



# Clutha District Council

## Food Safety Guidelines Balclutha Farmers' Market

The Balclutha Farmers Market is registered by the Council's and is regularly inspected by the Council's Environmental Health Officers. The Registration Certificate is held by \_\_\_\_\_ and it is their responsibility every week to ensure that all stall holders are abiding by these guidelines for selling safe food. The guidelines are based on the Food Hygiene Regulations 1974.

Any person wishing to sell food at the market must have approval from the Clutha District Council. An Environmental Health Officer must review the intended food safety practices of each stall before they can start trading at the market. An application form is attached to these guidelines and must be completed and returned to the Council.

**Selling safe food to the public is important, therefore the following rules must be followed.**

### FOOD PREPARATION

**Food for sale to the public may only be prepared in registered premises.**

All food must be prepared in registered premises or premises that are approved by the local authority within whose district they are situated. **No home preparation is allowed.** The Council has a list of registered premises and approved kitchens within community centres, etc.

#### **Food preparation at the market**

No food is to be prepared at the market without prior approval from the Council's Environmental Health Officer.

#### **Charitable food stalls**

Food sold for charitable purposes is subject to the same food safety requirements as food sold for private gain. A separate application procedure is available for community groups to apply for a permit and details are available on the Council's website at [www.cluthadc.govt.nz](http://www.cluthadc.govt.nz)

### TRANSPORT TO THE VENUE

To ensure that food is protected from contamination and spoilage during transport

- Vehicles must be clean and tidy and carrying no other materials e.g. lawnmowers, dogs etc that may contaminate the food.
- All food must be carried in clean containers and kept well covered during transit.
- Readily perishable food must be kept cool whilst being transported to the market. Ice or cooler pads or refrigerated vehicles can be used to keep food below 4°C.

### FOOD PROTECTION AT THE MARKET

#### **Display**

All equipment, tables etc used to display food for sale must be made of readily cleanable materials. Surfaces in contact with food must be kept clean and disinfected, and must be smooth and impervious. Wooden tables must be covered by plastic sheeting or another washable cover.

All food must be displayed at least 45cm off the ground.

Stall holder details, including name, address and phone number must be displayed in a manner

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visible to the public.

### Temperature control

To minimise bacterial growth readily perishable food must be kept at the correct temperature which is either below 4°C or above 60°C. Readily perishable foods are those that contain milk, milk products, eggs, rice, meat, poultry, fish or shellfish and some soft cheeses. These foods are able to support the growth of the types of bacteria that can cause food poisoning.

Food can be kept cold (below 4°C) by using either;

- Portable refrigerators
- Refrigerated vehicles
- Chilly bins with **lots** of ice or ice packs [NB this is not a particularly reliable method in warmer weather]

All ice in contact with food must be made from a mains water supply or from a treated supply which meets the requirements of the Council's Environmental Health Officer.

Cooked food that is to be served hot must be kept really hot (above 60°C).

Any stall selling readily perishable food must have a thermometer to ensure food is kept out of the danger zone. Some means of sterilizing the thermometer [e.g. alcohol swabs available from chemists] must also be available.

### Food Protection While on Display

Food must be protected from:

- Dust and flies by using containers with covers or lids.
- Sun by means of canvas awnings or sun umbrellas.
- People who cough, sneeze or touch the food by using wrappings, covers or lids.

Cookers or BBQ's should be placed away from the public or otherwise screened from the public to prevent food becoming contaminated as well as to ensure safety.

### Samples

Samples of food may be offered. These samples are subject to the same general rules relating to storage temperatures and covered displays. Any utensils or cups for sampling must be disposable. Remember to keep samples chilled if required, or else discard after 2 hours.

### Service

Spoons, tongs, or gloves must be used at all times when serving unwrapped foods, other than fruit and vegetables.

## PERSONAL HYGIENE

### Clothing

People selling food must be clean and be wearing clean clothing. People preparing and cooking food must wear **either**:

- A clean protective top with sleeves **or**
- A clean apron with clean sleeve guards

Food handlers with long hair must tie it back and wear a hat or cap.

### Hands

Stall holders preparing food on site must provide hand washing facilities. Two options are available:

- Provide a basin with hot water at a minimum of 38°C for washing hands as well as a suitable

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system to dispose of the water. We recommend 9 litres of water per person working on the stall. Provide soap, nail brush and disposable paper towels.

- Alternatively plastic disposable food safety gloves can be worn, **but with caution**, changing them as necessary at the times listed above. If the option to use gloves is taken, anti-bacterial hand steriliser gel or alcohol wipes must also be provided and used prior to putting new gloves on. (There is little point in handling money etc and then handling food with the same gloves)

Hands must be washed regularly and especially at these times:-

- After setting up your stall and before preparing the food
- After using the toilet
- After touching raw meat or fish
- After sneezing or using your handkerchief
- When they become dirty.

Jewellery is not to be worn on hands or forearms if it is likely to come into contact with food. Fingernails must be kept short and clean.

Stall holders selling only pre-packed foods are not required to have hand washing facilities, but food handlers are still required to keep their hands clean.

Sores, wounds, or cuts are to be covered with a dressing and then covered with a disposable food safety glove.

### **Infectious Illness**

Food handlers suffering from any infectious illness, vomiting or diarrhoea are not to prepare any food or work on any stall. This is intended to prevent illnesses being passed to other people. Any person who has suffered vomiting or diarrhoea must be kept from handling food until they have been well for at least 48 hours. Ensure that any staff you employ are made aware of their responsibility to report symptoms to you.

## **FOOD LABELLING**

The Australian New Zealand Food Standards Code applies to all food on sale at the market. Food sold in packages is required to be labelled. Some food may be exempt from these, for example unpackaged food, whole or fresh cut fruit and vegetables sold in transparent packages and food packed in the presence of the purchaser. However despite these foods being exempt, for health and safety reasons stallholders may still be required to provide certain labelling information to customers.

Stallholders with questions about the labelling of their products should contact a Health Protection Officer at Public Health South (phone [03] 474 1700). The following fact sheets are also available from Public Health South:

- General labelling requirements under the Food Standards Code.
- Date marking and storage instructions
- Allergen labelling and warning advisory statements

A copy of the Food Standards Code can be found on the following web site: [www.foodstandards.govt.nz](http://www.foodstandards.govt.nz)

## **GENERAL REQUIREMENTS**

### **First Aid Kit**

The Balclutha Farmers Market has a first aid kit available for the use of all stall holders.

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### **Smoking**

The Balclutha Farmers Market is a smoke-free environment. If you take a smoking break away from the stall, hands are to be washed before returning.

### **Rubbish**

You must provide a covered refuse containers for collecting rubbish at your stall. Keep your stall area clean and tidy and clean up your area before you leave.

### **Dogs**

Dogs are not permitted in the market area or in vehicles transporting food, including those carrying fruit and vegetables. An exception is made for Seeing Eye dogs.

## **CONTROLS REQUIRED FOR DIFFERENT TYPES OF FOOD**

The following is a list of the controls needed to manage the risks associated with different types of food sold at the market. These requirements are in addition to the controls listed above.

### **Fruit and Vegetables**

Fruit and vegetables are low risk foods as they are not readily perishable and, in addition, are often wrapped. Even so the general food safety provisions listed above will still apply.

### **Fresh Meat / Poultry / Fish**

All fresh meat and poultry must be from an approved supplier, and fresh meat and poultry must be pre-packed on registered premises. It must be held at a temperature below 4°C on site and during transport to the market. This requires mechanical refrigeration or, as a last resort, plenty of ice. It is also very important to shade products from the sun.

The New Zealand Food Safety Authority has produced a separate food safety guidance that applies to sales of fresh meat and poultry and copies of this are available from the Council. Anyone trading in fresh meat or poultry will have to ensure that they also comply with this food safety guidance.

### **Frozen Meat**

All frozen meat must be displayed at a temperature that does not exceed -12°C. Before being displayed for sale the meat must have been maintained at or below -18°C.

### **Fermented Salami**

The manufacturing process must be thoroughly checked by someone who is competent to do so and confirmed as safe. This can be done by a food technologist or consultant with experience in salami processing. Produce must be displayed out of the direct sunlight, but need not be refrigerated. It must also be labelled appropriately.

### **Cured Meats [For example ham]**

As with salami the production process must be checked by someone who is competent to do so and confirmed as safe. All cured meats must be kept refrigerated.

### **Cheese**

All cheese must be made and pre-wrapped on registered premises and must be stored below 10°C.

### **Eggs**

Eggs for sale must be kept cool, dry and under shade. They must not be exposed to direct sunlight.

Egg producers who do not have a registered Risk Management Plan may only sell their eggs directly to the public provided that they have no more than one hundred laying hens

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