: none"> Ensure refrigeration units maintain cold food below 5°C Ensure freezers maintain frozen food frozen Provide stock rotation – ‘first in, first out’ policy for foods Ensure products are protected during storage 	<ul style="list-style-type: none"> Measure temperatures and contact service company if equipment is not maintaining correct temperatures Store raw and cooked foods separately Store cleaning agents and chemicals away from food preparation and storage areas Check storage areas for spills – clean immediately Check for pest infestations and advise school principal immediately 	<ul style="list-style-type: none"> Temperature recording Calibration recording Cleaning schedule Test control monitoring
Preparing food	Illness due to inadequate cooking or reheating or cross-contamination	<ul style="list-style-type: none"> Ensure all food handlers understand, and prepare food in accordance with, Personal Hygiene Practices and Food Preparation Practices Ensure canteen surfaces and equipment are clean 	<ul style="list-style-type: none"> Check that food is prepared in accordance with correct procedure. Where it has not been prepared correctly, continue cooking or if not possible, throw out. Ensure cleaning schedule is in use and that there is sufficient equipment and cleaning agents – if not, review cleaning schedule Ensure ill food handlers do not handle food 	<ul style="list-style-type: none"> Cleaning schedule Food handler illness register
Displaying and serving food	Food contamination by pests, environment or customers	<ul style="list-style-type: none"> Ensure all food handlers understand and follow Food Preparation Practices and Food Storage and Display Practices 	<ul style="list-style-type: none"> Ensure food is displayed in accordance with procedures and, if necessary, retrain staff 	<ul style="list-style-type: none"> Cleaning schedule

Appendix 2: Steps for School Fêtes and Stalls

Step	Hazard—Risk of Illness	Controls—Steps taken to minimise risks	Supervision/Monitoring/ Corrective Action—Coordinator’s responsibilities
Appointing coordinator (committee)	Illness if good food safety procedures are not followed	<ul style="list-style-type: none"> Coordinator to be competent in Food Safety Food Safety Procedures to be followed 	<ul style="list-style-type: none"> To be trained in Food Hygiene for Food Handlers To understand Food Safety Procedures
Determining menu or theme	Home made ‘high risk ready-to-eat foods’* increases likelihood of illness	<ul style="list-style-type: none"> High risk* ready-to-eat foods that do not undergo further cooking/processing are not to be sold 	<ul style="list-style-type: none"> To advise volunteers of the restrictions on high risk foods High risk* ready-to-eat food is to be returned or thrown out
If applicable, organising volunteers to supply or prepare food	Illness if food is prepared unsafely	<ul style="list-style-type: none"> Volunteers to follow Personal Hygiene Practices and Food Preparation Practices 	<ul style="list-style-type: none"> Ensure that volunteers are issued with and understand Personal Hygiene Practices and Food Preparation Practices
Setting up food facilities	Food contamination due to inadequate conditions	<ul style="list-style-type: none"> Food facilities are to be set up in accordance with Setting Up Temporary Food Premises 	<ul style="list-style-type: none"> Ensure that facilities are adequate to protect food from contamination. Rectify any inadequacies immediately
Collecting and storing food at school	Spoilage or contamination of food if it is not stored under correct conditions	<ul style="list-style-type: none"> Food transported from home to school is to be wrapped or placed in sealed container. Only cold food is to be received. perishable food is to be kept cold during transport. Food to be eaten hot is to be received cold and reheated just prior to service or display Perishable food is to be placed straight into refrigerator and kept cold (below 5°C) All food is to be kept wrapped or in sealed containers 	<p>Check food when delivered to ensure foods have been transported correctly – reject it if in doubt. All perishable food is stored below 5°C. Food is correctly stored – perishable food is placed straight into refrigerator. Check temperature regularly</p>
Preparing food	Illness due to inadequate cooking / reheating or cross contamination	<ul style="list-style-type: none"> Food to be prepared in accordance with Food Preparation Practices 	<ul style="list-style-type: none"> Check that food is prepared in accordance with correct procedure prior to service Where food has not been prepared correctly, continue cooking, or where this is not possible, throw out
Serving and displaying food Practices	Food contamination by pests, environment or customers. Spoilage resulting from wrong temperature for too long	<ul style="list-style-type: none"> Volunteers comply with Hygienic Food Preparation Food to be displayed in accordance with Food Storage and Display Practices 	<ul style="list-style-type: none"> Food to be supervised by responsible adult at all times Where perishable food is not displayed in a bain marie or refrigerated unit, it is to be discarded after four hours on display
Cleaning equipment, utensils, etc	Unclean food surfaces can contaminate food	<ul style="list-style-type: none"> Volunteers to comply with cleaning schedule 	<ul style="list-style-type: none"> Ensure that cleaning facilities are adequate and that there are sufficient quantities of cleaning agents Monitor equipment regularly for cleanliness and re-clean where necessary

*‘High risk ready-to-eat foods’ include those foods which contain meat, dairy products and seafood. Foods which would not be included in this group are dried food powders in their original package, jars, cans and other containers of food which have been processed by heat. Examples of ‘high risk’ foods include dairy (custards, cream cakes, unbaked cheese cakes, soft cheeses),

Appendix 3:

Checklist for School Canteen Coordinator

Coordinator Name: _____

Address: _____

Phone: _____

Answer these questions to identify areas which need attention in your Food Safety Program

- ☐ Is the model Food Safety Program suitable for your school's needs?
- ☐ Do you understand all the Food Safety Procedures that need to be followed?
- ☐ Are there adequate supplies of Food Safety Procedures for staff and volunteers?
- ☐ Have staff and volunteers been given a copy of the Food Safety Procedures:
 - Personal Hygiene Practices
 - Food Preparation Practices
 - Food Storage and Display Practices?
- ☐ Has a register of names and contact details of volunteers been established?
- ☐ Are delivery dockets, invoices or other supplier records being kept?
- ☐ Are temperatures being monitored and corrective action taken if equipment is not functioning?
- ☐ Has the thermometer been calibrated?
- ☐ Is there a cleaning schedule?
- ☐ Is a cleaning schedule being implemented?
- ☐ Is pest control being monitored and corrective action taken if pest infestations are noted?
- ☐ Are ill staff and volunteers excluded from food handling?
- ☐ Is the school canteen environment in line with *Setting up Food Premises*?

Appendix 4:

Checklist for School Food Events Coordinator

Coordinator Details: _____

Event Details: _____

Date: _____

- ☐ Are all the Food Safety Procedures that need to be followed understood?
- ☐ Has the coordinator compiled a list of staff including volunteers (including name and address of volunteer and details of food supplied)? (Attach full list of volunteer details)

Have volunteers been given a copy of the Food Safety Procedures:

- ☐ *Personal Hygiene Practices*
- ☐ *Food Preparation Practices*
- ☐ *Food Storage and Display Practices?*
- ☐ *Food Safety at Sausage Sizzles*
- ☐ Do volunteers understand the basic Food Safety Procedures?
- ☐ Is the stall set up in accordance with *Procedure for Setting Up Food Premises?*
- ☐ Are there adequate refrigeration and coolroom facilities (if needed)?
- ☐ Are temperatures being monitored?
Equipment: (Target temperature below 5°C)
- ☐ Is the stall and equipment being kept clean, as per *Procedure for Cleaning at Temporary Food Stalls?*

Appendix 5:

Food Safety at Sausage Sizzles and Barbeques

The Golden Rules for sausage sizzles and barbeques are:

- Keep hot foods very hot (steaming hot), and cold foods, cold (refrigerator cold) — never just warm.
- Remove meat from the fridge just prior to cooking it. Never leave it sitting around.
- Once frozen meat has been thawed, it must never be refrozen — at the end of the day, any remaining thawed meat must be thrown out
- When transporting the meat, use an insulated cooler (like an Esky™) with plenty of ice or cool packs around the meat.
- The meat should not be in contact with the ice or cool packs. If you have air-conditioning in the car, it may be cooler to travel with the Esky™ in the car rather than the boot.
- Ingredients like mayonnaise, cheese, butter and other foods that would normally be stored in the refrigerator should be brought out and placed on the table only when they are being used. Do not leave these foods at room temperature for more than four hours.
- Always cook meat products such as hamburger patties, sausages and kebabs thoroughly so that the juices run clear. When cooking chicken, ensure that it is white in the middle and that there is no hint of pink.
- Throw out any marinade that was used on raw meats — do not baste food that is being cooked with this marinade.
- Cook eggs until both the yolk and white are firm.
- Always use a clean plate for the cooked meat — never the same plate that held the raw meat.
- Keep other foods, such as bread and onions, protected from insects and dust by keeping them wrapped or in sealed containers.
- At the end of the event, don't forget to clean the barbecue and utensils before storing them away.
- Any leftovers at the end of the day should be thrown out

Photocopy this sheet and distribute to all participants

Appendix 6:

Guidelines for Exclusion of Food Handlers From Handling Unpackaged Food

Disease/Organism	Period of Exclusion for Case
Typhoid and Paratyphoid	Exclude from food handling until three consecutive negative specimens of faeces are obtained. Specimens should be taken each week for 3 weeks. If the urine was positive on initial diagnosis or the person has a history of urinary tract disease, urine samples should be collected in addition to faeces. A person who is a typhoid carrier (that is, any person who continues to excrete <i>Salmonella typhi</i> organisms for 90 days or longer) must not engage in the preparation, manufacturing or handling of food for consumption by others [Health (Infectious Diseases) Regulations 1990 S24].
Cholera, VTEC and <i>Shigella dysenteriae</i>	Exclude until three consecutive faecal specimens taken at least 24 hours apart are found to be negative.
Hepatitis A and E	Exclude from food handling until one week after the onset of jaundice. (Any person with acute hepatitis must be excluded from work until the laboratory tests have revealed the condition not to be Hepatitis A or E.)
<i>Taenia solium</i> (pork tapeworm infection)	Exclude until treated.
Tuberculosis	Exclude until rendered non-infectious.
Gastroenteritis (acute diarrhoea and/or vomiting where causative organism is unknown)	Any person with gastroenteritis must be excluded from food handling. Exclude until 48 hours after symptoms have ceased.
Gastroenteritis caused by the following organisms <i>Salmonella</i> <i>Staphylococcus aureus</i> <i>Clostridium perfringens</i> <i>Bacillus cereus</i> <i>Yersinia</i> <i>Cryptosporidium</i> <i>Entamoeba histolytica</i> (Amoebiasis) <i>Giardia lamblia</i> <i>Shigella</i> (other than <i>Sh.dysenteriae</i>) <i>Vibrio parahaemolyticus</i> Other bacterial gastroenteritis	Any person with gastroenteritis must be excluded from food handling. Exclude until symptoms have ceased and counsel on returning to work regarding good personal hygiene.
Norwalk or Norwalk-like virus and other viral gastroenteritis	Any person with gastroenteritis must be excluded from food handling. Exclude until 48 hours after symptoms have ceased.
Boils, abscesses and other purulent lesions of hands, face or nose	Exclude unless lesion is covered with a coloured waterproof dressing/ wound strip.

Contact Details and Further Information

Head Office	Telephone	Fax/Pager
Disease Control Section	Tel: 03 9637 4000 (switchboard)	Fax: 03 9637 4509
Food Safety Victoria 17/120 Spencer Street Melbourne Vic 3000	Food Safety Hotline: 1300 364352	Fax: 03 9637 5320
After Hours Doctor on call	Tel: 03 9625 5000	Pager No: 46870

Department of Human Services Region	Contact Details
Barwon South-Western 2nd Floor State Govt Offices Cnr Fenwick and Little Malop Sts Geelong Vic 3220 (PO Box 760, Geelong Vic 3220)	Regional Environmental Health Officer 03 5226 4582
Grampians Armstrong St Ballarat Vic 3353 (PO Box 712, Ballarat Vic 3353)	Regional Environmental Health Officer 03 5333 6027
Gippsland 64 Church St Traralgon Vic 3844 (PO Box 244, Warragul Vic 3820)	Regional Environmental Health Officer 03 5624 0609
Loddon Mallee 37 Rowan St Bendigo Vic 3550 (PO Box 513, Bendigo Vic 3550)	Regional Environmental Health Officer 03 5434 5538
Hume 74 Ovens St Wangaratta 3676 (PO Box 460, Wangaratta Vic 3676)	Regional Environmental Health Officer 03 5722 0620
Southern Metropolitan 122 Thomas St Dandenong Vic 3175 (PO Box 692, Dandenong Vic 3175)	Regional Environmental Health Officer 03 9213 2005
Western Metropolitan 71 Moreland St Footscray Vic 3011 (PO Box 224, Footscray Vic 3011)	Regional Environmental Health Officer 03 9275 7193
Northern Metropolitan 145 Smith St Collingwood Vic 3066 (PO Box 1332, Collingwood Vic 3066)	Regional Environmental Health Officer 03 9412 5408
Eastern Metropolitan 883 Whitehorse Rd Box Hill Vic 3128 (PO Box 2015, Box Hill Vic 3128)	Regional Environmental Health Officer 03 9843 6120

- Your local Council Environmental Health Officer

Tel: _____

- Food Safety Victoria
Information Hotline: 1300 364 352.
Website: www.foodsafety.vic.gov.au
- School departments and associations
- Department of Education
- Victorian Primary Principals Association
- Catholic Education Office
- Association of Independent Schools of Victoria.
- Training providers. Most TAFE and private training providers are offering courses to assist with training of staff.

Resources from Food Safety Victoria

Posters

- *Prevent Food Poisoning*
- *Personal Hygiene Can Stop Food Poisoning*
- *Avoid the Temperature Danger Zone*

Pamphlets

- *Gastrointestinal Illness Series*
- *Food Poisoning and How To Prevent It**
- *Hygienic Food Preparation and Handling**
- *Personal Hygiene for People Working with Food**
- *Safe Food Storage and Display**
(*also available in languages other than English)

Resource order form is available from Food Safety Victoria

Other Useful Resources

Foodsmart for School Canteen
National Heart Foundation
411 King Street
West Melbourne VIC 3003

School Canteen Buying Group Inc.
PO Box 290
Rosanna VIC 3084

Management Sense, Food Sense: The Essential Guide to Food Service in Your School
Federation of School Canteens, available from:
Victorian School Canteen Associations
PO Box 5144
Heidelberg West VIC 3081

