

CLUTHA DISTRICT COUNCIL

ADVICE FOR OCCASIONAL FOOD PREMISES

COOKED, HIGH RISK FOODS

The Council is permitted by the Food Hygiene Regulations to treat fundraising operations as occasional food premises, allowing the organisers to operate without a registered food premises being used. If catering activities are undertaken within non-registered premises there may be a fee with respect to approval and inspection costs.

While some of the strict physical requirements of the above regulations are relaxed for such situations, it is important to note that the conduct and maintenance provisions of the Regulations remain in force. Some key areas of interest that may relate to your operation are as follows: -

- Meat, poultry, fish, cheese, milk, cream, egg products and other perishable foods may be stored or displayed at room temperature for a maximum of 2 hours. If food is to be kept longer, it must be stored under refrigeration, or in a chilly bin with freezer packs. This will apply from the time of purchase or preparation until the time that the food is displayed.
- Products which are purchased frozen should be kept under deep freeze conditions for as long as possible until they are thawed out. Once de-frosted they should be treated as if they were fresh produce. On no account must thawed foods be re-frozen. Defrosting is best carried out by leaving the food in the bottom of a refrigerator and leaving it for as long as it requires to reach the refrigerator's temperature. Ideally the refrigerator will be operating at no more than 4°C.
- Products should only be transported within the original packaging or within clean, hygienic containers, which have first been thoroughly washed and sanitised. Food must only be transported within clean vehicles.
- The advice contained within this leaflet will need to be made available to all volunteers who are helping in the event. If any food is to be prepared within home kitchens it will need to be protected in exactly the same way as on the day itself. Special care must be taken to protect food from possible sources of contamination such as household pets and very young children in nappies. All helpers using their own home kitchens must therefore be supplied with a copy of the Council's leaflet 'Preparing Food in the Home'.
- Food workers must ONLY wipe or dry their hands on clean, disposable paper towels or roller towels. Fabric towels will rapidly become soiled and damp and harbour germs.
- A supply of waterproof dressings must be provided in case of cuts or sores. If non-waterproof dressings are used (i.e. Band-Aids) then a disposable latex glove must be worn over the top, as ordinary dressings allow bacteria to pass through, placing food at risk of contamination.
- If suitable handwashing facilities are not available (i.e. running water, soap, a nailbrush and single use or disposable hand drying facilities) in the working area, it is important that no direct contact with food occurs. The use of tongs or other suitable implements and clean, disposable gloves is recommended. Gloves must be changed regularly, and are available at

local pharmacies. Tongs and implements must be changed or washed regularly. Separate tongs must be used for raw and cooked foods. If handwashing facilities provided with soap, nailbrush and single use or disposable hand drying facilities are available, workers must be reminded to wash their hands thoroughly at regular intervals, and always after activities that will contaminate hands.

- Suitable surfaces must be provided for food preparation. These must be able to be readily cleaned, and must be sanitised before use. Branded kitchen sanitisers will suffice for this purpose.
- Food must be protected from contamination at all times. This can be done by packaging food so it is protected from contamination [e.g. in plastic food wrap], or by using a cover, lid or similar to prevent food becoming contaminated.
- Where food is to be sold packaged, suitable labelling is recommended, particularly for items that may be stored in household freezers for reasonable lengths of time. This will enable the purchaser to know who manufactured the product and when.
- If possible, make sure that you have a supply of aprons, which can be worn by helpers. Disposable, plastic ones will suffice. This will also present a very positive image to your customers.
- Any food which is to be sold hot should be heated at an oven or microwave. Hot food cabinets will only keep food hot; they will take too long to warm the food to a safe temperature.
- All glassware, crockery, and cutlery used at a function must be thoroughly washed both before and after use. If a commercial dish washing machine is not available, a double sink method may be used. Plates should first be scraped clean of all food particles before thorough washing in hot water and detergent. The second sink is used as a hot rinse with regularly changed clean water. Air drying is considered preferable to the use of dish cloths.
- Be sensible concerning the areas in which you choose to work. Remember that you are handling food products that people will eat and make sure that the premises you use are clean and presentable. Your customers will judge you by these considerations even though you are not a full time food business.

Should you require any further information or assistance, please do not hesitate to contact the Council's Environmental Health Officers at:-

Clutha District Council
Regulatory Services
1 Rosebank Terrace
P O Box 25
BALCLUTHA 9240
Tel: 03 419 0200
Fax: 03 418 3185
E-mail: help.desk@cluthadc.govt.nz