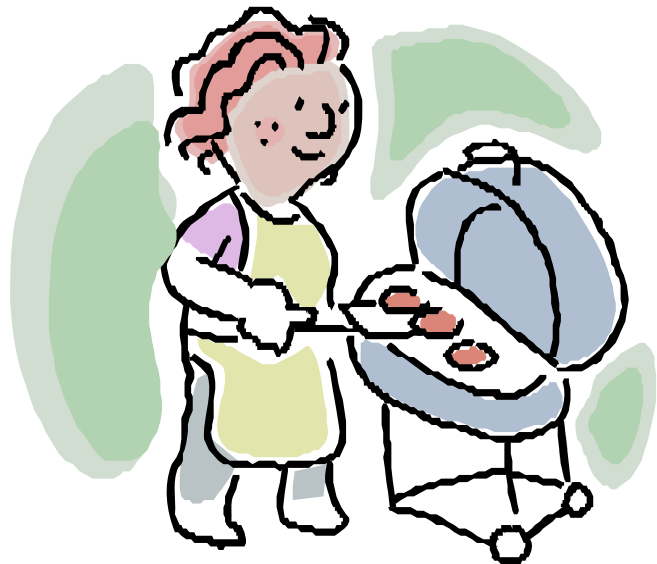

INFORMATION BOOKLET



**POLICY FOR THE
SAFE STORAGE, PREPARATION &
SALE
OF FOOD BY FUND-RAISING
ORGANISATIONS**

INDEX	Page
PURPOSE	2
BACKGROUND	2
DISCUSSION	2
DEFINITIONS	3
LEGISLATION	5
COMPETITIVE TRADING	5
ACKNOWLEDGEMENT	5
WAITAKI DISTRICT COUNCIL POLICY	6
• OBJECTIVES	6
• PROCEDURES AND CATEGORIES	6
• SALE OF HIGH RISK FOOD	7
• SALE OF FOOD ON A REGULAR BASIS	7
• APPROVED SUPPORT PREMISES	8
• EXEMPTION FROM REGISTRATION	8
FACT SHEETS	10
CONTACTS	10

PURPOSE

To promote an acceptable standard of food safety practices by those persons preparing and selling food for fund-raising organisations.

BACKGROUND

New Zealand has undergone significant changes in its social structure over the past ten to twenty years. These changes have seen a dramatic increase in the popularity of market and open air trading for a wide variety of foods.

As well, there has been a significant increase in the **Sale of Food** as a means of raising funds by sports clubs, schools, churches and service clubs.

These organisations have traditionally not been controlled to the same extent as professional, registered food premises or caterers.

Our concern is that some of the food offered for sale may have been prepared in conditions and by practices that are not compatible with sound food safety principles, that ultimately do not control the risk to public health.

Local Authority Environmental Health Officers have observed several areas where there is an inadequate standard of food hygiene among persons handling or preparing food. The risk of transmission of food borne disease is increased considerably in these cases.

DISCUSSION

The upholding of food hygiene in unregistered food premises can be more difficult because:

- a) Sanitary facilities (such as toilets and wash hand basins) and cleaning facilities (such as sinks and hot water) may not be readily available.
- b) Refrigeration and/or hot food-holding equipment may not be available for the temperature control of readily perishable foods.
- c) Appropriate food protection equipment may not be available.
- d) The vagaries of the weather (wind, temperature, dust), and the natural environment (insects and other pests) may not be as easily controlled at open-air venues.

Special problems that can arise include:

- a) The contamination of food from unwashed hands due to the unavailability of readily accessible wash hand basins, hot and cold water, soap, nail-brushes, and an hygienic means of drying hands.
- b) The rapid growth of food poisoning and food spoilage bacteria in the absence of refrigeration to keep cold food cold, and suitable appliances to keep hot food hot.
- c) The protection of food from contamination by the weather, dust, birds, and insects due to inadequate shelter and food covers.
- d) The contamination of food from unclean and unhygienic preparation surfaces, equipment, utensils and appliances due to the absence of sinks, dishwasher, hot and cold water, detergents and sanitisers.
- e) The contamination of food during delivery to and from the sale location in unsuitable containers and transport vehicles.

DEFINITIONS

Food Premises

- any premises on or at which food is manufactured, prepared, packed, stored or handled for sale.
- on or from which food is sold.
- any stall (Food Hygiene Regulations 1974 2 (1))

Fund-raising Organisations

- Voluntary/Charitable organisations which sell food to raise funds to assist in projects and/or for maintaining their organisations. *eg Service Clubs, Educational Institution, Churches, Welfare Groups, Sports Clubs.*

Hazard

- That which has potential to harm the public's health.

High Risk Foods

- Readily perishable foods – probability of a hazard occurring is much greater.

Low Risk Foods

- Probability of a hazard occurring is minimal. *eg. vegetables and high sugar or salt content foods e.g. jams, preserves, cakes, (no cream).*

Occasional Food Premises

- Food premises used only for: –
 - Sale of fruit, eggs, poultry, vegetables that are produced on the land on which those premises stand or:-
 - Sale of food on special occasions, *see definition of special occasion* (Food Hygiene Regulations 1974 2 (1))

Partially Exempted Premises

- Main purpose is accommodation or education e.g. hospital, educational or charitable institution, residential homes, in which food is sold to persons who live, study or work there, or attend that establishment, or to visitors of those persons. (Food Hygiene Regulations 1974 2 (1))

Readily Perishable Food

- Means perishable food that consists wholly or partly of milk, milk products, eggs, meats, poultry, fish or shellfish or ingredients that are capable of supporting the progressive growth of microbiological organisms that can cause food poisoning or other food-borne illness. (Food Hygiene Regulations 1974 2 (1))

Registration of Premises

- Food Hygiene Regulations 1974 section 4 (1) – no person shall use any premises for the manufacture preparation, packing or storage of any food for sale, or for the retail Sale of Food, unless the premises are registered under the Health (Registration of Premises) Regulations 1966.
- Unless exempted registration by virtue of being an Occasional Food Premises or Partially Exempted Premises.

Sale of Food

- For human consumption or use.
- Offering or attempting to sell.
- Barter.
- Supplying together with service, entertainment, accommodation.
- Offered as prizes.
- Given away as advertising.
(Food Act 1981)

Special Occasion

- An occasion, special to the seller of the food, such as fund-raising (*not expected to occur more than twice a year*), but does not include the sale of food a regular basis, by stall holders attending fairs, galas, festivals, markets etc., or groups catering.
- Example:- where a caterer is in business selling food for wedding receptions and the like, the caterer must have registered premises. It would be a "Special Occasion" for the bride and groom but should not be construed as such for the caterers.

Stall

- Any movable stand, mobile shop, road vehicle, fishing vessel or similar structure, vehicle, or vessel - on, at, or from which food is sold.
(Food Hygiene Regulations 1974 2 (1))
- **For the purpose of this policy the term stall also includes:-**
Any place, within or outside a building, where food is prepared, handles or sold and includes all structures, facilities, screens, shades, covers, canopies, equipment and appliances associated with the use of the place, provided the place is not subject to registration under the Food Hygiene Regulations 1974

LEGISLATION

1. The **Food Hygiene Regulations 1974** apply to sale of food, including sale of food by fund-raising organisations, although the regulations do not address all the aspects of food hygiene that are required for the safe operation of these events.

These regulations are administered by the Territorial Local Authorities, through their Environmental Health Officers.

Any organisation selling or trading food is required to be registered under the Food Hygiene Regulations 1974.

There are two exemptions relevant to this policy:

- a) Partially Exempted Premises (*see definition*)
- b) Occasional Food Premises (*see definition*)

Note: However, they are still required to comply with the general requirements of the Food Hygiene Regulation 1974.

2. The **Food Act 1981** and the **Food (Safety) Regulations 2002** apply to the general labelling requirements, food additives and ingredients of all food offered for sale.
(For any enquiries, please contact Public Health South, Dunedin office).

COMPETITIVE TRADING

Other issues such as competitive trading and the right to occupy space for the purpose of trading are separate issues and are not addressed in this policy. This may require separate approval from Council.

ACKNOWLEDGEMENT

We would like to acknowledge the work done by Hutt Valley Health in formulating a policy for markets and open air venues – we have drawn extensively on their code of practice.

WAITAKI DISTRICT COUNCIL POLICY SALE OF FOOD BY FUND-RAISING ORGANISATIONS

All persons selling food or handling/preparing food for sale are required to comply with the Food Hygiene regulations 1974

OBJECTIVE

Any fundraising organisation that sells food, (*other than partially exempted premises*), will need to have these events approved by the Council.

PROCEDURE

All fund-raising organisations will notify Council prior to the event(s) occurring and fill out an application form.

- An Environmental Health Officer will go through the application form with the person responsible for that particular event(s) and advise on appropriate safe food handling techniques and requirements – Fact Sheets will be provided.
- We would expect ten working days notice of the event, but obviously there would be exceptions to this – e.g. providing food for a funeral.
- Provided the Environmental Health Officer is satisfied that all food safety precautions are being undertaken an Operator's Certificate will be issued for that fund-raising organisation.
- The Operator's Certificate shall remain in force for the term of one Year from the date of issue thereof.

Category 1

- Under this policy all fund-raising organisations are permitted to sell food on two "special occasions". These will generally be for their own organisation, but does not include regular trading at fairs, galas, festivals or catering for weddings, 21st birthday, etc.

Category 2

- Sale of Food by any fund-raising organisation greater than twice per year, but not more than 12 times per annum – includes catering for other organisations, weddings, 21st parties, etc. and stalls at galas, fetes, festivals etc.
- The person responsible for the organisation's event(s) will require to be suitably trained in food safety.

SALE OF HIGH RISK FOOD

i.e. sale of readily perishable foods.

The organisation must have “**approved support premises**”.

Note: This applies to both categories 1 and 2

SALE OF FOOD ON A REGULAR BASIS

For more than **12 events** per year it is considered the organisation is effectively a professional business operation and as such should be fully registered.

APPROVED SUPPORT PREMISES

Any sale of high risk foods will require an “**approved support premises**”. This applies to Categories 1 and 2.

Approved support premises means:

- a) A premises that is registered in accordance with the requirements of the Food Hygiene Regulations 1974; or
- b) A premises that is listed in Regulation 4(4) of the Food Hygiene Regulations 1974. (*see over*)

Exception

Food that has been acquired as a gift after it has been cooked or otherwise prepared may be offered for sale. A common example would be a cake stall that is raising funds for a voluntary organisation, where all the cakes have been donated to the stall by supporters of the organisation. All or most of the cakes are likely to have been baked and prepared in private homes.

Persons preparing food at home to give away as a gift are encouraged to comply with the safe food handling requirements of this policy.

And that in the opinion of an Environmental Health Officer is suitable for:

- a) Any preparation or pre-preparation of food before it is offered for sale.
- b) Any storage of food that is to be offered for sale.
- c) The storage of any equipment, appliance, utensil or facilities used.
- d) The cleansing of any equipment, appliance, utensil or facilities.

Provided that an Environmental Health Officer may accept other hygiene arrangements for the storage of cleansing or any equipment, appliance, utensil or facilities.

These premises must be appropriate for the type of food being sold and the situation involved – these will be decided on a case by case basis, each one will be assessed on its merits

EXEMPTIONS FROM REGISTRATION

Regulation 4,(4) Food Hygiene Regulations 1974

(4) Subclauses (1) and (2) of this regulation shall not apply to –

- a) The use of any premises by the Crown, or by a local authority within its own district; or
- b) Any partially exempted premises; or
- c) Any occasional food premises; or
- d) Any eatinghouse that is not open to the public and is not used for any other purpose specified in subclause (1) or subclause (2) of this regulation; or
- e) Any registered apiary within the meaning of subsection (1) of section 2 of the Apiaries Act 1969 in which no food is prepared or packed; or
- f) *i.* Any licensed premises within the meaning of section 2 of the Sale of Liquor 1962 (not being a restaurant within the meaning of that subsection); **or**
ii. Any premises in respect of which there is in force a licence under the Wine Makers Act 1981.
- g) Any premises that are controlled by a Licensing Trust constituted under the Licensing Trusts Act 1949; or
- h) Any warehouse or wharf within the meaning of subsection (1) of section 2 of the Harbours Act 1950; or
- i) Any warehouse that is part of an aerodrome within the meaning of section 2 of the Civil Aviation Act 1964; or
- j) Any premises that, being a warehouse or store room, are food premises by reason only of the fact that they are used for the storage, and the handling in the course of storage, of food packed in containers; or
- k) Any premises that are situated within the boundary of any airport named in the First Schedule to the Quarantine (Air) Regulations 1952; or
- l) Any premises in which food is only supplied or sold –
 - a. Together with accommodation; or
 - b. Incidentally to the rendering of any service in consideration of an inclusive charge for the food and the service.

AVAILABLE FACT SHEETS

- General duties of persons selling food for fundraising
 - Food Protection - Food Storage
- Refrigeration
 - Personal Hygiene and Behaviour
 - Food Vehicles
 - Environmental Protection - Sanitary Facilities
- Refuse Disposal
 - Approved Support Premises
 - High and Low Risk Foods
 - Preparation and Storage of Food from a Domestic Kitchen
 - Cake Stall Guidelines
 - Sausages Sizzle
 - Preparation and Display of Rice Salads.
 - Basic Steps in cleaning and Sanitising
-

CONTACTS

Waitaki District Council

20 Thames Street
Private Bag 50058
Oamaru
Ph (03) 4348 060
Fax (03) 4341 611

Environmental Health Officers

Lex Cochrane
Anne de la Cour

Public Health South

P O Box 5144
Moray Place
Dunedin
Ph (03) 474 1700

Health Protection Officer

Lynette Finnie