



# Food Safety Program Template for Community Food Events

**Victoria's Safe  
Food System**



© 2002 Copyright State of Victoria.

Published by:

Public Health Group, Victorian Government Department of Human Services.

1410302

This publication is available at the Internet address:

*[www.foodsafety.vic.gov.au](http://www.foodsafety.vic.gov.au)*



# Introduction

In April 2001, the Victorian Government changed the food safety laws. These changes affect all food providers from 2 January 2002.

This means all food businesses and voluntary groups selling food must have a Food Safety Program.

It also means that:

- Your event must have a Food Safety Program.
- The place where food is prepared, the equipment used, and the vehicles used for food transport must be clean and hygienic.
- You must provide safe food at the event.
- Food cannot contain things that shouldn't be in it (that is, not contaminated with either chemical or physical items).
- Food must be in good condition (not deteriorated or perished).

A Food Safety Program doesn't have to be a complex technical document, but it should contain all the information which is relevant to your event.

This template is designed for use where food is sold to the public outside of permanent food premises. It can be used by voluntary associations, community groups or clubs and anyone else selling food at an event.

You should complete this template to create a Food Safety Program, then ensure that the instructions in the Program are followed from the preparation of food for the event, to the point of consumption or sale.

Food safety is mostly commonsense, and this template will help you and your organisation do the things needed to provide safe food. The information in this template can also be distributed by the Event Coordinator to food handlers participating in temporary events such as festivals and fetes.

Many pages are designed to be photocopied and given to volunteers and others working at an event, to remind them of the importance of safe food handling.

Businesses participating in the event must satisfy the Event Coordinator that they are following the instructions given, or are using a module of the business's Food Safety Program that covers off-site events.

You will need to submit a Food Safety Program to your Council for each event where you will be selling food.

**This is a registered Food Safety Program Template (No.4) with the Department of Human Services. This is Edition 1. This edition of the template was created in 2002.**

**This template will be reviewed and re-registered annually. Check that you are using the current edition of the template.**



## How Do I Use this Book?

1. Photocopy this entire document.
2. Choose someone to be your Event Coordinator section (see page 1).
3. Go to the Event Details page (page 2) and fill in the table.
4. Answer all the questions on page 3. (*What Happens at Your Event?*) Where you answer 'Yes' to a question, you'll need to use the section(s) shown. For example, if you answered 'Yes' to '*Do you store or display dry food?*', you should use Section C and Section H.

By putting together the sections applying to your event with the lists and Event details page, you have completed your Food Safety Program. You should then photocopy your Food Safety Program and submit it to your Local Council.

## How Do I Use Our Event Food Safety Program?

1. Photocopy and distribute all relevant information to people working at the event.
2. Complete the Food Providers List.
3. Complete Part 1 of the Event Checklist just before the Event.
4. During the Event, complete Part 2 of the Event Checklist.
5. During your event, your Food Safety Program and records should be available to your local council's Environmental Health Officer.

## If You Need Help with Your Food Safety Program

- Call the Template Assistance Hotline on 1300 888 498.
- Contact the Environmental Health Officer at your local council.
- Visit the Food Safety Victoria Web site [www.foodsafety.vic.gov.au](http://www.foodsafety.vic.gov.au)

There is also a video pack, *Food Safety Guidelines for Community Events*, which is available in local libraries or from your local Environmental Health Officer. It is a useful tool to help train food handlers for your event and is available in a number of different languages.



# Contents

<b>Title</b>	<b>Action</b>	<b>Page No.</b>
Event Coordinator	Retain this section	1
Event Details	Retain this section	2
What Happens at Your Event?	Answer all questions	3
Permanent Premises	Use Section A 1	4
Temporary Premises	Use Section A 2	5
Selling Food from Vehicles	Use Section A 3	6
Cleaning	Use Section B	7
Personal Hygiene	Use Section C	8
How Food Poisoning and Contamination Occurs	Use Section D	10
Preparing Food	Use Section E	12
Cooking, Heating and Cooling	Use Section F	14
Product Labelling and Packing	Use Section G	15
Food Storage	Use Section H	17
Displaying and Serving Food	Use Section I	18
Temperature Control	Use Section J	19
Transporting Food	Use Section K	20
Temperature Checking	Use Section L	21
Food Providers List	Fill in Record	23
Event Checklist	Complete and Retain	24
Checking the Accuracy of Thermometers (Calibration)	Read	27
High Risk Foods	Photocopy and distribute	28



# Event Coordinator

At every event where your organisation will be selling food, from a fête to a sausage sizzle or cake stall you will need to appoint an Event Coordinator.

The Event Coordinator has to make sure that all workers, whether they are volunteers or paid workers, understand food safety and safe food handling practices for the job they are doing during the event.

The Event Coordinator will have to conduct training or group discussions about food safety before the event.

The things the Event Coordinator must be familiar with are:

- The Food Safety Program for the event.
- Safe food handling.
- Personal hygiene.
- Cleaning.
- Food preparation.
- Storing and transporting food.
- How to check temperatures.
- Displaying food safely.

The Event Coordinator must also:

- Train all volunteers and supply them with the relevant information from the Food Safety Program.
- Check that probe type thermometers are calibrated before the event, to make sure they are working accurately.
- Distribute the information in this template to people who are to participate in the event.
- Make sure that businesses participating in the event follow the instructions given, or use a module of the business's Food Safety Program that covers off-site events.
- Check that everyone works safely with food.
- Complete the **Food Providers List** by recording the names and contact details of people supplying food at the event, as well as recording the food supplied.
- Complete **Event Checklist**. This record will help you to monitor the event from start to finish.
- Remove any recalled food from sale when a Food Recall is issued.

## What Do I Do with this Page?

Photocopy it and use it as part of your Food Safety Program.

## Event Details

Type of event:		
Location:		
Date(s) of proposed event(s):		
Event Coordinator's name:		
Event Coordinator's address:		
Event Coordinator's phone number:		
Event Coordinator's mobile number:		
Event Coordinator's email address:		
The kinds of food that will be provided at the event (for example, cakes and sausage rolls):		
Name of Local Council:		
Number of volunteers:		
Name any volunteers who have completed formal Food Safety Training:		
Have you attached a copy of your Events Food Safety Program?		Please tick if completed
Have all volunteers received information on safe food handling from your Food Safety Program?		Please tick if completed
Do you have calibrated probe type thermometers?		Please tick if 'Yes'
<p>Your Food Safety Program will need to be reviewed and your local Council Environmental Health Officer advised when any of the following occur:</p> <ul style="list-style-type: none"> <li>• Structural alterations to food preparation areas are made.</li> <li>• Additional equipment for food preparation is obtained.</li> <li>• Any changes to the types of food or food operations of the organisation are made.</li> <li>• There's a change in Event Coordinator.</li> </ul>		
Signed by Event Coordinator:		
Date submitted:		

## What Do I Do with this Page?

Complete it, photocopy and use it as part of your Food Safety Program.

# What Happens at Your Event?

Answer the following questions. If you answer 'Yes', then you must use the sections indicated. Put these together to make your Food Safety Program.

QUESTIONS	NO	YES	IF YES, THEN USE THESE SECTION(S)
<b>LOCATION:</b>			
Does your organisation have permanent premises for food preparation?			Section A Section B
Is the event to take place at temporary premises?			Section A2 Section B
Is food at the event served from a food vehicle?			Section A3 Section B
<b>FOOD PROVIDERS:</b>			
Do volunteers prepare food at home for the event?			Section B Section C Sections D to G
Do you receive food donations from other sources?			Section D Section G Section L
Do you buy food from established food businesses for events?			Section D Section G Section L
<b>FOOD STORAGE:</b>			
Do you store or display dry foods?			Section C Section H
Do you store or display cold foods?			Section C Section H Section I Section J Section L
Do you store or display frozen foods?			Section C Section H Section D Section L
<b>FOOD PREPARATION:</b>			
Do you thaw frozen food before further preparation?			Section J
Are ready-to-eat foods (such as salads) prepared before the event?			Section E Section J
Is food cooked and cooled before being transported to the event?			Section F
Is food transported to the events in a refrigerator or cooler?			Section K
Is hot food transported to the event?			Section K
<b>COOKING:</b>			
Is food cooked at the event?			Section C Section F Section L
Is hot food displayed at the event?			Section C Section I Section J Section L



## Section A 1

# Permanent Premises

If your organisation has a permanent base (like a community hall with a kitchen), the food handling and preparation facilities need to be organised so food can be prepared and handled safely. In your food preparation kitchen, you will need:

- Plenty of hot and cold water.
- Fridges to keep cold food cold and freezers to keep frozen food frozen.
- Mechanical exhaust fans to keep the area free of smells and fumes.
- Hand washing facilities—a basin, soap and paper towels.
- Sinks big enough to clean cooking equipment and utensils.
- Adequate bench space for food preparation.
- Uncluttered surfaces which are easy to keep clean.
- A supply of cleaning equipment, detergents and sanitisers.
- A place to store food safe from mice, rats and insects.
- A way to stop pests like birds, animals and insects getting into the kitchen.
- Enough rubbish containers to collect and store all waste.

**Note:** After the event, all waste is to be removed from the venue.

## Pests

It is important to watch out for pest activity and to take appropriate action to eliminate the pest and discard any damaged or contaminated food.

If you want more information about permanent food premises, ask your local Environmental Health Officer, or get a copy of the ANZFA Food Safety Standards. Check the ANZFA Web site: [www.anzfa.gov.au](http://www.anzfa.gov.au)

## What Do I Do with this Page?

If you answered 'Yes' to the question:

- Does your organisation have permanent premises for food preparation?

photocopy this page and use it as part of your Food Safety Program.



## Section A 2

# Temporary Premises

There are times when you might have to prepare food away from a permanent kitchen. You might be operating a sausage sizzle or a food stall.

You must take special care at temporary premises to keep food safe, protecting it from sunlight, dust, insects and handling by customers.

The Event Coordinator should ensure the following issues are addressed when setting up temporary food premises:

- A Temporary Food Premises Permit, which you get from the Local Council.
- Benches or tables need to have surfaces that are smooth and easy to keep clean. Plastic tablecloths are ideal.
- Hand washing facilities must be near the temporary premises, with water, a basin, soap and paper towels. (Make your own hand washing facilities if there's nothing near the stall. A water supply can be set up using drums with taps from a camping store and hot water from an urn).
- A place to wash up cooking equipment, dishes and utensils. You may have to make your own if there's nothing near the temporary premises.
- A way of dealing with wastewater from cooking, cleaning and hand washing. Don't just tip it on the ground or down the drain.
- A fridge to keep cold food cold and a freezer to keep frozen food frozen (if necessary). If you plan to hire a portable cool room, get one with a calibrated thermometer so you can check temperatures.
- Enough rubbish containers to collect and store all waste away from food.

**Note:** After the event, all waste is to be removed from the venue.

## Cleaning at Temporary Food Stalls

If there's no sink near the temporary premises, you'll have to provide your own temporary facilities. Utensil washing facilities must include:

- A drum with taps filled with clean water, plus a water heater (such as an urn).
- A bucket or trough to collect dirty water.
- Detergent, sanitiser and disposable paper towels.

Also ensure the following:

- Wash utensils/dishes as soon as possible in hot soapy water and rinse thoroughly before and between uses.
- Put wastewater from washing up into the sewers via a toilet. Do not tip down the drain.
- When you finish for the day, clean and sanitise all utensils and equipment before storing them.

## What Do I Do with this Page?

If you answered 'Yes' to the question:

- Is the event to take place at a temporary premises?

photocopy this page and use it as part of your Food Safety Program.



## Section A 3

# Selling Food from Vehicles

Sometimes your organisation might sell food from a food vehicle, like a caravan.

A food vehicle needs to be constructed to minimise the chance of contamination of food, especially by dust, insects and customers. It will be used or kept for the preparation, handling or serving of food.

A food vehicle should have:

- The driving compartment separated from the section where food is stored or sold.
- Inside floors, walls and ceilings that are smooth, non-porous, and easy to clean.
- Bench tops, work surfaces and cupboards that are smooth and able to be kept clean easily. Recommended materials include stainless steel, colourbond and vinyl.
- Appliances and equipment installed so that cleaning is easily completed.
- The ability to safely store high risk foods (if necessary). This means refrigeration to keep food below 5°C, freezers to keep frozen food below 0°C, and/or hot holding units like a bain marie, which can keep hot food above 60°C.
- A mechanical exhaust if you want to grill or fry food, or use a rotisserie.
- Washing facilities, including a sink, and a separate hand washing facility. Each must be supplied with cold and hot water (supplied by a hot water service), soap and paper towels.
- A wastewater holding tank.
- Enough rubbish containers to collect and store all waste away from food.

**Note:** After the event, all waste is to be removed from the venue.

## Pests

It is important to watch for pest activity and to take appropriate action to eliminate the pest and discard any damaged or contaminated food.

If you want more information about selling food from vehicles, ask your local Environmental Health Officer, or get a copy of the ANZFA Food Safety Standards. Check the ANZFA Web site: [www.anzfa.gov.au](http://www.anzfa.gov.au)

## What Do I Do with this Page?

If you answered 'Yes' to the question:

- Is food at the event served from a food vehicle?

photocopy this page and use it as part of your Food Safety Program.



## Section B

# Cleaning

Keeping the kitchen or food preparation area clean is one of the best ways to avoid food contamination. Cleaning involves removal of dirt and any leftover food, followed by the sanitising of the preparation area.

You can make sure the food preparation area is really clean by having a regular cleaning program:

- Do your cleaning the same way every time. For example, wash down the walls before the benches, benches before floors and follow the cleaning steps from 1–6.
- Clean all your equipment and food preparation areas every time, both before and after you use them.
- Clean the surfaces of the food preparation area regularly. Remember to also clean drawer and cupboard handles.

## Six Steps to Good Cleaning

- |                |  |
|----------------|--|
| 1. Pre-clean   | Scrape, wipe or sweep away any food scraps, then rinse with water.                   |
| 2. Wash        | Use hot water and detergent to take off any grease or dirt.                          |
| 3. Rinse       | Rinse off any loose dirt or detergent foam.  |
| 4. Sanitise    | Use a food grade sanitiser and follow the instructions.                              |
| 5. Final rinse | Wash off sanitiser.<br>(Check sanitiser instructions to see if this step is needed). |
| 6. Dry         | Allow to air-dry.  |

If operating from permanent food premises, you'll need to have a regular cleaning schedule, showing:

- Exactly what and where to clean.
- How often to do each job.
- Which chemicals to use and the proper way to use them.
- Who is responsible for each cleaning job.

Single-use paper towels are better for drying than cloths. If you use cloths, make sure that they are washed in hot water and replaced regularly.

Store chemicals and other cleaning equipment away from food preparation areas.

## What Do I Do with this Page?

If you answered 'Yes' to one or more of these questions:

- Does your organisation have permanent premises for food preparation?
- Is the event to take place at temporary premises?
- Is food at the event served from a food vehicle?
- Do volunteers prepare food at home for the event?

photocopy this page and use it as part of your Food Safety Program.



## Section C

# Personal Hygiene

One of the keys to safe food is the good personal hygiene of the people who prepare and sell it. Bacteria that can cause food poisoning are easily transferred from the hands and clothes of people handling the food.

It's therefore important that everyone who handles food has a high level of personal hygiene. Some principles of hygiene are listed below:

## Illness

Any one who handles or prepares food while sick can transfer their germs to the food and cause the consumers of that food to also become sick.

Food handlers suffering from food-borne illnesses must not handle food.

Symptoms of concern include diarrhoea, vomiting, sore throat, fever or jaundice.

A food handler who has been ill recently must not handle food until they have received clearance from a doctor.

## Hand Washing

Always wash your hands before handling food.

Wash them completely, remembering the back of the hands, wrists, between the fingers and under your fingernails. Use soap and warm water for thorough hand washing, then dry with a dry single-use paper towel.

Wash your hands again:

- After visiting the toilet.
- After handling raw food.
- After using a tissue, coughing or sneezing.
- After handling garbage.
- After changing nappies.
- After handling pets or other animals.
- After smoking, or touching your hair or other body parts.
- When changing disposable gloves.
- After handling money.



## Personal Hygiene

Wash hands frequently, keep fingernails short and clean, with no nail polish.

Tie back long hair, or cover it.

Wear limited jewellery—plain band type rings and plain sleeper earrings.

All cuts and wounds should be covered at all times with a clean, waterproof (preferably brightly-coloured) plaster or band-aid and disposable gloves.

## Clean Personal Behavior

When handling, preparing or selling food, wear clean clothing/clean apron, don't smoke, drink or chew gum. Don't touch or brush your hair, eat or spit.

## What Do I Do with this Page?

If you answered 'Yes' to any of these questions:

- Do volunteers prepare food at home for the event?
- Do you receive food donations from other sources?
- Do you buy food from established food businesses for events?
- Do you store or display dry foods?
- Do you store or display cold foods?
- Do you store or display frozen foods?
- Is food cooked at the event?
- Is hot food displayed at the event?

photocopy this page and use it as part of your Food Safety Program.



## Section D

# How Food Poisoning and Contamination Occurs

People get sick from food poisoning because the food they've eaten has contained bacteria, viruses or chemicals. It can take from an hour to a few days to develop food poisoning, depending on the cause, but the best way of preventing food poisoning is to use safe food handling practices.

Bacteria are the biggest problem, because they are so common—in soil, on animals, people and even their clothes. In the kitchen, bacteria often come from vegetables and raw meat.

Sometimes these bacteria can move from these raw ingredients to cooked food, in a process called **cross-contamination**.

The ways these germs can move include:

- Hands to food.
- Cutting boards, knives and other utensils on to food.
- From one food to another, especially from raw to cooked food.

Once bacteria are in a food, they can increase their numbers quickly. They just need the right conditions. The 'right conditions' means time, water content and a temperature of between 5°C and 60°C (sometimes called the **Temperature Danger Zone**).

Food poisoning cases have often been linked with **high risk foods** not being handled safely, or being stored in the Temperature Danger Zone.

**High Risk Foods:** Include meat, seafood, poultry, dairy products, small goods, cooked rice, or any food product that contains these foods. For example: pies, quiches, prepared salads or desserts.

There are five key points to breaking this chain of food poisoning:

They are:

- Someone must be responsible for every aspect of food preparation and sales.
- Each person handling or preparing must know how to handle food safely.
- Making sure that everything (equipment and utensils) used in preparing the food is clean and germ-free.
- Correct and safe food preparation.
- Correct and safe food storage.

When preparing food, you also need to be aware of other contaminants, such as chemicals (such as cleaning agents or sprays), or physical items (such as pieces of plastic or wood), that may get in to the food.

By following the procedures and being watchful, you can prevent contamination from occurring in the preparation and handling of food at your event.



## Receiving Food

Keeping food safe starts from the moment that the food arrives.

Check the following:

- Complete the Food Providers List.
- Check that your food suppliers, whether people or businesses, are supplying safe food. Are these businesses or food suppliers registered with your local council and do they operate a Food Safety Program?
- The Event Coordinator must ensure that all food donations supplied to the event are adequately packaged and labelled.
- It is useful to establish an identifying coding system for volunteers who are producing food for the event. This is useful if a food needs to be quickly recalled—it should not be necessary to identify the person who made the product by name. For example: all foods labelled Code 6 could mean all foods produced by Mrs. Smith.
- Check that the food has been protected from contamination during transport, by a sealed container or other packaging material. Also check that it has not been damaged during transport.
- If you are buying perishable food, make sure it arrives refrigerated. Check the temperature of deliveries when they arrive and transfer them as soon as possible to the correct type of storage.
- Record the temperatures of chilled or hot foods on the Food Providers List.
- Dry goods, like bread, dry ingredients or canned foods, should be in good condition, without torn packaging or heavily dented cans.
- Check there is no evidence of chemical or pest damage or infestation.
- *If in doubt, throw it out!*

## Why Do We Do these Checks?

If food is not checked, we may receive food that could be unsafe. Food may be contaminated during transport if raw food comes in contact with cooked food.

Pests and physical items can also contaminate the food.

The Food Providers List can assist you if following up a food complaint or recall.

## What Do I Do with this Page?

If you answered 'Yes' to the questions:

- Do volunteers prepare food at home for the event?
  - Do you receive food donations from other sources?
  - Do you buy food from established food businesses for events?
- photocopy this page and use it as part of your Food Safety Program.



## Section E

# Preparing Food

- No pets are allowed in the food preparation area.
- Ensure all work surfaces and utensils are clean before starting your preparation.
- Wash your hands before commencing work.
- Use separate utensils for raw and cooked foods.
- Because it's easy to transfer bacteria from raw to cooked food, it's important to have separate utensils, including cutting boards and knives, for raw food and cooked food.
- If this is not possible, thoroughly wash and sanitise equipment between uses.
- Wash all fruit and vegetables in clean water before using them.
- Don't use food from damaged containers—like dented cans, torn packaging, leaking packages and cracked eggs.
- To avoid **cross-contamination**, don't let raw food come into contact with cooked food.
- If you are making preserves, use only acidic foods like berries, citrus or stone fruit. Vegetable preserves must be in a solution that contains at least 50 per cent vinegar.
- Thaw frozen food thoroughly before cooking.
- Thaw frozen food at the bottom of the refrigerator, in a lidded storage container or covered with cling wrap.
- Food can also be thawed in a microwave, but must be cooked immediately.
- Never put thawed food back into the freezer.
- Cook thawed food immediately after thawing.
- *If in doubt, throw it out!*

## Handling and Preparing Food

- Cooked, or ready-to-eat food shouldn't be handled with bare hands. Use tongs, spatulas, spoons, or wear disposable gloves.
- Raw food to be cooked can be handled with bare hands, but hands must be washed between tasks.
- When using disposable gloves change them:
  - Every hour.
  - When they tear.
  - When you change tasks, like moving from cleaning to cooking, or from food preparation to serving cooked food, or handling money.



## Why Do We Do these Checks?

- If food was not prepared in this manner, that food could be unsafe. (See “How Food Poisoning and Contamination Occurs” Section D).
- Food may be cross-contaminated where raw food is in contact with cooked food, or through incorrect use of utensils.
- Food may be contaminated by food handlers.
- Pests, chemicals and physical items can also contaminate the food.

## What Do I Do with this Page?

If you answered ‘Yes’ to the question:

- Do volunteers prepare food at home for the event?

photocopy this page and use it as part of your Food Safety Program.



## Section F

# Cooking, Heating and Cooling

- Thaw frozen food before cooking.
- Remove meat from the fridge just prior to cooking it. Never leave it sitting around.
- Cook all foods thoroughly, especially meat, fish, and chicken.
- When cooking chicken, ensure that it is white in the middle with no hint of pink. Use a probe type thermometer to check that the internal temperature is at least 75°C.
- 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 clean utensils for cooked meats—never use the same plate that held the raw meat.
- When cooking make sure that raw food does not come in contact with cooked foods.
- Reheat thoroughly. Reheated food should be brought to boil and simmered for at least five (5) minutes before serving.

## Cooling

- For faster cooling, divide the food into smaller quantities or place in shallow containers.
- Food, once cooked and protected from contamination, may be left at room temperature until the temperature drops to 60°C. Then, further cooling is required.
- When cooling high risk food, the following temperature milestones should be met. (See ANZFA Food Safety Standards):
  - The temperature should fall from 60°C to 21°C within two hours.
  - The temperature should then fall from 21°C to 5°C within the next four hours.
  - The initial drop in temperature must be faster than the second drop in temperature, as bacterial growth is optimum at 43°C.
- Check temperatures using a probe type thermometer.
- *If in doubt, throw it out!*

## Why Do We Do these Checks?

- If food was not cooked and cooled in this manner, it may be unsafe (See “How Food Poisoning and Contamination Occurs” Section D).
- Food may be cross-contaminated where raw food is in contact with cooked food, or through incorrect use of utensils.
- Food may be contaminated by food handlers.
- Pests, chemicals and physical items can also contaminate the food.

## What Do I Do with this Page?

If you answered ‘Yes’ to any of these questions:

- Do volunteers prepare food at home for the event?
- Is food cooked and cooled before being transported to the event?
- Is food cooked at the event?

photocopy this page and use it as part of your Food Safety Program.

## Section G

# Product Labelling and Packing

- Make sure foods are protected from contamination, in sealed or closed containers or in cling wrap.
- Limit the time high risk foods are between 5°C and 60°C.
- Designated packaging area is to be clean and sanitary prior to starting packaging.
- Packaging area is uncluttered and free from any material not used for packaging of food.
- Store packaging materials in safe and sanitary conditions.
- Do not use damaged packaging.

## Food Labelling

- Food sold at events that raise money solely for charity or community causes do not need to be labelled.
- However, you *should* be able to answer a person's request about the food, such as what ingredients it contains. For this reason, it is a good idea to have all food labelled with at least the following:
  - A description of the food.
  - The name and address of the person or company who made it so that it can be traced, if there is a problem with the food.
  - A list of ingredients.
  - A 'best-before' date to show how long the food will keep.
  - Any special storage conditions (for example, 'keep refrigerated after opening').
- The label may be handwritten, with a waterproof pen.
- The Event Coordinator must ensure that all food supplied to the event is adequately packaged and labelled.
- An identifying coding system for volunteers who are producing food for the event is useful if a food needs to be quickly recalled. It should not be necessary to identify the person who made the product by name. For example, all foods labelled with Code 007 means all foods produced by Mrs. Clancy.
- Use the **Food Providers List** to keep a record of all food supplied.
- Below is a sample of information to be included on product labels:





## Food Allergies and Labelling

Because some people can be severely allergic to certain types of foods when preparing food for public consumption, it is important that information about the product is available.

If you do not wish to label the food, a sign or brochure advising customers of the presence of foods that can cause allergies might be a good idea.

Common allergies include foods that contain the following:

- Gluten.
- Crustacea (shellfish) and products.
- Egg and egg products.
- Fish and fish products.
- Soy beans and products.
- Peanuts.
- Milk and milk products.
- Other nuts and products.
- Sesame seeds and products.
- Sulphites at a level of more than 10mg/kg.

For more information, about allergies see this Web site: [www.foodallergies.com.au](http://www.foodallergies.com.au)

## Why Do We Do these Checks?

- If food is not packed and protected, the food could be unsafe (See “How Food Poisoning and Contamination Occurs” Section D).
- Food may be cross-contaminated when raw food comes in contact with cooked food, or through incorrect use of utensils.
- Pests, chemicals and physical items can also contaminate the food.
- Food may be contaminated by food handlers.
- Labelling of food items ensures that the consumer of the food is informed of its contents. This is important where the consumer may be allergic to some food ingredients.
- Details on Food Providers are required if a food poisoning investigation is conducted.
- Food provider and ingredient details are also required when a recall has been issued by ANZFA, or by a food company.

## What Do I Do with this Page?

If you answered ‘Yes’ to any of these questions:

- Do volunteers prepare food at home for the event?
- Do you receive food donations from other sources?
- Do you buy food from established food businesses for events?

photocopy this page and use it as part of your Food Safety Program.



## Section H

# Food Storage

- Ensure all food and storage containers are stored off the floor or ground, to assist with pest control and cleaning.
- Do not store utensils in food, for example: a ladle in soup or spoon in icing.
- All storage areas are to be clean, sanitary, in good repair and pest-proofed.
- Store food away from direct sunlight and moisture.
- Chemicals, cleaning equipment and personal belongings must be stored separately from food.
- Ensure that all foods in storage are labelled and protected from contamination, in undamaged packaging or sealed containers.
- Stock is rotated, using the first in—first out principle, so that food is within its use-by date or best-before date.
- Only take food out from storage for further preparation when ready to use.
- *If in doubt, throw it out!*

## Why Do We Do these Checks?

- If food is not stored in this manner, it could be unsafe (See “How Food Poisoning and Contamination Occurs” Section D).
- Food may be cross-contaminated through incorrect use of utensils.
- Pests, chemicals and physical items can also contaminate the food.

## What Do I Do with this Page?

If you answered ‘Yes’ to any of the questions:

- Do you store or display dry foods?
- Do you store or display cold foods?
- Do you store or display frozen foods?

photocopy this page and use it as part of your Food Safety Program.



## Section I

# Displaying and Serving Food

- Wrap or cover all food on display.
- Tag or label food trays, not the food.
- Do not mix food on display with new batches.
- Refrigerated displays should keep the food at 5°C or colder. Keep raw and cooked foods separate.
- Have separate utensils available for raw and cooked items.
- Allow time for hot display to reach holding temperature before adding the food.
- Hot displays (like a bain-marie or pie warmer) should keep the food at 60°C or hotter.
- Don't reheat food in hot display equipment (like a bain-marie or pie warmer).
- Hot foods and ready-to-eat foods not packaged must be protected from contamination.
- Separate utensils are to be used for service to customers.
- Don't overload display equipment by stacking food above the level of the trays.
- Do not leave foods at room temperature, at Danger Zone Temperatures of between 5°C and 60°C.
- *If in doubt, throw it out!*

## Why Do We Do these Checks?

- If food was not displayed in this manner, it could be unsafe (See “How Food Poisoning and Contamination Occurs” Section D).
- Food may be contaminated by food handlers.
- Food may be cross-contaminated where raw food is in contact with cooked food, or through incorrect use of utensils.
- Pests, chemical and physical items can also contaminate the food.

## What Do I Do with this Page?

If you answered ‘Yes’ to any of these questions:

- Do you store or display cold foods?
- Is hot food displayed at the event?

photocopy this page and use it as part of your Food Safety Program.



## Section J

# Temperature Control

Foods including meats, dairy, poultry, fish, cooked rice, coleslaws and prepared salad (and any product that includes these), both in raw or ready to eat forms must be stored at the correct temperature. This means:

- Frozen foods to be stored frozen (solid) at -15°C or colder.
- Chilled foods to be kept at 5°C or colder.
- Defrost freezers regularly and don't overload them.
- Check and record the temperature of refrigeration equipment with a calibrated thermometer regularly. (See "Checking the Accuracy of your Thermometer" on page 38 of this booklet.) Report problems with fridge and freezer temperatures to the Event Coordinator immediately.

## Time

- Don't keep food in storage too long. Date label containers and remember the 'first in-first out' rule.
- Food should not be out of refrigeration for very long. Throw high-risk food out after it's been at room temperature for four hours or longer. (That is, at temperatures warmer than 5°C.)
- If the event is less than four hours from the point of the food leaving refrigerated storage to consumption of the food, use an insulated cooler with adequate ice blocks to keep the temperature as low as possible. Use a probe type thermometer to check the temperature inside the insulated cooler.
- Keep a record of the time the food is removed from refrigerated storage and the time the last items are cooked from the insulated cooler and temperature of the insulated cooler at this time.
- Do not leave foods at room temperature for more than four hours, that is, at temperatures warmer than 5°C.

## Contamination

- Store raw food separately from cooked food. In your refrigerator, raw food is to be stored below cooked foods to ensure no drips can fall on to the cooked or ready-to-eat food, which would transfer bacteria from the raw food to the cooked or ready-to-eat food.
- Cover all food with lids, foil or plastic wrap. Don't leave food in an opened can—transfer it to a suitable container.
- Prevent pests or other contamination getting in to the food. Don't leave food without packaging or a protective cover.
- *If in doubt, throw it out!*

## What Do I Do with this Page?

If you answered 'Yes' to any of these questions:

- Is food transported to the events in a refrigerator or cooler?
- Do you store or display cold foods?
- Do you thaw frozen food before further preparation?
- Is hot food transported to the event?

photocopy this page and use it as part of your Food Safety Program.



## Section K

# Transporting Food

- Don't allow animals or pets in a food transport vehicle.
- Food that is delivered to you should come in a food transport vehicle designed to keep food safe and clean.
- Food which has to be kept cold or frozen should be transported at the correct temperature.
- If you are transporting food to an event, keep chilled food cold by using an insulated cooler with plenty of ice or cold blocks.
- If you have an air conditioned car, it will be cooler to transport the food with the insulated cooler inside the car, rather than in the boot.
- Any meat in the insulated cooler must be protected or packaged, so it is not in direct contact with ice or cool packs.
- All foods are to be covered or protected. Using closed containers or cling wrap during transport.
- Food that is to be served hot should be transported cold and heated at the event where it's to be served, unless it can be transported quickly enough to avoid being in the Temperature Danger Zone of 5°C to 60°C.
- *If in doubt, throw it out!*

## Why Do We Do these Checks?

- If high risk food was not transported, correctly the food could be unsafe (See "How Food Poisoning and Contamination Occurs" Section D).
- Food at the Danger Zone Temperatures from 5°C to 60°C allows bacteria to grow and to be unsafe.
- Food may be cross-contaminated where raw food is in contact with cooked food, or through incorrect use of utensils.
- Pests, chemicals and physical items can also contaminate the food.

## What Do I Do with this Page?

If you answered 'Yes' to any of these questions:

- Is food transported to the events in a refrigerator or cooler?
- Is hot food transported to the event?

photocopy this page and use it as part of your Food Safety Program.



## Section L

# Temperature Checking

Keeping food at the right temperature is very important to stop bacteria from growing. Remember:

- Frozen food to be frozen solid at -15°C or colder.
- Chilled foods to be kept at 5°C or colder.
- Hot food to be kept at 60°C or hotter.
- Avoid the Temperature Danger Zone (5°C to 60°C) for high risk foods.
- Using a probe type thermometer is the best method to check that these foods are not in the Temperature Danger Zone.
- When organising an event, ensure that food is consumed in less than four hours from the point of the food leaving refrigerated storage, to consumption of the food.
- Use an insulated cooler with adequate ice blocks to keep the temperature of food as low as possible.
- Use a probe type thermometer to check the temperature in the insulated cooler(s).

### The 'Two hour/four hour' Rule:

If any ready-to-eat high risk food has been at a temperature of between 5°C and 60°C:

- For a total time of less than 2 hours, it must be refrigerated or used immediately.
- For a total of longer than 2 hours but less than 4 hours, it must be used immediately.
- or
- For a total of 4 hours or longer, it must be thrown out.

## What to Do?

- Check and write down the temperature of storage equipment such as bains-marie, fridges and freezers, on the Event Checklist.
- Check and write down the temperature of food on arrival, on the Food Supplier List.
- Check and write down the temperature of cooking and hot holding displays during the event, on the Event Checklist.
- Check the two hour/four hour rule for ready-to-eat food.
- *If in doubt throw it out!*



## Using a Probe Type Thermometer

- Store the thermometer in a clean and hygienic place. Train people working at the event in the proper use of this type of thermometer.
- Clean, sanitise and dry the thermometer before using it.
- Sanitise the probe of the thermometer by:
  - running the metal tip under hot water (80°C) for 6 seconds;
  - washing in a sanitising solution; or
  - using alcohol swabs.

Before taking temperature readings of food:

- Clean and sanitise the probe between checking each food, to prevent the food becoming contaminated.
- Sanitise the probe between taking the temperature of raw and cooked products.

When checking temperatures:

- Check the core temperature of food by inserting the probe into the centre of the food, or the thickest point. Measure liquids at their thickest point.
- Take the reading at least 10 seconds after insertion, when the temperature reading has stabilised.
- Place the thermometer probe between two packages of packed or frozen food items, to take a surface temperature measurement.
- Do not damage packaging when checking the temperature, as this may lead to contamination.
- Mix or stir liquids for example, soups and sauces, before checking their temperature.

## What Do I Do with this Page?

Photocopy and distribute to anyone who will need to measure temperatures.

Photocopy this page and use it as part of your Food Safety Program.



# Food Providers List

Event

Date

Signed:

Enter information about volunteer suppliers or food providers on this record.

- Create a code for each supplier and use it on the label of the food products that the volunteer supplies to the event.
- Record details of other suppliers, and note that their products may already have labelling information and coding.
- Keep all delivery notes, invoices or receipts related to purchased prepared food products.
- Check the food is not contaminated and temperature of chilled or hot foods on arrival, as contained in Section D.
- Check and write down the temperature of chilled foods (less than 5°C), frozen food (frozen hard) and hot foods (above 60°C) in the Accepted column.

Food Providers						
Name of supplier	Address and Phone Number	Code (see section G)	List Food Supplied	Accepted (Tick if correct) ✓	Label (Tick if correct) ✓	Action Taken if Not correct

# Event Checklist

Event \_\_\_\_\_

Date \_\_\_\_\_

Completed by \_\_\_\_\_

Part 1

- The Event Coordinator must use this checklist and keep it as a record:
  - Answer all questions.
  - Record at least two product temperatures where designated.
  - Describe what needs to be done or fixed in the Observations column.
  - Action Required: what action was taken to overcome the problem?

Set Up Check	Yes	No	Observations
Are all equipment and utensils checked to be clean and ready for use?			
Are the premises free from pest activity?			
Are all suppliers used written down on your Food Providers List?			
Are temperatures of chilled and hot foods checked on arrival?			
Are products checked on arrival for contamination?			
Are all products labelled correctly?			
Are all products coded?			
Is all food protected from contamination?			
Are products in appropriate packaging?			
Are volunteers aware of the important things to be aware of when inspecting food?			
Are insulated coolers used for transport and storage stocked with sufficient ice blocks or cool packs?			
Are cooked and raw foods separated in storage?			
Are all foods stored off the ground?			
Are there adequate hand washing and drying facilities?			
Are food handlers familiar with safe food handling practices?			
Action Required:			

# Event Checklist

Event \_\_\_\_\_

Date \_\_\_\_\_

Completed by \_\_\_\_\_

## Part 2

Operations Check		Yes	No	Observations
What time did the Event start?				
Is there is any perishable food not in chilled storage? Write the name of the food in observations if 'Yes'. Record the temperature of the food and the time the temperature was recorded.				Name of food  °C
Write down the temperature of a sample of foods in Chilled Food Storage.	Name of food			°C
	Name of food			°C
	Name of food			°C
Are temperatures of storage areas operating in the correct temperature range? Write down the temperature.	Chilled			°C
	Frozen			°C
Is there any risk of cross-contamination from raw to cooked foods?				
Is there any risk of cross-contamination from raw to ready-to-eat foods?				
Are separate utensils being used for different foods?				
Are volunteers checking cooked foods to make sure they are fully cooked?				
Write down the temperatures of a sample of cooked food temperatures.	Name of food			°C
	Name of food			°C
	Name of food			°C
Are all foods on display protected from contamination?				
Are cooked hot foods displayed in hot holding equipment?				



Write down the temperature of a sample of hot foods.	Name of food		°C
	Name of food		°C
	Name of food		°C
Are staff following good hygiene practices?			
Is food waste disposed of appropriately?			
What time did event finish?			
All equipment cleaned and sanitised after use?			
Has food waste been removed from the site of the event?			
<b>Action Required:</b>          			

## What Do I Do with this Page?

Event Coordinator to complete during event:

- Photocopy this page and use it as part of your Food Safety Program.
- Enter information about volunteer suppliers or food providers on this record.
- Create a code for each supplier and use it on the label of the food products that the volunteer supplies to the event.
- Record details of other suppliers, and note that their products may already have labelling information and coding.
- Keep all delivery notes, invoices or receipts related to purchased prepared food products.
- Check the food is not contaminated and check temperature of chilled or hot foods on arrival, as set out in Section D.
- Check and write down the temperature of chilled foods (less than 5°C), frozen food (frozen hard) and hot foods (above 60°C) in the Accepted column.



### Additional Information

## Checking the Accuracy of Thermometers (Calibration)

To make sure that food is at the correct temperature, you need to check temperatures regularly and to do this properly, you'll need an accurate thermometer.

You should check the accuracy of your thermometer *at least quarterly* using the following calibration procedure:

- Crush ice into a container.
- Add enough pre-cooled water to make an ice/water mixture or slurry.
- Insert thermometer into the mixture.
- Wait three minutes and record the 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's not possible, replaced.

**Probe type thermometers** have a limited battery life, and the batteries should be replaced towards the end of their useful life if accuracy is to be maintained.

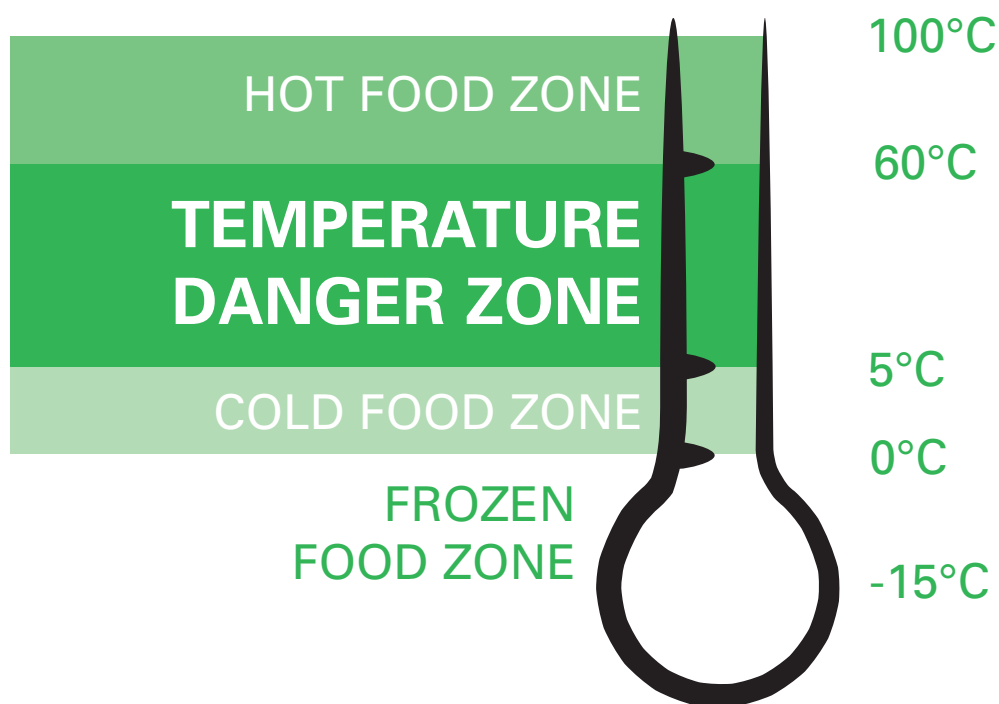
### Hot Calibration

If you cook, your thermometer will also have to be calibrated at a high temperature. Place the thermometer into boiling water and allow a few minutes for the temperature to stabilise. The temperature should read 100°C when the thermometer is removed.

Chill thermometers need to be calibrated regularly, as they can become damaged. You can do this by placing your portable thermometer near the chill thermometer and comparing the reading. If the chill thermometer reading does not match your calibrated thermometer you should contact your refrigeration service.

If you use temperature indicators, these should be checked against a calibrated thermometer prior to use. Replace the indicators if they are not accurate.

# Keep **High Risk Food\***



out of the **Temperature Danger Zone**

**\*HIGH RISK FOOD INCLUDES** meat, seafood, poultry, eggs, dairy products, and smallgoods, and foods which contain these foods, for example: quiches, sandwiches and prepared salads. Other foods become high risk food when they are cooked, like rice and pasta.

