Advice from the NSW Food Authority

**QUICK HYGIENE CHECKLIST!**

Make sure you and your staff …
- do not prepare food for others if you are ill and remember to cover up wounds
- always wash hands thoroughly with warm soapy water and dry thoroughly with paper towels before and after touching food
- tie hair back, remove or cover jewellery and wear clean protective clothing (aprons / hair nets / hats).

Make sure your canteen …
- keeps free from vermin and animals (close doors, use windows with screen, clean equipment and dispose garbage effectively)
- keeps raw meat in sealed containers at the bottom of the fridge so juices don’t run onto other foods
- keeps cold food cold and hot food hot
- stores ready to eat foods above vegetables and meat in the fridge
- always sanitisers or changes chopping boards and utensils every time they prepare a new food type.

**Useful contacts and resources:**

**NSW Food Authority**
Visit our website to download fact sheets and get detailed information: [www.foodauthority.nsw.gov.au](http://www.foodauthority.nsw.gov.au)
Or call the Contact Centre: 1300 552 406

**NSW School Canteen Association**
Provides information for school canteens on a range of areas, visit: [www.schoolcanteens.org.au](http://www.schoolcanteens.org.au)

**Food Safety Information Council**
Visit the FSIC website for posters and fact sheets: [www.foodsafety.asn.au](http://www.foodsafety.asn.au)

**Food Standards Australia New Zealand**
Visit the FSANZ website for information on the national food standards and food code including “Safe Food Australia” user guides: [www.foodstandards.gov.au](http://www.foodstandards.gov.au)

**Looking After Our Kids (Commonwealth Department of Health and Ageing)**
An excellent video and handbook is available. Call 02 6289 5131 or email foodsafety@health.gov.au

**Anaphylaxis Australia**
This organisation can give you detailed information on managing food allergies. Call: 1300 728 000 or visit: [www.allergyfacts.org.au](http://www.allergyfacts.org.au)

**Why is Food Safety so important?**
We are surrounded by food every day so it’s easy to forget food can also be potentially very dangerous if it’s not handled, prepared and stored correctly. Bacteria can multiply in food and make us extremely ill – more than 5 million Australians are estimated to suffer from food borne illness, better known as food poisoning each year. Children are particularly vulnerable so it’s essential that school canteen staff practice safe food handling and preparation.

**What is the NSW Food Authority?**
As Australia’s first completely integrated food regulation agency, it is responsible for food safety across the entire NSW food industry – from primary production to point of sale through to educating consumers about safe food practices in the home.

Have you ‘notified’ your school canteen?

National food law, Food Safety Standards 3.2.2, requires that all food businesses in NSW (including school canteens) ‘notify’ the NSW Food Authority of their food activity details.

Notification of food businesses allows the Authority to maintain a close relationship with all businesses. For example, it means we can keep you informed and updated on changes to food legislation.

Canteens can notify as food businesses in 2 ways:
1) For free, just follow the instructions at [www.foodnotify.nsw.gov.au](http://www.foodnotify.nsw.gov.au) or by calling 1300 650 124 to obtain a paper form (a $55 submission charge will apply).

For more information please refer to the “Food Business Notification” fact sheet which is available at [www.foodauthority.nsw.gov.au](http://www.foodauthority.nsw.gov.au) or by calling 1300 552 406.

How is the NSW Food Authority involved with school canteens?
The NSW Food Authority (or your local council) may inspect your school canteen to ensure its compliance with the Food Standards Code especially the food safety standards 3.2.2 and 3.2.3.

This fact sheet aims to answer common questions received from school canteens but you can obtain more detailed information by calling 1300 552 406 or visiting [www.foodauthority.nsw.gov.au](http://www.foodauthority.nsw.gov.au).
Can canteens sell foods that are prepared or cooked at home?

A food business is defined as any food preparation, food storage or food distribution activity which handles food for sale.

All food businesses must be notified to the NSW Food Authority before they start a distribution activity which is not properly notified. That means that the domestic kitchen as well as the school canteen must be notified to the Authority and both must comply with food safety standards generally.

Preparing food at home for sale in a canteen (or elsewhere) must also be approved by your local Council. Some Councils may not approve home-based operations involving high risk foods. Remember, if the handling of food for sale in school canteens occurs in a domestic kitchen there are also special food safety issues to consider. These relate to kitchen design and construction, food handling and hygiene, product labelling and record keeping. The NSW Food Authority or your local Council will be able to help you with this.

For more information please refer to the “Home based food business” fact sheet which is available at www.foodauthority.nsw.gov.au or by calling 1300 552 406.

What training should the canteen manager take?

It is the canteen manager who is responsible for ensuring that all food handlers (whether staff or volunteers) are confident and competent to undertake the tasks required of them. Managers should show food handlers what to do and supervise them until they are comfortable doing the task. Don’t assume they will know what to do. Check first! Canteen managers would benefit from attending an accredited food hygiene training course. Most local colleges or TAFEs will offer courses in food hygiene and safety.

You can search for these via the TAFE website www.tafensw.edu.au/howex/simpleSearch.do – Look for courses such as 3465 Workplace Hygiene (food handlers), that cover: temperature control, understanding bacteria and how to prevent their growth, cross contamination, personal hygiene and handling chemicals. The NSW School Canteen Association may also be able to recommend good courses in your area.

Many canteens offer induction evenings or training sessions for staff and volunteers at the beginning of each term. It’s a good idea to give out this fact sheet and ask them to read through the Hygiene chapter in the new Fresh Ideas for a Healthy School Canteen folder. Lots of schools also show the video Looking after our kids which you can order from the Commonwealth Department of Health and Ageing.

What do volunteers need to know?

Food handlers should have knowledge and skills appropriate to the type of food they are receiving, preparing, storing and serving, particularly if it is potentially hazardous (e.g. raw meat, eggs etc) or is not going to be thoroughly cooked immediately prior to consumption.

All volunteers should have a basic understanding of:
- why bacteria grow
- how to avoid cross contamination
- personal hygiene requirements
- temperature control (for cooking, reheating, cooling, defrosting, storing and displaying foods)

Fact sheets explaining all these topics in more detail are available from the NSW Food Authority (www.foodauthority.nsw.gov.au or call 1300 552 406).

Refer also to the Fresh Ideas for a Healthy School Canteen folder.

How do I defrost food safely?

Food can be defrosted in 2 ways. If you have time to plan ahead then you can defrost foods that are covered or in a container in the fridge. Smaller amounts of foods can be defrosted in the microwave. Remember to use the defrost setting.

Remember: never defrost foods on bench tops!

How do I cool food safely?

Remove food from the oven and allow the temperature to drop to 60°C. Ideally this should be done in less than 2 hours. Once the temperature is reached, place food into shallow containers, cover with a lid or clean paper and place the containers into the fridge to cool. Make sure they are stored above your raw meat and vegetables so they are safely separated.

REMEMBER THE 2 HOUR RULE

- Bacteria that cause food poisoning grow rapidly between 5°C and 60°C (the temperature danger zone).
- Food left in the temperature danger zone (eg out of the fridge or food warmer) for longer than 2 hours is dangerous.
- Refrigerate leftovers as soon as possible and when reheating make sure they are steaming hot before serving.
- Keep hot foods hot and cold foods cold and don’t leave them at room temperature for more than 2 hours.

If in doubt, throw it out!

How do I reheate food safely?

If you have cooked food that you aren’t going to eat straight away, cool it as quickly as possible and then store it in the fridge. Don’t keep leftovers longer than 2 days.

When you reheate food, make sure that it’s piping hot all the way through (at least 60°C). Try using a thermometer to check. If the food is only warm it might not be safe to eat.

Remember: don’t reheate food more than once!