

Food Safety Program Template

Food Events

Victoria's Safe Food System



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Introduction

In May 2001, the Food Act was amended to include compulsory Food Safety Programs (FSPs) for all registered food businesses and other organisations preparing and selling food. This includes all events held by voluntary groups and community organisations.

An 'Event' is defined as:

- Being held no more than once in any given month and less than 12 times per year
- Operating for no more than 1 day at a time (doesn't operate on consecutive days)
- Having no storage of food on the site of the event between days of operation

Any food business that does not meet the above criteria is not considered to be an event and should not use the DHS Events Template to develop a Food Safety Program.

NB: Canteens or barbecues operating every time there is a home game for a sporting club are not considered to be an event.

If the event being held fits the definition of 'Event' above, a Food Safety Supervisor (FSS) with formal qualifications is **not** required. However, it is required there be an Event Coordinator.

It is intended that the Events Food Safety Program Template will assist voluntary associations, community groups or clubs intending to hold an event where food is sold.

A customised Food Safety Program (FSP) is developed using the Events Food Safety Program Template through the determination of which food preparation and handling processes will be required at the event.

The FSP produced will ensure:

- Food is prepared and handled in clean and hygienic conditions;
- Food at the event is safe—the food being free from various types of contamination;
- Food handlers are aware of appropriate food safety practices.

All instructions in the resulting FSP must be followed from the preparation of the food for the event through to the point of consumption or sale. Food handlers participating in the event must have all the relevant information from this template communicated to them by the Event Coordinator. Many pages of the FSP are to be photocopied and given to food handlers to remind them of the importance of safe food handling.

Where there are many businesses participating in the event, the Event Coordinator must ensure they are all following the instructions in the Event FSP. Where a participating business has their own FSP, and doesn't wish to follow the Event FSP, the Event Coordinator must ensure their FSP covers off-site events. If it doesn't, the Events FSP will have to be used.

If events of the same format are held regularly—Sausage sizzles every few weeks, for example—one of the two other templates available from the Department of Human Services may be preferable—the ‘Food Safety Program Template for Retail and Food Service Businesses’, or ‘Foodsmart’ which is available on the internet (<http://www.foodsmart.vic.gov.au>). These templates can be used to create a Food Safety Program suitable to your needs and that is only submitted once to cover all of your events.

This is a registered Food Safety Program Template (No.4) with the Department of Human Services.

This is Edition 2. This edition of the template was created in 2003.

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 (see page 1).
3. Go to the **Event details** on page 2 and fill in the table.
4. Answer all the questions in **What happens at your event** on page 3. 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, display or serve food at room temperature?', you should use Section C, Section H and Section I.

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. Check with your local council to see what parts of this document need to be lodged with them. Some councils may only require a copy of the first and last few pages of your Food Safety Program.

If you have already submitted your Food Safety Program, you will need to review your FSP and advise your local council Environmental Health Officer of any changes should any of the following occur prior to the event:

- Structural alterations to food preparation areas;
- Additional equipment for food preparation is obtained;
- Changes to the types of food or food operations of the organisation; or
- There's a change in the Event Coordinator.

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

- Contact the Environmental Health Officer at your local council.
- Call the Template Assistance Hotline on 1300 888 498.
- Visit the Food Safety website www.health.vic.gov.au/foodsafety

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

The following areas of this template have been translated into the following languages.

Arabic
Cambodian
Chinese
Thai
Turkish
Vietnamese

Introduction pages

Sections L Temperature checking

Record: Food providers list

Record: Events checklist

High Risk Foods

Check the Public Health's food safety website for more food safety information in your language, www.health.vic.gov.au/foodsafety

For further information about: Preparing Food, Cooking Food, see Templates on the food safety website, www.health.vic.gov.au/foodsafety/templates

You can also contact your local library and borrow a copy of Video on Food Safety at Food Festivals/Events.

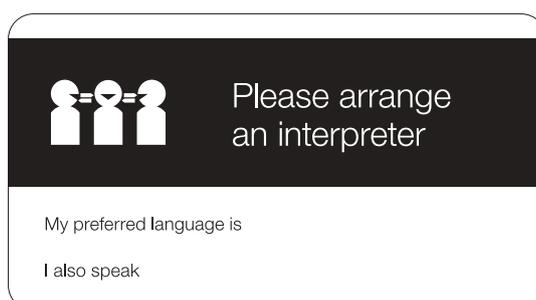
Your local council may also run information seminars on Food Safety before major community events; contact your councils health unit. Ask council if there will be an interpreter available at these information sessions.

Victorian Interpreter Card

The Victorian Interpreter Card is a wallet-sized card that aims to help Victorians with limited English access government services by:

- helping you request interpreter assistance
- making it easier for you to arrange for language assistance in the correct language.

<http://www.voma.vic.gov.au/web17/voma/dvcvoma.nsf/headingpagesdisplay/language+servicesvictorian+interpreter+card>



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Event Coordinator

When your organisation holds an event where there will be food sold—for instance, a fête, sausage sizzle or cake stall—you will need to appoint an Event Coordinator.

It is the role of the Event Coordinator to ensure that all food handlers at the event, whether they are volunteers or paid workers, understand the relevant food safety and safe food handling practices for the tasks which they are to be carrying out.

To communicate such information to all food handlers, the Event Coordinator will have to conduct training or group discussions about food safety before the event.

The Event Coordinator must be familiar with the following:

- The Food Safety Program for the event.
- Safe food handling practices.
- Personal hygiene—for instance, correct washing and drying of hands.
- Efficient cleaning procedures.
- Safe food preparation.
- Correct storage and transportation of food.
- How to conduct temperature checks.
- Safe Food display.

The Event Coordinator must also:

- Train all food handlers participating in the event and supply them with the relevant information from the Food Safety Program. Food handlers must understand the importance of wearing gloves and washing hands, the two hour/four hour rule, waste disposal and other aspects of the FSP.
- Check that probe type thermometers (thermometers that penetrate to the core of the food) are calibrated before the event, to make sure they are working accurately.
- Make sure any businesses participating in the event follow the instructions given in the Events Food Safety Program, or use a module from their own FSP that covers off-site events.
- Ensure all volunteers work safely with food during the event.
- Complete the **Food providers list** with the names and contact details of people supplying food, and the food they are supplying.
- Complete the **Event checklist** to 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

Name of Organisation		
Type of event:		
Location:		
Date(s) of proposed event(s):		
Time the event begins and ends	Start:	End:
Event Coordinator's name:		
Event Coordinator's address:		
Event Coordinator's phone number:		
Event Coordinator's mobile number:		
Event Coordinator's email address:		
Name of Local Council:		
Number of volunteers:		
Name any volunteers who have completed formal Food Safety Training:		
Signed by Event Coordinator:		
Date submitted:		

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)
LOCATION:			
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
FOOD PROVIDERS:			
Do volunteers prepare food at home for the event?			Section B Section C Sections D to G Section K
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
FOOD STORAGE (BEFORE OR AT THE EVENT):			
Do you store, display or serve foods at room temperature?			Section C Section H Section I Section J
Do you store, display or serve 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
FOOD PREPARATION:			
Do you thaw frozen food before further preparation?			Section E Section J
Are ready-to-eat foods (such as salads) prepared before, or at, the event?			Section E Section J
Is food cooked and cooled before being transported to the event?			Section F
Are potentially hazardous foods transported to the event?			Section K
COOKING:			
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 used for one off events

If your organisation has a permanent base (like a community hall with a kitchen) which is to be used for your event, to allow for safe food handling and correct food safety practices, the following must be available:

- Access to hot and cold water.
- A fridge and freezer (where applicable).
- Exhaust fans to keep the area free of smells and fumes.
- Hand washing facilities—ie. 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.
- Cleaning equipment, detergents and sanitisers.
- An area to store food which is safe from pests such as mice, rats and insects.
- Barriers preventing 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 (For example, droppings, webs, feathers, smells), to take appropriate action to eliminate the pest and to 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 FSANZ Food Safety Standards. Check the FSANZ website: www.foodstandards.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 set up for one off events

If your event is to be held away from a permanent kitchen, at a premise set up purely for the event itself—you may be operating a sausage sizzle or a food stall, for example—special care must be taken to keep food safe. This involves protecting the food from sunlight, dust, insects and handling by customers.

When setting up a Temporary Premises for an event, the Event Coordinator needs to ensure the following:

- A Temporary Food Premises Permit is organised through the local council of where the event is to be held.
- Benches or tables have surfaces that are smooth and easy to keep clean. Plastic tablecloths are ideal.
- Hand washing facilities are 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).
- A place to wash up cooking equipment, dishes and utensils is available. You may have to make your own if there's nothing near the temporary premises.
- Methods of disposing water from cooking, cleaning and hand washing are available. Don't just tip waste water onto the ground or down the drain.
- A fridge is available 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.
- Where using a fridge is not possible, containers full of ice can be used to ensure food remains under 5°C.
- Enough rubbish containers are available 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 waste water 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.

Pests

It is important to watch out for pest activity (For example, droppings, webs, feathers, smells) 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 FSANZ Food Safety Standards. Check the FSANZ website: www.foodstandards.gov.au

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

Where your organisation is to sell food from a food vehicle (like a caravan) during an event, the vehicle needs to be constructed to minimise the chance of contamination of food. The vehicle should have the following:

- 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 tank for holding wastewater.
- 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 (For example, droppings, webs, feathers, smells) 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 FSANZ Food Safety Standards. Check the FSANZ website:
www.foodstandards.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. Thorough cleaning involves removal of dirt and any leftover food, followed by the sanitation. Sanitation can be done with diluted domestic bleach (6mls per 5 litres of water) or boiling water.

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. (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:

- 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.

Any food handler who is sick 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, brightly-coloured plaster or band-aid and disposable gloves.

Clean personal behaviour

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, display or serve foods at room temperature?
- Do you store, display or serve 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 on 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:

- Someone must be responsible for every aspect of food preparation and sales.
- Each person handling or preparing must know how to handle food safely.
- 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 (for example, cleaning agents or sprays), or physical items (for example, 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.
- Check the temperature of deliveries when they arrive – chilled foods should be below 5°C, frozen foods should be frozen solid and hot foods above 60°C. Transfer the delivered food to appropriate storage as soon as possible.
- 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.
- Keep all delivery notes, invoices or receipts related to purchased food products.
- *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 and sanitised before preparing food.
- If rubber gloves are worn, change gloves when commencing preparation of different food types.
- If gloves aren't worn, wash your hands before commencing work and regularly throughout the preparation process.
- 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. Ensure all jars are sterilised before being filled by immersing them in boiling water for one minute.
- Frozen food should be thawed 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?

- The food may be unsafe if it is not prepared in this manner. (See **How food poisoning and contamination occurs** in Section D).
- Food may be cross-contaminated when raw food is in contact with cooked food, through incorrect use of utensils.
- Food handlers may contaminate food.
- Pests, chemicals and physical items can also contaminate the food.

What do I do with this page?

If you answered 'Yes' to the following questions:

- Do volunteers prepare food at home for the event?
- Do you thaw food before further preparation?
- Are ready-to-eat foods (such as salads) prepared before, or at, the event?

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

Section F

Cooking, heating and cooling

- Ensure frozen food is thawed completely before cooking.
- Only remove meat from the fridge just prior to cooking it. Never leave it sitting around.
- Cook all foods thoroughly, especially meat, fish, and chicken.
- Use a probe type thermometer (A thermometer which penetrates into the centre of the food) to check that the internal temperature of the cooked food reaches 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 food thoroughly and ensure an internal temperature of 75°C is reached.

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 21°C—as long as this occurs within two hours. Then, refrigeration is required.
- When cooling **high risk** food, the following temperature milestones should be met. (See FSANZ 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!*

NB: This cooling procedure doesn't apply to Bakery goods such as cakes and biscuits. These products will, however, need to be protected from physical contamination through the use of a tea towel, for example.

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** in Section D).
- Food may be cross-contaminated where raw food is in contact with cooked food, or through incorrect use of utensils.
- Food handlers may contaminate food.
- 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

- Ensure foods are protected from contamination, in sealed/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.
- Ensure 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.
 - Identification of the presence of nuts.
 - 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, it is important that information about the product is available upon request.

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

Foods that commonly cause allergies include the following:

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

For more information, about allergies see this website: 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 handlers may contaminate food.
- 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 FSANZ, 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, display or serve foods at room temperature?
- Do you store, display or serve 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.
- Ensure utensils and display equipment are cleaned and sanitized before use.
- Have separate utensils available for raw and cooked items.
- Allow time for hot display (For example, bain marie or pie warmer) to reach holding temperature before adding the food.
- Hot displays should keep the food at 60°C or hotter.
- Don't reheat food in hot display equipment.
- Hot foods and ready-to-eat foods not packaged must be protected from contamination.
- Disposable gloves should be worn and changed regularly when serving. Don't handle money with gloves.
- If gloves are not worn, hands should be washed regularly.
- 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 potentially hazardous foods at room temperature, at Danger Zone Temperatures of between 5°C and 60°C, for longer than four hours.
- Throw out any potentially hazardous foods which have been out of temperature control for longer than four hours.
- *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 handlers may contaminate food.
- 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, display or serve foods at room temperature?
- Do you store, display or serve 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

Potentially Hazardous 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.
- Hot foods at 60°C or hotter.
- If it is not possible for these foods to be kept at the appropriate temperature, the two hour/four hour rule can be applied. The two hour/four hour rule is as follows:

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.

- 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 thermometers (calibration)** on page 29 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 (use products with earliest use-by-date first).
- Throw high-risk food out after it's been out of temperature control, and in the Temperature Danger Zone, (That is, at temperatures warmer than 5°C and less than 60°C .) for four hours or longer.
- 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 completely cover the food and 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 temperature control on the **Event checklist**. The food must be thrown out after four hours out of temperature control.

Contamination

- Raw food should be stored away from cooked food. For example, in your refrigerator, store raw food below cooked foods to prevent drips from the raw food potentially causing contamination to the cooked foods.
- Protect food from pests and other forms of contamination, don't leave food without packaging or a protective cover. Cover all food with lids, foil or plastic wrap. Don't leave food in an opened can—transfer it to a suitable container.
- *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, display or serve cold foods?
- Do you thaw frozen food before further preparation?
- Are ready-to-eat foods (such as salads) prepared before, or at, the event?
- Are potentially hazardous foods transported to the event?
- Is hot food displayed at 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 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 out of the Temperature Danger Zone apply the two hour/four hour rule (see Section J).
- *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 the following question:

- Are potentially hazardous foods 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 for any longer than four hours. Apply the two hour/four hour rule (See Section J).
- Using a probe type thermometer (a thermometer which penetrates into the centre of the food) 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 bain-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

(A probe thermometer is a thermometer that penetrates the surface of the food, taking the core temperature of the food)

- 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.

Event checklist

Action required:

- 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?

Event _____

Date _____

Completed by _____

Part 1

Set up check	Yes	No	Observations
Are all equipment and utensils 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?			
Do volunteers know what 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?			
Have all volunteers received information on safe food handling from your Food Safety Program?			
Do you have a calibrated probe type thermometer (a thermometer that penetrates the surface of food to take the core temperature)? (If applicable)			

Event checklist

Event _____

Date _____

Completed by _____

Part 2

Operations check	Yes	No	N/A	Observations
What time did the Event start?				
Are all high risk foods which require refrigeration in chilled storage? If 'No', 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/Frozen Food Storage.	Name of food			°C
	Name of food			°C
	Name of food			°C
Are they in the correct temperature range? (Yes/No)				
Are all cooked foods free from the risk of cross-contamination from raw foods?				
Are all ready-to-eat foods free from the risk of cross-contamination from raw foods?				
Are separate utensils being used for different foods?				
Are volunteers checking cooked foods to make sure they are fully cooked?				
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?				
Has all equipment been cleaned and sanitised after use?				
Has food waste been removed from the site of the event?				
Action required:				

What do I do with the previous four pages?

- Photocopy the previous four pages, containing the **Food providers list** and the **Event checklist**, and use them as part of your Food Safety Program.
- Event Coordinator to complete the **Food providers list** and Part 1 of the **Event checklist** before the event. Part 2 of the **Event checklist** is to be completed during event.

Additional information

Checking the accuracy of thermometers (calibration)

To make sure that food is at the correct temperature, you need to check temperatures regularly. 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 it varies by more than 1°C (up or down), 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 (in refrigeration units) 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.

