

Food Handling Policy

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SECTION 1 - INTRODUCTION

PURPOSE

The purpose of this policy is to define a standard level for food preparation practices to safeguard that food provided by St Alfred's is safe to eat.

SCOPE

This policy applies to everyone involved in food handling, preparing, storing and serving of food for consumption at St Alfred's events, except for suitably registered caterers.

DEFINITIONS

Word/Term	Definition
Department of Health	The State Government Department responsible for the health and wellbeing of Victorians, and with oversight of the administration of the Food Act 1984.
Duty of care	A legal obligation that refers to the responsibilities of organisations to provide people with an adequate level of protection from all reasonable foreseeable risk of injury.
Food Safety	The proper practice of preparing and storing food in order to avoid negative health consequences.
Food Safety Program	A written plan that details what St Alfred's does to ensure that the food it handles is safe for human consumption and keeping records of its food preparation process.
Food Safety Team Leader	A person who has been rostered as the team leader.
Food Safety Supervisor	A person who has the delegated authority at St Alfred's to coordinate all the Food Safety Team Leaders.

ABBREVIATIONS

Word/Term	Definition
St Alfred's	St Alfred's Anglican Church, Blackburn North

LEGISLATIVE CONTEXT

Name	Location
Australia New Zealand Food Standards Code	Department of Health, Victoria
Food Act 1984 (VIC) and Food (Amendment) Act 2020 (VIC)	Victorian Legislation
Food Business Classifications	Department of Health, Victoria
Food Regulations 2015	Victorian Legislation
Guide for community and not-for-profit groups	Department of Health, Victoria
National Quality Standards Section 2.7 (Food), 2.9.3 (Building cleanliness, maintenance, and repair)	Department of Health, Victoria
Occupational Health and Safety Act 2004	Work Safe
Public Health and Wellbeing Act 2008	Department of Health, Victoria
St Alfred's WH & S Policy	St Alfred's Governance
Victorian Food Act 1984	Department of Health, Victoria

SECTION 2 - POLICY

St Alfred's is committed to ensuring that all food products provided at its events are safe for human consumption including by avoiding adverse effects from allergies, intolerances, and food poisoning.

St Alfred's is committed to comply with all legislation in relation to food handling, preparation and service.

SECTION 3 - PROCEDURE

PROCEDURE

3.	Procedure
3.1	<p>Purpose</p> <p>Food Safety refers to the proper practice of preparing and storing food in order to avoid negative health consequences. Food Safety guidelines are imperative to ensure the health of food consumers, maximize the longevity of food products, and develop proper hazard management protocols.</p> <p>Refer to APPENDIX C – FOOD SAFETY GUIDE FOR COMMUNITY GROUPS – CLASS 3</p> <p>https://www.vgls.vic.gov.au/client/en_AU/search/asset/1269300/0</p>
3.2	<p>Food Safety Supervisor</p> <p>St Alfred's will appoint a Food Safety Supervisor who shall:</p> <ul style="list-style-type: none"> - manage and coordinate Food Safety Team Leaders, including ensuring that all proper records are maintained; - provide training instructions and procedure on the use of equipment at St Alfred's kitchen; - know how to recognise, prevent and alleviate the hazards associated with food handling at St Alfred's; - have a Statement of Attainment that shows they have the required food safety competencies from a registered training organisation; - Ensure that the Food Handling policy, procedure, guidelines, and other documents are developed, reviewed, remain in line with compliance and legislative requirements and are approved by the Wardens and Parish Council; - have the ability and authority to supervise other people handling food at St Alfred's and ensure that food handling is done safely.

<p>3.3</p>	<p>Food Safety Team Leader</p> <p>On any occasion that St Alfred's serves food, a Food Safety Team Leader will be rostered. This person is the overall person responsible for the team of food service providers, and:</p> <ul style="list-style-type: none"> - will have taken the "DoFoodSafely" training program and Assessment. This is a free training and assessment provided by the Victorian Government; - shall be able to recognise, prevent and to the extent reasonably possible, alleviate food handling hazards at the premises; - shall ensure that all food is prepared and served as per food safety guidelines; - shall recognise and minimise the risks associated with food handling; - shall complete the record keeping requirements (as in APPENDIX A – RECORD KEEPING TEMPLATES); - shall check that the food handling areas are clean before food preparation begins and is responsible for ensuring they are left clean after their rostered shift. - Ensure that everyone involved in food preparation are properly briefed.
<p>3.4</p>	<p>Evaluation</p> <p>St Alfred's will appoint the Food Safety Supervisor or an independent private auditor (if the relevant council offers audit services) to conduct an annual Food Services audit to check the food preparation areas are maintained to approved standard.</p> <p>The Food Safety Supervisor is responsible for providing the statutory audit certificate to the local council and must retain full audit reports for four years after they have been prepared.</p> <p>St Alfred's will seek evidence that food services team members have the skills and knowledge needed to safely handle food in their roles.</p> <p>The local council may also, at its discretion with the Food Act 1984, inspect a premises (e.g. to investigate complaints or conduct a spot check).</p> <p>St Alfred's will maintain the following:</p> <ul style="list-style-type: none"> - Food Safety Program, comprising of consistent record keeping of the food preparation processes by the Food Safety Team Leaders (refer to APPENDIX A – RECORD KEEPING TEMPLATES); - annual local council inspection.
<p>3.5</p>	<p>Complaints</p> <p>If it is believed that there have been instances of non-compliance with this policy or there are complaints about the food or food handling, complaints should be submitted in writing to St Alfred's Office either to the postal address or email address as shown on St Alfred's website. The date, time and location of the complaint should be cited to the Office Administrator who will then inform the wardens.</p> <p>St Alfred's is committed to addressing and responding to all complaints in a timely manner.</p>

SECTION 4 - GOVERNANCE RESPONSIBILITY

Policy Owner	Parish Council
Policy Oversight	Food Safety Supervisor
Record Keeping	Food Safety Team Leaders
Food Safety Supervisor & Food Safety Team Leader	Promote and ensure training is provided to all Food Safety Team Leaders. Foster a culture of best practice in food preparation.

VERSION CONTROL AND CHANGE HISTORY

Version Number	Approval Date	Approved by	Review Date	Amendment
1.0	October 2022	Parish Council	October 2024	

POLICY & PROCEDURE DIRECTORY REQUIREMENTS

CATEGORY
Governance Committee

KEYWORDS
Food; BBQ; coffee; tea; beverage; café; drinks;

PUBLICATION

For Group	Location
All staff and volunteers	https://stalfreds.elvanto.com.au/pages/governance/ https://www.stalfreds.org/about/parish-council/

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APPENDIX A – RECORD KEEPING TEMPLATES

Class 3 minimum records – sheet C

Community group one to two day activities

Record 1: Supplies

You **must** keep the following records about the supply of **all food** to the food premises.²

Record of food suppliers

- You must keep all receipts and invoices that are received from a supplier. Usually this will be purchases made for food to be sold at the community group's premises. It also includes any deliveries to the group's food premises.³
- It is optional to complete the COMMENTS section below to record where these receipts are stored. However by writing this down it will assist you if you need to show the receipts, if the council requests them.

Comments

Please make additional copies if required.



² Clause 1 of the declaration, and clauses 1(d) and 2 of schedule 1 of that declaration.

³ 'Supply' means the supply of food to a food premises from another food premises or another person. It does not include the supply of food —

- to a temporary food premises (such as a stall or occasional use of a hall) or a mobile food premises (such as a food van), and
- from another food premises (of whatever kind), and
- if the supplying and the receiving premises are both operated by the same proprietor/community group.

Class 3 minimum records — sheet C

Community group one to two day activities

Record 2: Cooking

This record must only be kept if **potentially hazardous food⁴ is cooked on site with the intention of being served immediately**. This record does not apply to the heating of food such as packaged pies or sausage rolls.⁵

Instruction: <ul style="list-style-type: none"> You must record the results of a random check that has been made once during this one or two day period to verify whether potentially hazardous food is thoroughly cooked. It is also recommended that this random check be conducted early on the first day to ensure that should any corrective action be required it is undertaken early on. 		
Verification that food is thoroughly cooked.	YES	Corrective action If food is not fully cooked record what corrective action was taken to make sure it is fully cooked before being sold to consumers (such as continued cooking or when food is rechecked).
Mandatory random check that the food is fully cooked.	<input type="checkbox"/>	
Recommended additional random check that food is fully cooked.	<input type="checkbox"/>	
Tips: <ul style="list-style-type: none"> Class 3 community groups are encouraged to use the additional recommended random check section of this record if the activity runs for two days (use second check on day two) or if there is a changeover of volunteers. This provides additional verification that the cooking procedure used ensures that the food sold is thoroughly cooked. The recommended method of checking food is thoroughly cooked is to cut a burger patty or steak in half and make sure there is no pink meat. For soups use a probe thermometer to check that the temperature exceeds 75°C or bring to boil. It may be useful to record the name of the person who has checked cooked food in the 'corrective action' section above in case verification is required. 		

Please make additional copies if required.

⁴ Potentially hazardous food is defined on page 4.

⁵ Clause 4 of the declaration, and clause 2 of schedule 3 of that declaration.



Class 3 minimum records — sheet C

Community group one to two day activities

Record 3: Overnight cold storage

This record must only be kept **if potentially hazardous food is to be kept in cold storage overnight**, before the second day of a two-day activity. It applies whether the food is to be —

- (a) sold in packaging; or
- (b) cooked and served immediately.⁶

Temperature rules:

- Frozen foods should always be delivered and kept frozen hard (unless being defrosted)
- For food kept in cold storage, maintain the temperature at 5°C or below

Date	Description of each cold storage unit <small>For example, fridge at Bruce Jones' place.</small>	Temperature of food item chosen <small>Randomly select an item of food stored overnight (for the second day) and measure the temperature</small>	Corrective action <small>If selected food item does not meet the above temperature rules what did you do to ensure it complies? For example, change fridge settings, or move food to another fridge or discard food.</small>

Please make additional copies if required.

⁶ Clause 4 of the declaration, and clause 1 of schedule 3 of that declaration.

Class 3 minimum records, sheet C: Version 1, July 2010

APPENDIX B – DRAFT EQUIPMENT OPERATING INSTRUCTIONS

Oven Instruction

Step 1 – Turn on the Start Button

- Home page comes up
- Press Combi
- Humidity 25°
- Time – 20mins
- Temp 160°

To exit, press Vision, then stop.

APPENDIX C – FOOD SAFETY GUIDE FOR COMMUNITY GROUPS – CLASS 3

Food safety guide for community groups

Class 3



Temperature



Time



Cross-contamination



Hygiene



Allergens

Food safety guide for community groups

Class 3

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This document is available in PDF format on the internet at:
www.health.vic.gov.au/foodsafety

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Introduction to food safety for community groups — Class 3

What is the purpose of this guide?

Community groups have important legal obligations to ensure the safety of any food they sell.

This guide will help your group understand its responsibilities under the *Food Act 1984* and the steps to follow to ensure food safety. It is designed for your group if:

- you *sell* food solely for the purposes of raising funds for charity or are not for profit body, and
- you are classified as a class 3 *food premises* under the *Food Act 1984*, and
- those handling the food are *mostly volunteers*.

If a volunteer makes food at home and donates it for sale at a community fundraiser, that person is not selling the food.

Whilst everyone is encouraged to handle food safely, volunteers do not need to register their homes as food premises with the council.

Examples of community groups include local sporting clubs, senior citizens groups, and church groups.

If your group does not match this definition, you have different legal responsibilities that are not covered in this guide. The Department of Health food safety website or your local council can advise you further on this.

You need to know...

The *Food Act 1984* controls the sale of food in Victoria. Its main purpose is to protect people from food borne illness. The Act covers all community groups that sell food when raising funds for charity, or for a not for profit body.

Under the Act, all food premises selling food in Victoria are classified according to their food safety risks. There are four classes — from highest risk (class 1) to lowest risk (class 4).

As part of your registration you have been advised by the council that your group's activities fall within class 3.

Different food safety steps must be followed for different food handling tasks. This is because some foods are more likely to cause food poisoning if the food is not handled properly.

This guide provides practical information, as well as the record sheets you must complete and keep onsite when you sell food.

Class 3 not for profit bodies with paid staff

If you are a not for profit organisation and most of your food handlers are paid staff, this guide is not relevant to your activities. Use *Class 3 minimum records sheet A or B* to keep records of your activities. They are available on the Department of Health website.

Free online food handler training

Any one handling food at your fundraisers or stalls is encouraged to complete the free online learning program, **dofoodsafely**, to improve their knowledge of safe food handling. It is available at <http://dofoodsafely.health.vic.gov.au>

Class 3 premises can do class 4 activities

All class 3 food premises can also do any class 4 activities, as these are lower risk than class 3. Your premises will still fall within class 3 — not class 4 — because your classification is based on your highest risk food handling activities. This is explained in this guide.



Choice to limit activities to class 4

On the other hand, your organisation can choose to limit its activities to class 4. In this way, you benefit from the simpler food safety requirements that apply to class 4 food premises. If you wish to change to class 4, contact your council to discuss what's involved.

One registration or notification, one council for food vans and stalls

If your community group operates a class 3 mobile food premises (such as a van or trailer) or class 3 temporary food premises (such as a stall) which sells food, you need to register it with your 'principal council' under the statewide system under the Food Act.

This is the council in whose district your group routinely prepares or stores food sold for the stall or van. If you do not have such a place (e.g. because food is prepared by volunteers at home and is donated to the group, or is purchased beforehand), it is where the group usually stores the equipment for the stall, or garages the van. If none of these apply to your group, it is the council in which your group's contact address is located. (Your principal council may — or may not — be the district in which you trade.)

Whether you operate at a single site or have multiple food vans or stalls at different locations, the registration certificate granted by your principal council for this class 3 food premises will allow you to operate on one or more occasions any time within a 12 month period, unless you choose to apply for a shorter period. This type of registration is typically not for a specific event.

A state-wide single approval scheme means that your organisation can operate in any council district in Victoria under the Food Act, provided that you lodge a statement of trade advising that council about where and when you will be operating. Contact your principal council to obtain the statement of trade form, or download it from www.health.vic.gov.au/foodsafety

The same arrangements apply if you occasionally use a building that you do not own or lease (such as a community hall). This is also a temporary food premises.

Your state-wide single registration can include all your temporary or mobile food premises, and an associated fixed site if you use one.

To find out which is your principal council, what you need to do, and the forms you need to complete see *Food vans and stalls — Single approval to operate anywhere in Victoria* at www.health.vic.gov.au/foodsafety/bus/mobile.htm, or ring your council environmental health officer for advice.

This does not apply to your activities if your group conducts food fundraisers only from permanent premises, such as a canteen or kiosk that the group operates regularly or owns or leases. Permanent premises must be registered with the council in which they are located. Registration is usually for a 12 month period.

Where can I get more help?

When it comes to food safety, council environmental health officers are your best source of advice:

- speak with an Environmental Health Officer from your council or, for food vans and temporary food premises such as stalls, your 'principal' council (see details above).

The Department of Health Food Safety Unit can also help with advice and resources:

- Call the Food Safety Hotline: **1300 364 352**
- Visit the Food Safety website at www.health.vic.gov.au/foodsafety
- Download, or ask your council for the flyer *Food fundraisers* which explains 'food premises classification' under Victoria's *Food Act 1984*, and the different types of food handling activities that classes 2, 3 and 4 food premises may carry out
- Visit [dofoodsafely](http://dofoodsafely.health.vic.gov.au) — a free online food handler learning program at <http://dofoodsafely.health.vic.gov.au>



Class 3 at a glance

This section summarises the different types of class 3 food handling activities typically run by community groups. If your group is running 'cook and serve' food activities, it explains some additional rules that apply. It also introduces the records community groups must keep.

Class 3 community food premises and activities

Under the Food Act, market stalls, food vans, community halls, sporting group kiosks and permanent premises are all called food premises.

As a class 3, you may also carry out any class 4 food activities.

This table lists the type of class 3 and class 4 food handling activities that your community group can carry out.

Food activity type	Examples
Selling low-risk foods – pre-packaged or unpackaged	<ul style="list-style-type: none">✓ Biscuits✓ Carbonated beverages✓ Cereals✓ Confectionery✓ Dried fruits✓ Fruit, whole or cut✓ Jams✓ Grains✓ Ice creams, except soft serve✓ Tea and coffee, with or without milk or soymilk✓ Vegetables
Selling packaged cakes	<ul style="list-style-type: none">✓ All cakes, including cakes with cream fillings
Selling pre-packaged high-risk foods	<ul style="list-style-type: none">✓ Desserts, such as cheesecakes and custard tarts✓ Fruit salads✓ Meats, including poultry and game✓ Meals, such as fresh pasta, casseroles, curries and lasagne✓ Sandwiches✓ Smallgoods (such as Strasbourg, ham and chicken loaf), smoked salmon, soft cheeses, and dips)
Re-heating and selling pre-packaged foods	<ul style="list-style-type: none">✓ Pies or sausage rolls, heated but still in original packaging
Other lower risk activities	<ul style="list-style-type: none">✓ Sale of eggs in the shell✓ Food tastings (a sample of high-risk food offered for up to 4 hours)✓ Wine tastings, including served with cheese or low-risk foods
Simple sausage sizzles	<ul style="list-style-type: none">✓ Sausages, onions, sauce and bread only, cooked and served straight away
Cooking and serving high-risk foods immediately	<p>This activity must be for no more than two days at <i>any one time</i>:</p> <ul style="list-style-type: none">✓ Barbeques including hamburgers, sausages, other meats, or eggs all cooked and served immediately



What is high-risk food?

The term 'high-risk food' is used throughout this guide. It means food that is **potentially hazardous** — that is food that has to be kept at certain temperatures to minimise the growth of any harmful bacteria that may be present in the food. For the purposes of this guide, it includes all food other than low-risk food.

High-risk foods need to be handled carefully to keep them safe. If something goes wrong during the food handling process, harmful bacteria may grow and multiply and food can quickly become unsafe to eat.

High-risk foods can include meat, seafood, poultry, eggs, dairy products and smallgoods, or foods that contain these, for example sandwiches, quiche and prepared salads.



Other foods can become high-risk after they are cooked, such as noodles, rice, pasta and similar foods.

You will find more information, including a full list of class 3 and class 4 activities, on the Department of Health website at www.foodsmart.vic.gov.au/foodclass, or by contacting the environmental health officer at your local council.

Can we sell any other foods?

Your community group may carry out any type of food handling, or increase the number of days that it operates, as long as you meet the food safety requirements that apply to the relevant food premises class. This is a choice for your organisation. But you must make sure you have council approval under the Food Act for the food activities you plan to run.

Your council environmental health officer can give you more information about your options.

Why a two-day limit on 'cook and serve' food activities?

'Cook and serve' activities are those where food is cooked at the site to be eaten straight away — for example a one to two day barbeque involving hamburgers, or any other meats, or eggs which are all cooked and served immediately.

As most class 3 food activities are low-risk, only simple precautions are usually needed to keep these foods safe. Cook and serve food activities are the exception because there is more chance of harmful bacteria multiplying and causing illness associated with these activities.

For this reason, different requirements apply to cook and serve activities depending on their duration.

If your group wishes to keep its classification as class 3, and your food handling activities take place for **more than two days** at any one time, the only cook and serve activity you may carry out at the site involves sausages that are cooked and served immediately, with or without onions, bread and sauce. This is because of the greater risks of high-risk foods, such as hamburgers.

You can also conduct any of the other food handling activities listed on page 3.

The two-day restriction only applies to cook and serve food activities.



What if we change the type of food we sell?

If you have been classified as class 3, and you plan to alter the type of food you sell to include higher risk activities (such as unpackaged high-risk foods, for example uncooked meats, small goods, sandwiches), you must inform council as this will change your food premises classification. It will also alter the type of records and other requirements that apply to the group's activities.

For example, your activities will be class 2 if you wish to sell foods that are:

- cooked, then stored (for instance in a bain-marie) and served hot later, or
- cooked, then stored under refrigeration and reheated and served later (such as curries or other meals prepared the night before, stored in the refrigerator and reheated at the event).

These foods need refrigeration during the food handling process – including throughout cooking and storage — to keep them safe.

Contact your council environmental health officer if you are not sure or need further information.

What records do we need to keep as a class 3?

Your community group must complete records about its food activities and keep them.

Keeping records will help you monitor your food safety and hygiene practices. In the event of a problem, your records will demonstrate that you did everything you should have done to keep food safe.

Given the low food safety risks associated with class 3 activities, only simple records are needed.

You will find all the record sheets at pages 19–32. The records vary depending on the type of food activities you plan to run.

This guide will help you work out which records are specific to your activities.



How can food become unsafe?

Food can be unsafe to eat if:

- harmful bacteria are given the right conditions to grow and multiply (certain high-risk foods need to be handled carefully to keep them safe)
- food is contaminated by raw high-risk foods or by unhygienic handling
- substances contaminate food (foreign materials such as dirt, dust, hair, glass or stones)
- other things may also contaminate foods (such as insects, rodents, chemicals, detergents or cleaning substances).

The risk of food prepared by your community group becoming unsafe will depend on how and where food is stored, prepared and handled by volunteers and staff members.

What are allergens and food intolerances?

Allergens are foods known to cause reactions in allergic people due to an immune response. This can be life threatening. Allergens in foods must be clearly communicated to customers.

In addition to food allergies, some people experience intolerance to certain foods. The most common causes of food allergic reactions or food intolerances are:

- cereals containing gluten and their products (wheat, rye, barley, oats and spelt and their hybridised strains)
- shellfish, crustaceans and their products
- eggs and egg products
- fish and fish products
- milk and milk products
- peanuts and soybeans, and their products
- added sulphites in concentrations of 10 mg/kg or more (typically in dried fruits, soft drinks and sausages)
- tree nuts and sesame seeds and their products
- any prepared foods that contain these ingredients.







How can my community group prepare safe food?

The risk of food becoming unsafe will depend upon the types of food being prepared and how food is handled. The following icons will help you to focus on key food safety aspects when using this guide.


Manage food temperature

<ul style="list-style-type: none"> • The temperature danger zone for bacteria growth is when cold food is kept above 5°C, and if hot food is stored below 60°C for significant amounts of time. • Limit the time high-risk food is kept in the temperature danger zone (5°C to 60°C). • Return food to the refrigerator during delays in food preparation. 	<p>When you see this image pay attention to temperature control</p> 	<ul style="list-style-type: none"> • Cook high-risk food to an internal temperature of 75°C or above. • Hot food must be kept at 60°C or hotter. • Cold food must be kept at 5°C or colder. • If food has been in the temperature danger zone for a total time of four hours or longer, it must be thrown out.
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Avoid cross-contamination

<ul style="list-style-type: none"> • Keep raw food separate from cooked and ready-to-eat food. • Store cooked food and ready-to-eat food above raw foods in the fridge. 	<p>When you see this image pay attention to cross-contamination</p> 	<ul style="list-style-type: none"> • Use separate utensils and cutting boards when preparing raw and cooked or ready-to-eat foods. • Protect food from dirt and dust or any other foreign materials or substances that may make food unsafe.
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Ensure good hygiene and cleaning standards

<ul style="list-style-type: none"> • Store food away from contaminants and protect it from pests. • Use clean, sanitised and dry cutting boards, equipment and separate utensils. 	<p>When you see this image pay attention to hygiene and cleaning</p> 	<ul style="list-style-type: none"> • Wash hands thoroughly and regularly. • Keep floors, walls, ceilings and equipment clean.
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Be aware of allergens and intolerances

<ul style="list-style-type: none"> • Store food away from potential allergen contaminants. • Make sure foods that can cause reactions are identifiable. 	<p>Where you see this image pay attention to allergens and intolerances</p> 	<ul style="list-style-type: none"> • Identify foods that commonly cause reactions and label or name them in stored and prepared foods. • Avoid allergens cross-contaminating other foods, prepare allergen free foods before foods that contain allergens and use clean equipment or equipment kept for allergen foods only.
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Practices to keep food safe

- 1: Purchasing or receiving food
- 2: Storage
- 3: Reheating pre-packaged food
- 4: Cook and serve
- 5: Serving cooked food
- 6: Fundraisers and stalls



Purchasing or receiving food

What should I do?	Why?
Check that businesses or suppliers are aware of their food safety requirements and can demonstrate that to you.	Your suppliers, whether individuals or businesses, must supply you with safe food.
Ensure all purchased food is properly packaged and has not been damaged during transportation.	To keep food safe from contamination during transportation.
Check that pre-packaged food is labelled and that unpackaged food has product information. Check use-by dates on fresh foods.	If food contains allergens you must provide customers with accurate information. To check how food should be stored, and when it must be used by, so you can store it in date order.
Check the temperature of food on arrival, ensuring cold food is 5°C or colder.	Food not kept at the right temperature can become unsafe as harmful bacteria may multiply and cause food poisoning.
What if something goes wrong?	
If food has become unsafe or may have been contaminated it may cause food poisoning or gastro illness. If you are unsure about the safety of certain foods, do not use them.	

Keeping the right records about supplies

You must keep the records in this guide (see page 20) to demonstrate compliance with food safety practices.

The records you must keep depend on the kind of food handling activities you plan to run.

Select the correct records for your food handling activities using the chart on page 21.



Storage

Cold storage

Types of storage	What should I do?	Why?
Cold storage	Check the temperature of cold storage units. Keep cold food at 5°C or colder. Frozen food should be solid.	Food not kept at the right temperature can become unsafe as harmful bacteria may multiply and cause food poisoning.
	Keep raw food separate from cooked food.	If raw food comes into contact with cooked food it can cause cross-contamination and result in food poisoning.
	Ensure cold storage units are cleaned regularly.	Dirty cold storage units can make food unsafe.
What if something goes wrong?		
If cold storage units are not keeping food at 5°C you will need to adjust settings, contact a refrigerator technician, or add more ice to the cooler.		
If frozen food shows any signs of thawing, either continue thawing and use immediately, or discard.		
Throw out ready-to-eat food if you think it might have been contaminated.		

Keeping the right records about cold storage

You must keep the records in this guide (see page 20) to demonstrate compliance with food safety practices.

The records you must keep depend on the kind of food handling activities you plan to run.

Select the correct records for your food handling activities using the chart on page 21.



Dry storage

Types of storage	What should I do?	Why?
Dry storage	Keep all dry storage areas clean and pest free.	Storage areas must be kept clean to avoid attracting pests.
	Ensure packaged food that has been opened is stored in containers.	To reduce the risk of spillage in dry storage and to help keep storage areas clean.
	Keep and attach labels to any packaged food that is repackaged.	In order to be able to identify the food and any ingredients that may cause allergic reactions or food intolerances.
What if something goes wrong?		
Food may be unsafe to eat if storage conditions or packaging are unsuitable or if cross-contamination has occurred. If you are unsure if food has been contaminated or may be unsafe, do not use it.		
Throw away food that shows signs of pest damage.		



Reheating pre-packaged food

Pre-packaged foods, such as pies, pasties and sausage rolls, are sealed in a package before supply to you and remain in that package until sale.

What should I do?	Why?
Be careful to follow the reheating or cooking instructions on the packaging. Reheat the food quickly and thoroughly to kill food poisoning bacteria. Randomly select an item of food and measure the temperature of the thickest part of the food using a probe thermometer.	Harmful bacterial may have the right conditions to multiply and cause food poisoning if pre-packaged food is not thoroughly reheated.
When reheating, ensure food reaches 60°C or hotter. Look at the reheated food to see that it is hot (steaming) all the way through.	To minimise the risk of food poisoning.
If the food is not hot (steaming) all the way through: <ul style="list-style-type: none">• increase the reheating time or temperature,• reduce the portions of food being reheated,• review your reheating method, and/or• repair or replace equipment.	To find out what is not right and take action to fix the problem before your food becomes unsafe.

Keeping the right records

For activities of more than two days

You must keep the records in this guide (see page 20) to demonstrate compliance with food safety practices.

The records you must keep depend on the kind of food handling activities you plan to run.

Select the correct records for your food handling activities using the chart on page 21.



Cook and serve activities for one to two days at a time

What should I do?	Why?
<p>Ensure cooked meats and foods containing meats are cooked to 75°C.</p> <p>Burgers and rissoles must be cooked thoroughly.</p> <p>Solid pieces of cutlets, steaks or roasts of red meat and oily fish can be cooked to preference.</p>	<p>Meats need to be fully cooked right through to minimise the risk of food poisoning.</p>
<p>Cut burgers and rissoles in half and check that there is no pink meat in the middle.</p> <p>Ensure all high-risk foods are thoroughly cooked, for instance foods containing meat, dairy or other high-risk foods.</p> <p>Ensure that sauces, stews and soups are brought to the boil and are used or disposed of after one sitting.</p>	<p>Food not cooked thoroughly can become unsafe as harmful bacteria may have the right conditions to multiply and cause food poisoning and illness.</p>
<p>Ensure staff and volunteers wash their hands before commencing work and at regular intervals, especially when changing from raw to cooked food.</p>	<p>Unclean hands can carry dirt and bacteria and make food unsafe.</p>
<p>Clean and sanitise all work surfaces and utensils.</p>	<p>Dirty surfaces and equipment can make food unsafe.</p>
<p>Keep separate preparation areas for raw and cooked food.</p>	<p>Cross-contamination can result in food poisoning and illness. Raw food can contaminate cooked food.</p>
<p>Keep foods containing allergens separate from other foods, and use separate equipment for cooking foods with allergens if preparing food for allergen sensitive people.</p>	<p>Cross-contamination of foods with allergens can cause allergen-sensitive people to have a severe reaction.</p>
What if something goes wrong?	
<p>High-risk foods must be thoroughly cooked before being eaten. If in doubt, return to heat and cook further.</p> <p>Do not serve food that is not fully cooked.</p> <p>High-risk foods may be unsafe to eat if cross-contaminated by dirty equipment or poor handling.</p>	

Keeping the right records

You must keep the records in this guide (see page 20) to demonstrate compliance with food safety practices.

The records you must keep depend on the kind of food handling activities you plan to run.

Select the correct records for your food handling activities using the chart on page 21.



Serving cooked food

What should I do?	Why?
Ensure staff and/or volunteers wash their hands before commencing work and then at regular intervals, especially when changing from raw to cooked food.	Poor food handling practices can make food unsafe to eat and may cause illness.
Only use clean, sanitised and dry cutting boards, equipment and utensils. Clean and sanitise all work surfaces and utensils before preparing food.	Dirty surfaces and equipment can make food unsafe.
Serve food immediately after cooking. Minimise the time cooked high-risk foods are kept at room temperature.	Food can become contaminated during long serving periods.
Keep separate preparation areas for raw food and cooked food.	Cross-contamination can result in food poisoning and illness. Raw food can contaminate cooked food and make it unsafe to eat.
Keep foods containing allergens separate from other foods. Ensure that you can provide accurate information to people who are sensitive to food allergies and intolerances.	The wrong information may cause some people who have eaten your food to become severely ill and suffer toxic shock. For more information go to: www.health.vic.gov.au/foodsafety
What if something goes wrong?	
High-risk cooked foods may be unsafe to eat if storage conditions are unsuitable or if cross-contamination has occurred. If in doubt, do not use the food. Food can become unsafe if contaminated by dirty equipment, poor handling or when safe temperatures have not been maintained and service time has been longer than four hours. If food has been contaminated or not kept at safe temperatures, do not use it.	



Fundraisers and stalls

Make sure that food provided at your fundraisers and stalls is safe. Because some of these activities take place in an open-air environment, the temperature can be unpredictable and contamination sources can be numerous.

What should I do?	Why?
Check the availability of storage space and equipment at the venue beforehand.	To keep food safe you may need to make arrangements for additional equipment or storage.
If you are handling high-risk foods, check availability of power and/or backup power supply beforehand in case power is interrupted during the activity.	To keep cold foods safe during storage, preparation and serving you may need continuous access to refrigeration and power.
Take a kit to the venue containing a temperature probe, cleaning agents and equipment and extra copies of records.	To be able to check temperatures and thoroughly clean equipment.
Ensure food is covered and protected from contamination by customers, insects, rodents, dust, dirt, chemicals and other foreign materials or substances during transportation.	To avoid the likelihood of contamination.
Ensure all equipment is clean and sanitised before use.	Unclean equipment can make food unsafe.
If you are handling unpackaged foods, check the availability, quality and volume of water supplies at the venue with the local council.	If water is unsafe you will need to ensure safe water for handwashing and cleaning at the venue by providing bottled water or an alternative water supply, or suitable hand sanitisers.
Ensure food handlers working at the venue are experienced in handling food safely.	Poor food handling practices can make food unsafe.
Check food temperatures on arrival, in storage and during cooking.	To ensure food is kept safe, keep cold food at 5°C or colder and cooked hot food at 60°C or hotter.
Ensure staff and volunteers are aware of hygiene practices and the relevant practices to keep food safe.	Poor hygiene practices can make food unsafe.
Check that your staff and volunteers are informed of their responsibilities and that they understand what records must be kept and how to check food temperatures.	Some aspects of the records in this guide are mandatory. You are required under the Food Act to keep these mandatory records.
Ensure staff and volunteers are able to provide accurate information to customers about allergens and other substances in the foods you are providing at the venue.	The Food Standards Code states that accurate information must be available to customers about allergens and other substances in food being served (see page 6).
What if something goes wrong?	
Dispose of food if you suspect it is not safe to eat, if it has not been safely handled or if you suspect it has been contaminated.	
If food has been in the temperature danger zone (see page 7) for a total time of four hours or longer, it must be thrown out.	



Tip

Provide staff and volunteers with information about primary business contacts (such as the coordinator or hire equipment contact) in case they need assistance on a food safety question at the venue.

A note about raw eggs

Some eggs can be contaminated with bacteria. The department recommends that community groups do not serve desserts or any other foods that contain raw/uncooked eggs in the finished product, such as tiramisu and mousse, at community fundraisers or stalls. There is a higher risk of such foods causing food poisoning. For further information, go to www.health.vic.gov.au/eggs/downloads/eggs_serviceindustry.pdf

This advice does not apply to cakes which — as is usually the case — contain cooked eggs, as thorough cooking will kill the bacteria.



Records

Sheet C: Community group activities for one to two days

Sheet D: Community group activities for more than two days



Introduction to records

This section contains the record sheets you must use to meet the minimum record keeping requirements under Victoria's food legislation.

What records must I keep?

The records you must keep depend on the kind of food handling activities you plan to run.

Use the diagram on page 21 to work out which records are specific to your activities.

You must keep the completed records for 12 months to demonstrate compliance with essential food safety practices.

If your council requests them, you must also provide the council with a copy of your records.

This is a legal requirement. If you are unclear about which records you should be keeping:

- speak with your council environmental health officer
- call the Food Safety Hotline: **1300 364 352**
- visit the Food Safety website at **www.health.vic.gov.au/foodsafety**

What is the purpose of records?

Keeping records can help you:

- monitor food safety and hygiene
- in providing information to other members of your organisation about their roles and responsibilities when working with food
- demonstrate that you did everything you should have done in the event of a food safety problem.

What do the records cover?

Record Sheets C and D only apply to community groups where those handling the food are mostly volunteers.

The records cover some essential food safety practices:

- Supply of all food to your food premises
- Foods cooked and served immediately
- Cold storage of high-risk foods
- Hot storage of high-risk foods
- Temperature control of deliveries of high-risk foods.

Tip — how many days is your activity?

The **duration** of your food activities is important in working out which records you must keep. Is it one to two days, or more than two days at *any one time*?

Some food handling activities taking place over one to two days will require different records to the same activity running for more than two days.

This is because some foods are more likely to cause food poisoning if the food is not handled properly — and the longer the food is handled, the more chance there is for something to go wrong.

The diagram on page 21 will help you choose the right records for your activities.



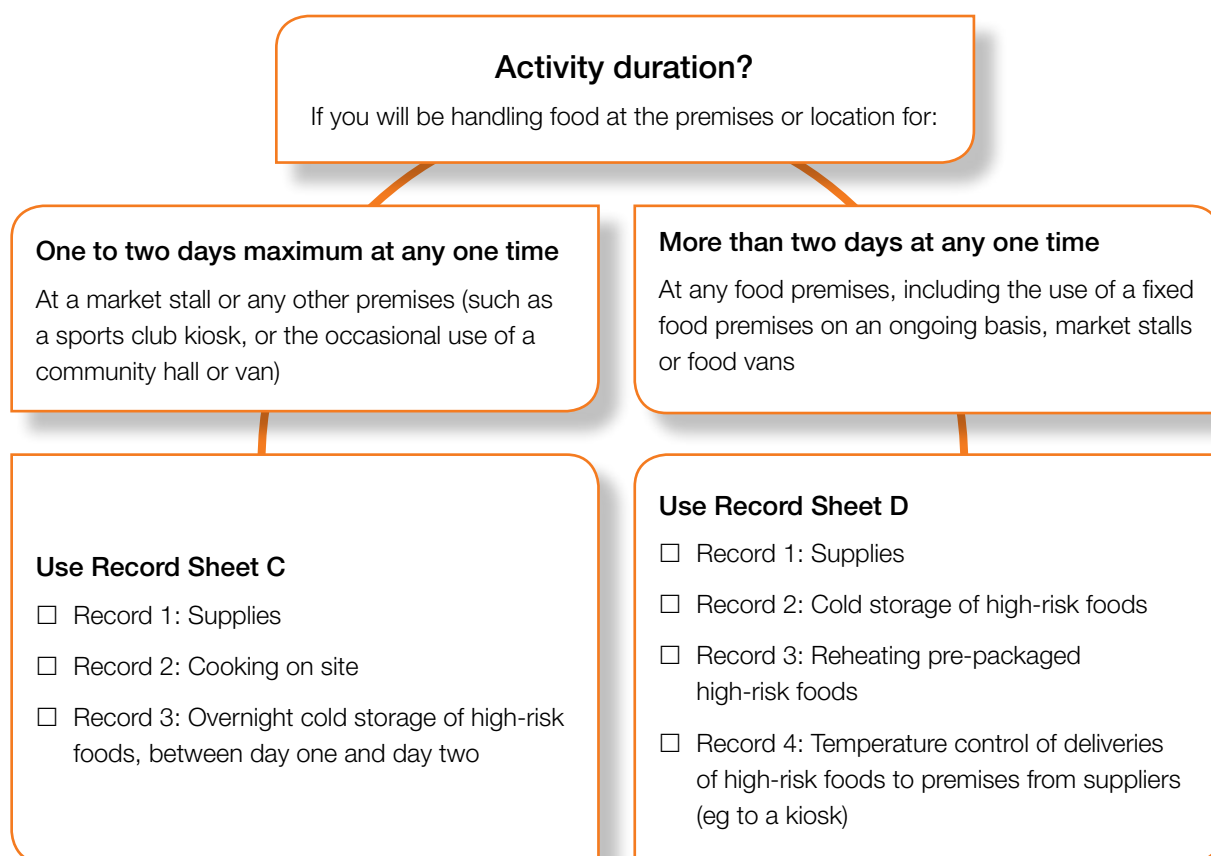
Keeping the right records

You must keep the records in this guide to demonstrate compliance with food safety practices.

The records you must keep depend on the kind of food handling activities you plan to run.

Select the correct records for your activities using the chart below.

Answer the questions in the chart to work out which of the class 3 minimum record sheets in this guide must be completed for your food premises. This will ensure that you keep the right records.



You only need to complete a record if you handle food as described in the flow chart above.

If you are unsure about which records to complete, contact your council for advice.

More copies of the record sheets are available from your council or the Department of Health website at www.health.vic.gov.au/foodsafety/guide/classification.htm#class3.



Class 3 food premises minimum records

Sheet C: Community group activities for one to two days

Record 1: Supplies

Record 2: Cooking

Record 3: Overnight cold storage

All food businesses and community groups are required by law to ensure the food they sell is safe to eat.

To demonstrate compliance with essential food safety practices, you must keep the records in this guide that apply to your group's food handling activities.

You must keep the completed records for 12 months. If requested, you must also provide a copy of your records to the local council.

This is a legal requirement.¹

Different records apply to different activities. There are three different records in this set.

- **Record 1** always applies. You must complete it every time you run a food activity.
- Read the introduction to **Records 2** and **3** to work out when you need to complete these records.

These record sheets apply regardless of where the community group operates — it can be at a market stall, a food van, or at a building that it owns, leases or which it has permission to use from time to time (such as a community hall). They apply whether the food handling activity is infrequent, or occurs on a regular basis (such as every weekend during a sporting season).

The record sheets also contain useful tips for how to make the most of the random checks of food temperature and cooking processes.

¹ Section 19CB and clause 5 of the declaration of minimum records ("the declaration"). The declaration is available at <http://www.gazette.vic.gov.au/gazette/Gazettes2010/GG2010S241.pdf>. A food premises is classified under the Act according to the highest risk activity undertaken at the premises. Many of the activities listed in this guide make a premises a "class 3 food premises". However, a class 3 food premises can also engage in lower risk activities (that apply to class 4 premises). In such a case the premises falls within class 3 — not 4.



Class 3 minimum records — sheet C

Community group one to two day activities

Record 1: Supplies

You **must** keep the following records about the supply of **all food** to the food premises.²

Record of food suppliers

- You must keep all receipts and invoices that are received from a supplier. Usually this will be purchases made for food to be sold at the community group's premises. It also includes any deliveries to the group's food premises.³
- It is optional to complete the COMMENTS section below to record where these receipts are stored. However by writing this down it will assist you if you need to show the receipts, if the council requests them.

Comments

Please make additional copies if required.



² Clause 1 of the declaration, and clauses 1(d) and 2 of schedule 1 of that declaration.

³ 'Supply' means the supply of food to a food premises from another food premises or another person. It does not include the supply of food —

- to a temporary food premises (such as a stall or occasional use of a hall) or a mobile food premises (such as a food van), and
- from another food premises (of whatever kind), and
- if the supplying and the receiving premises are both operated by the same proprietor/community group.



Class 3 minimum records — sheet C

Community group one to two day activities

Record 2: Cooking

This record must only be kept if **potentially hazardous food⁴** is **cooked on site with the intention of being served immediately**. This record does not apply to the heating of food such as packaged pies or sausage rolls.⁵

Instruction:

- **You must record** the results of a random check that has been made once during this one or two day period to verify whether potentially hazardous food is thoroughly cooked. It is also recommended that this random check be conducted early on the first day to ensure that should any corrective action be required it is undertaken early on.

Verification that food is thoroughly cooked.	YES	Corrective action
		If food is not fully cooked record what corrective action was taken to make sure it is fully cooked before being sold to consumers (such as continued cooking or when food is rechecked).
Mandatory random check that the food is fully cooked.	<input type="checkbox"/>	
Recommended additional random check that food is fully cooked.	<input type="checkbox"/>	

Tips:

- Class 3 community groups are encouraged to use the additional **recommended** random check section of this record if the activity runs for two days (use second check on day two) or if there is a changeover of volunteers. This provides additional verification that the cooking procedure used ensures that the food sold is thoroughly cooked.
- The **recommended** method of checking food is thoroughly cooked is to cut a burger patty or steak in half and make sure there is no pink meat. For soups use a probe thermometer to check that the temperature exceeds 75°C or bring to boil.
- It may be useful to record the name of the person who has checked cooked food in the 'corrective action' section above in case verification is required.

Please make additional copies if required.

⁴ Potentially hazardous food is defined on page 4.

⁵ Clause 4 of the declaration, and clause 2 of schedule 3 of that declaration.



Class 3 food premises minimum records

Sheet D: Community group activities for more than two days

Record 1: Supplies

Record 2: Cold storage

Record 3: Hot storage

Record 4: Temperature control

All food businesses and community groups are required by law to ensure the food they sell is safe to eat.

To demonstrate compliance with essential food safety practices, you must keep the records in this guide that apply to your group's food handling activities.

You must keep the completed records for 12 months. If requested, you must also provide a copy of your records to the local council.

This is a legal requirement.⁷

There are four different records in this set.

Different records apply to different activities.

- **Record 1** always applies. You must complete it for every food activity.
- Read the introduction to **Records 2, 3** and **4** to work out when you need to complete these records.

These record sheets apply regardless of where the community group operates — it can be at a market stall, a food van, or at a building that it owns, leases or which it has permission to use from time to time (such as a community hall). They apply whether the food handling activity is infrequent, or occurs on a regular basis (such as every weekend during a sporting season).

The record sheets also contain useful tips for how to make the most of the random checks of food temperature and cooking processes.

⁷ Section 19CB and clause 5 of the declaration of minimum records ("the declaration"). The declaration is available at <http://www.gazette.vic.gov.au/gazette/Gazettes2010/GG2010S241.pdf>. A food premises is classified under the Act according to the highest risk activity undertaken at the premises. Many of the activities listed in this guide make a premises a "class 3 food premises". However, a class 3 food premises can also engage in lower risk activities (that apply to class 4 premises). In such a case the premises falls within class 3 — not 4.



Class 3 minimum records – sheet D

Community group activities for more than two days

Record 1: Supplies

Instruction:

You **must** keep a record about the details of all suppliers of **all food** to the food premises.^{8,9}

The details include:

- the type of food supplied to the premises that will be sold, or handled for sale, at the stall or other temporary premises. This is a general description only, such as condiments, cut fresh fruit, fresh vegetables, shell eggs, packaged cakes, and
- the trading name of the supplier, and
- the address and telephone number of the supplier.

Provided the information in this record is complete and up to date, each further instance of supply from the same supplier of the same types of listed food does not need to be re-recorded below.

However, you must also keep all receipts and invoices that are received from a supplier. Usually this will be purchases made for food to be sold at the community group's premises by members of the group — as well as any dockets received with deliveries made to the group's food premises.

Type of food Examples are condiments, fresh fruit, fresh vegetables	Trading name of supplier (for example name of supermarket from which food is delivered or purchased)	Address (Store location or warehouse)	Contact phone number

⁸ Clause 1, schedule 1 of the declaration.

⁹ 'Supply' means the supply of food to a food premises from another food premises or another person (such as a farmer). However, it does not include the supply of food —

- to a temporary food premises (such as a market stall or temporary use of a community hall) or a mobile food premises (such as a food van), and
- from another food premises (of whatever kind), and
- if the supplying and the receiving premises are both operated by the same proprietor/community group.



Class 3 minimum records — sheet D

Community group activities for more than two days

Record 2: Cold storage

This record must only be kept if **potentially hazardous food**¹⁰ is to be kept in cold storage at food premises, if that premises operates for a period of *more than two consecutive days at any one time*.¹¹

It is **mandatory** to record the results of a random check of each cold storage unit in use that is conducted **once** in each week in which the food premises operates.

In the case of a temporary food premises (such as a market stall, or where the community group has permission to use a community hall), it is **mandatory** to record the results of a random check of each cold storage unit in use, conducted as follows:

- once in each week that the premises is operating; and
- for a stall or other activity that is operated for less than one week at any one time, once during each such period. (For example, if the stall is operated for blocks of three days with one cold storage unit, and this occurs 10 times a year, there would be 10 records for the year, with a record for each three-day period.)

The temperature check will be relevant to pre-packaged potentially hazardous food including where it is intended that it will be heated and held hot prior to sale.¹²

Temperature rules:

- Frozen foods should always be kept frozen hard (unless being defrosted)
- For food kept in cold storage, maintain the temperature at 5°C or below

Date	Description of each cold storage unit (for example, LG fridge or esky)	Operating temperature set for each cold storage unit	Temperature of food item chosen Randomly select an item of food and measure the temperature	Corrective action If selected food item does not meet the above temperature rules what did you do to ensure it complies? For example, change fridge settings, or move food to another fridge or discard food.

Please make additional copies if required.

¹⁰ Potentially hazardous food is defined on page 4.

¹¹ Clause 2, items 1 and 3 of schedule 2 of the declaration.

¹² It would also be relevant to sausages that are stored (which are to be cooked and served immediately). The random check can be of any potentially hazardous food stored.



Class 3 minimum records — sheet D

Community group activities for more than two days

Record 3: Hot storage

This record must only be kept if **pre-packaged potentially hazardous food¹³** is to be kept heated in hot storage prior to sale **at a food premises**, if that premises operates for a period of *more than two consecutive days at any one time*.¹⁴

For example, it applies to food such as heated packaged pies or sausage rolls.

It is **mandatory** to record the results of a random check of a hot storage unit in use that is conducted **once** in each week in which the food premises operates.

In the case of a temporary food premises (such as a market stall, or where the community group has permission to use a community hall), it is **mandatory** to record the results of a random check of a hot storage unit in use, conducted as follows:

- once in each week that the premises is operating; and
- for a stall or other activity that is operated for less than one week at any one time, once during each such period. (For example, if the stall is operated for blocks of three days, and this occurs 10 times a year, there would be 10 records for the year, with a record for each three-day period.)

(continued)

¹³ Potentially hazardous food is defined on page 4.

¹⁴ Clause 2, items 2 and 3 of schedule 2 of the declaration.



Class 3 minimum records – sheet D

Community group activities for more than two days

Record 3: Hot storage (continued)

Temperature rule:

- Pre-packaged potentially hazardous food is to be kept in hot storage at 60°C or higher.
- You **must** record the results of the random check to verify that pre-packaged potentially hazardous food is being kept at 60°C or higher prior to sale. This is the correct temperature. A lower temperature means that the food may not be safe to eat.

Date	Description of the hot storage unit (for example, pie warmer)	Operating temperature set for the hot storage unit	Temperature of food item chosen Randomly select an item of food and measure the temperature	Corrective action If selected food item does not meet the above temperature rule what did you do to ensure it complies? For example, change pie warmer settings, or move food to another warmer or discard food.

Tips:

- Using a pie warmer or other hot holding equipment to heat pre-packaged potentially hazardous food to the required 'sale' temperature of 60°C or higher is not recommended as it is likely to take a very long time for the food to reach 60°C and there is a risk of the food being sold at a cooler temperature.
- It is recommended that food be reheated using a microwave, or other means, temperature checked to ensure the food has reached 75°C, and then stored in a bain marie or pie warmer at 60°C.
- It is recommended that the random check be conducted as soon as possible on the first day so that any problems can be addressed early on, to avoid the risk of food being sold that is not safe to eat.
- It is also recommended that the random check be used as an opportunity to verify how long it takes to heat pre-packaged potentially hazardous food (such as a pre-packaged pie) to the required hot holding temperature of 60°C or higher. This will enable you to standardise how you heat food after it is removed from cold storage. (A variety of methods may be used to heat the food, examples include microwave, electric or gas oven).

Please make additional copies if required.



Class 3 minimum records — sheet D

Community group activities for more than two days

Record 4: Check about temperature control of potentially hazardous food deliveries

This record must only be kept if:

- (a) the food being handled is **potentially hazardous food**;¹⁵ and
- (b) is **delivered from a supplier to the food premises** in the month.¹⁶

This is to ensure that the food delivered has been kept at the correct temperature.

If this is the case, read the following description to decide whether a record is required.

The record is about deliveries from a supplier.

However, the record does not need to be kept if the delivery of food is:

- to your **temporary food premises** (such as a market stall or occasional use of a community hall) or a **mobile food premises** (such as a van) AND is
- from another food premises that is operated by your community group (for example, you both have the same proprietor).

If food is delivered to these premises from any other supplier in a month, you will need to keep the deliveries record.

If you operate any other kind of food premises (such as a kiosk that you own or lease at fixed premises, or a food van) and receive deliveries at those premises in the month, you will need to keep the deliveries record.

There are different ways to keep this record.

The simplest record to keep is to record the results of certain checks of the temperature of potentially hazardous food delivered. This is outlined below.

Instruction: If **potentially hazardous food is delivered to the food premises from a supplier in any month**, record the results of a temperature check carried out in that month of one item of potentially hazardous food received from that supplier.

If food is not delivered from a supplier in every month, the record must only be kept in **each month** in which food is actually delivered.

Please make additional copies if required.

(continued)

¹⁵ Potentially hazardous food is defined on page 4.

¹⁶ Clause 2, items 4 to 6 of schedule 2 of the declaration. (Items 4 and 6 apply to the record on this page.)

