

These notes are intended as a guide to owners, architects, builders, etc., when major alterations are to be carried out to existing catering premises, or when new premises are to be provided.

In order that the premises comply with the Food Hygiene (England) Regulations 2006 and Regulation (EC) 852/2004 on the hygiene of foodstuffs certain criteria apply which are detailed in the Regulations.

You are advised to contact the Technical Services Department if you intend to make any changes to the building.

N.B. *If the proposed new works being carried out constitute a change of use for the premises, then planning permission may be required.*

Hazard analysis

Food business operators are required put in place, implement and maintain a permanent procedure or procedures based on HACCP principles. A scheme known as Safer Food Better Business has been developed to help caterers and further details are available from the Environmental Protection Division.

Walls

Should be of sound construction and provide a surface that is smooth, impervious and easy to clean and where necessary disinfect. Food storage areas should be smooth, (rendered and gloss painted surfaces are acceptable). Work areas and areas adjacent to cooking equipment should be covered with a durable material such as tiles, aluminum or stainless steel.

Floors

Should be durable, even, impervious and easy to clean and where necessary disinfect. Wall to floor joints are advised to be coved to provide for easy cleansing. Bare concrete floors are not acceptable and a tile, linoleum or resin finish must be provided, all of which should be slip retardant.

Ceilings

Should be of sound construction and finished to provide a smooth, impervious, easy to clean and where necessary disinfect. A light coloured washable emulsion is satisfactory. Artex should not be considered.

Ventilation

Should be adequate for the area it serves. Ventilation canopies or hoods with grease filters should be fitted over cooking ranges, chip fryers, etc. The system must be capable of removing fumes and steam. Canopies, ducting, filters and fans must be kept in good repair and maintained in a clean condition.

If the extract system is to be discharged within a residential area, a system such as an organic carbon filter system may be required to eliminate odour problems. In some situations odour neutralisers may be required. In any event, nuisance to premises in the locality must be prevented. Ventilation systems may need planning permission, therefore please contact the Technical Services Department.

Lighting

Must be suitable and sufficient for the area it serves. Standards recommended are:

- (a) Preparation areas 500 lux
- (b) Serveries and washing-up areas 300 lux

(c) Food storage areas 150-300 lux

(d) Light fittings should ideally be covered with shatterproof diffusers.

Fittings and Equipment

All exposed woodwork should be finished with a smooth impervious material, which can be easily cleansed. i.e. gloss paint/varnish. Surfaces should be hardwearing, laminated work surfaces are acceptable as are stainless steel tables.

Major fixtures, e.g. cooking ranges, refrigerators, should be positioned in such a way that they can be readily cleansed on all sides, underneath and behind. Ideally these fittings should be movable.

Refrigerators

Should be capable of keeping food at 8°C or below to conform to the Food Hygiene (England) Regulations 2006. It is advisable to purchase a thermometer so that you may check the temperature of your refrigerators and freezers on a regular basis. This will form part of your risk assessment.

Sinks

A double sink and integral drainer with one part deep enough to take large pots, or one deep sink and a dish washing machine, should be provided. A constant supply of hot and cold water must be provided; the hot water supply should have a temperature of at least 77°C to allow for sterilisation.

A separate sink for vegetable preparation should also be provided; this need only have a cold water supply.

Wash Hand Basin

A wash hand basin must be provided for the sole use of securing personal cleanliness and placed in a position that is accessible to staff. A constant supply of hot and cold water must be provided, together with an adequate supply of soap or other suitable detergent and clean towels or other suitable drying facilities.

Sanitary Accommodation

Sanitary accommodation should be available for staff and in some circumstances additional facilities for the public.

For further details of number of W.C.s that need to be provided, please contact the Environmental Protection Division (or refer to BS 6465, 1984).

Refuse Storage

Adequate storage space for large refuse containers should be provided with access for refuse collection. A sufficient number of refuse bins of approved design and construction with close fitting lids must be used for refuse. The refuse storage area must be kept clean.

External Drainage

All existing drains, soil and waste pipes, intercepting traps and inspection chambers should be maintained in proper working order.

Vermin Proofing

All parts of the food premises should be vermin proofed, (e.g. doors tight fitting) to prevent entry of rodents as well as considering the provision of fly screening.

Registration

If you intend to open a new business, please remember that you should notify the Environmental Protection Division 28 days in advance and complete a registration document.

Cross Contamination

One of the major problems in a food business is cross contamination.

It is strongly advised that the premises should be designed to avoid raw and cooked food coming into contact and that effective cleaning/sanitising agents are used.

Training

Staff who handle/prepare open food should be trained and supervised or instructed by somebody who is trained. It is expected that at least 1 person in a business has a food hygiene qualification.

For any further information including refuse collection, contact your local Environmental Health Department. It is often useful to meet with an Environmental Health Officer on site to discuss plans before work is started.

Further reading:-

Industry Guide to Good Hygiene Practice _ Catering Guide. Available from Chadwick House Group Ltd. ISBN 0-900-10300-0



GENERAL ADVICE FOR NEW OR ALTERED CATERING PREMISES

**Technical Services Department
Environment Protection Division
Runnymede Borough Council
Runnymede Civic Centre
Station Road
Addlestone, Surrey. KT15 2AH**

Tel. No: (01932) 838383