SOUTHEND-ON-SEA BOROUGH COUNCIL

- ENVIRONMENTAL HEALTH

GUIDANCE NOTE NO. 1

Recommended Construction and Equipment etc. Standards for Commercial Food Premises

Guidance
10th revision October 2018
SOUTHEND-ON-SEA BOROUGH COUNCIL

ENVIRONMENTAL HEALTH

GUIDANCE NOTE NO. 1

Recommended Construction and Equipment etc.
Standards for Commercial Food Premises

Revised Edition 10/18
INTRODUCTION

This Guidance Note is intended primarily for those persons designing or converting premises for use in connection with the sale or preparation of food. It gives advice on the standards required in order to achieve compliance with the food safety legislation enforced by the Borough Council’s Environmental Health Division of Regulatory Services. Some of the guidance is good practice, rather than a legal requirement. Further advice on the legal requirements of Food Safety legislation is available from your local Environmental Health Officer upon request (*tel. 01702 215005).

It is recommended that in existing food premises this document is kept as a reference, and food business operators should strive to achieve full compliance wherever possible.

The guidance concentrates on structural standards and the provision of equipment, as these are essential considerations when food businesses are being created. Nevertheless, it is vital to remember that hygienic food handling and preparation techniques are important in both new and existing food businesses, in order to prevent the risk of food borne infections.

We recommend that you look up Southend Food Team’s website for more information on food safety (use A-Z of services) at www.southend.gov.uk and https://www.southend.gov.uk/info/200201/licences_permissions_and_trading_standards/130/food_safety
Further advice on these matters and the requirements of The Food Safety and Hygiene (England) Regulations 2013 is also available from the Food Standards Agency web site http://www.food.gov.uk/business-industry/caterers/food-hygiene

For associated labelling of food please link to https://www.gov.uk/food-labelling-and-packaging/overview

The provision of hygienic, well equipped food premises provides a sound foundation for hygienic practices. Nevertheless, it is important that food business operators and all of their food handling staff are aware of the principles of food hygiene and the necessary controls relevant to preventing food poisoning.

Caterers, food factories, and those producing ready prepared foods must have a documented Food Safety Management System that is based upon the principles of Hazard Analysis and Critical Control Points (HACCP). This requirement, made under Article 5 of Regulation (EC) No 852/2004 is explained in a simple leaflet, available from the Environmental Health Officer. See also the Food Standards Agency website: http://www.food.gov.uk/business-industry/caterers/haccp/

Food business operators must ensure that food handlers are supervised and instructed and/or trained in food hygiene matters commensurate with their work activities. Details of recognised food hygiene training courses are available from the Environmental Health Section (*see above). Also, an appropriate person will need to have had adequate training to operate the Food Safety Management System (the “HACCP type” system). If you are not able to achieve this yourself we can refer you to private sector organisations that are known to us who provide such training.
<table>
<thead>
<tr>
<th>Section</th>
<th>Subject</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Kitchen and Food Preparation areas</td>
<td>1</td>
</tr>
<tr>
<td>2</td>
<td>Food preparation areas, ancillary matters.</td>
<td>3</td>
</tr>
<tr>
<td>3</td>
<td>Equipment for Controlling Food Temperatures</td>
<td>4</td>
</tr>
<tr>
<td>4</td>
<td>Ventilation to food rooms</td>
<td>5</td>
</tr>
<tr>
<td>5</td>
<td>Restaurant dining rooms and bar areas</td>
<td>6</td>
</tr>
<tr>
<td>6</td>
<td>Sanitary accommodation</td>
<td>7</td>
</tr>
<tr>
<td>7</td>
<td>Beer cellars and bottle stores</td>
<td>9</td>
</tr>
<tr>
<td>8</td>
<td>Additional licensing and registration controls</td>
<td>10</td>
</tr>
</tbody>
</table>
SECTION 1

KITCHENS AND FOOD PREPARATION AREAS

1.1 The layout, design, construction, siting and size of kitchen and food preparation areas must be suitable for the intended use, bearing in mind the type and level of catering proposed and the number of meals to be served. Careful regard must be had to the safe location of fixed and moveable items of equipment, and the need to maintain adequate working and circulation space.

Failure to meet the above requirement is likely to result in a notice being served, requiring the reconstruction of inadequate parts of the premises.

It is recommended that detailed kitchen layout drawings are prepared, which will help you to visualise requirements and highlight any shortcomings, and that these should be submitted to the Environmental Health Service for consideration. Careful consideration should be given to the flow of food undergoing preparation, and the need to reduce risks from cross-contamination. You will need to ensure there is adequate worktop space, and plenty of room for any chilled/frozen food storage.

1.2 Adequate sinks, together with supplies of hot and cold running water and drainage space, must be provided for the preparation of foodstuffs.

1.3 Adequate facilities for washing up must be provided, and this may take the form of a double bowl sink unit, used for washing and rinsing of utensils and equipment. As an alternative, a single bowl unit may be used in conjunction with a mechanical dishwasher. All facilities must be provided with piped supplies of hot and cold water, together with impervious drainage space.

1.4 A separate wash hand basin with piped supplies of hot and cold running water should be installed in all areas where food is prepared or handled. (Please note that additional wash hand basins should be provided for use in connection with staff and customer toilets). Wherever wash hand basins are installed, adequate hand drying facilities should also be immediately adjacent. Acceptable hand drying facilities include the following:-

(a) Hot air hand dryers or,
(b) Roller towel machines or,
(c) Paper towels together with suitable dispensers and waste bins.

The use of single hand towels is unacceptable.

Wash hand basins for use by food handlers must be supplied with soap, preferably of the bactericidal type.

1.5 All ceiling surfaces and overhead fixtures must prevent the accumulation of dirt, reduce condensation and mould growth and the shedding of particles.

1.6 All wall and floor surfaces must be impervious, non-absorbent, washable and non-toxic. The use of textured finishes must be avoided. It is very important that all wall and floor surfaces are properly installed/constructed, or their life may be limited.

1.7 Suitable wall surfaces include ceramic tiles, stainless steel sheeting, or an equally impervious proprietary sheeting material, preferably to a height of at least 1.8 metres. Flexible mastic joints may be necessary around fixed installations and equipment. Any joins must be easy to clean. Any sheeting must fit flush to the wall to avoid the creation of small spaces where insects may harbour.

1.8 Floor surfaces should be provided with robust, readily cleansable coverings. Proprietary slip resistant sheet flooring materials or slip resistant quarry tiles should be utilised, above a sound and even base surface.
1.9 Where possible, coving (with a suitable radius) should be provided at wall/floor junctions, to assist with thorough cleaning.

1.10 Ceilings and woodwork to doors and windows should be finished in a suitable gloss paint of a light colour.

1.11 External doors to kitchen and food stores shall be close fitting. Metal kick-plates are recommended, to ensure that the doors remain rodent proof.

1.12 Openable windows to kitchens and food stores must wherever necessary be insect proofed. Proofing should take the form of fine mesh screens that may be removed for cleaning. Fly screening should also be provided to external doors giving access to kitchen and other food preparation/storage areas. When providing fly screening to doors which may be used as a means of escape in case of fire, care should be taken to ensure that the requirements of the Fire Authority are taken into consideration.

Ultra violet light devices for the destruction of flying insects are normally required in kitchens and retail shops displaying open food, (i.e. where there is a significant risk of insect contamination of the foodstuffs). Avoid siting these near to food storage/preparation, near to other light sources or where there is significant air movement.

1.13 All pipework, ducting, conduit etc., should be recessed within the structure, to ensure that surfaces within food rooms remain readily cleansable. Regard must, however, be had to accessibility requirements for maintenance. (Normally pipes etc should not be boxed in, as this offers harbourage for pests).

1.14 Work surfaces should be of stainless steel or plastic laminate and all other surfaces and supports liable to come into contact with food should have a smooth and readily cleansable finish. Sufficient work surfaces must be provided to allow for hygienic food preparation and the segregation of raw and cooked foods.

1.15 Equipment should, where possible, be mobile enough to facilitate cleansing. (You must also assess the safety of your work arrangements for moving equipment).

1.16 Lighting must be good enough to allow safe food handling, effective cleaning, and monitoring for cleaning standards/evidence of pests. Recommended illumination levels range from 150 lux in store rooms to 500 lux in food preparation areas. Glass lights (preferably ceiling mounted fluorescent strip) should be protected with shatterproof diffusers in food areas.

1.17 You should organise your business so as to avoid putting grease into the drainage system. Where this is not possible, grease/grit traps should be provided to sinks and other equipment, to avoid the possibility of blockages to drains. It is very important to maintain grease traps properly.

1.18 If you are changing the use of the premises or making structural alterations you may need to apply for planning permission https://www.gov.uk/planning-permission-england-wales or seeking Building Regulation Approval https://www.southend.gov.uk/info/200154/building_control

You will also need to visit our Planning pages (link to https://www.southend.gov.uk/site_search/results/?q=planning) to check recent developments in planning requirements.
SECTION 2

FOOD PREPARATION AREAS AND ANCILLARY MATTERS

2.1 Ideally a commercial kitchen will have direct access to an external area with a refuse storage compound.

2.2 Suitable arrangements should be made for the storage and collection of refuse and kitchen waste. Generally, polythene refuse sacks should be used as liners to a bin with a close fitting lid. Refuse awaiting collection must be stored in a place or container that is easy to clean thoroughly and it must protect the refuse from birds, flies or other pests. Refuse storage areas must be located in such a position as to avoid nuisance to adjoining properties. Suitable means of access for collection must be provided, in accordance with the current standards specified by the Directorate of Technical Services.

2.3 If prepared food is to be transported between floors, then adequate service lifts are likely to be needed. Adequate safe access is required to the base of a lift shaft for pest control and cleaning purposes.

2.4 Accommodation for staff clothing and footwear should be provided in order to protect both food and clean clothing from contamination.

2.5 Adequate arrangements for food storage should be made conveniently accessible to the food preparation area. These areas are required to be suitably lighted and ventilated with all surfaces having a smooth, impervious and readily cleansable finish.

Food stores should be internal and careful consideration must be given to all future food storage needs at the design stage, in order to avoid the need for additional stores to be constructed at a later stage. Such storage facilities must be properly designed and of adequate capacity, so as to allow for stock rotation, and segregation of raw and cooked foods.

2.6 In certain premises, such as residential care homes, hotels and guest houses, it may be necessary to provide a laundry room. This should be totally separate from any food preparation or storage area and should incorporate a sink, together with supplies of hot and cold running water. The laundry room should be suitably ventilated, and should be directly accessible, without having to pass through kitchens, food stores or dining rooms.
SECTION 3

TEMPERATURE CONTROL OF FOOD

3.1 Food which is intended to be displayed or transported hot should normally be kept at or above 63° C. (See Schedule 4 (made under Regulation 32) of The Food Safety and Hygiene (England) Regulations 2013 for exceptions to this rule). Any display or storage equipment should be capable of achieving this temperature.

3.2 Frozen food should be stored in commercial freezers capable of maintaining food at minus 18°C.

3.3 Food which will support the growth of bacteria that can cause food poisoning, and which is not served hot, should be refrigerated. A food temperature not exceeding 8°C is required, and refrigeration equipment should be capable of achieving this. It is recommended that refrigerator be set at or below 5°C to allow a safety margin. (See Schedule 4 (made under Regulation 32) of The Food Safety and Hygiene (England) Regulations 2013 for exceptions to this rule).

3.4 If you would like to produce beef burgers which are less than thoroughly cooked there is a requirement to pre-notify the local authority that you would like to do this. Your attention is brought to the current guidance from the Food Standards Agency to assist you in understanding the controls and systems that can be put in place to serve burgers. https://www.food.gov.uk/sites/default/files/media/document/lttcupdatedguidance.pdf

This linked document includes guidance on other menu items containing less than thoroughly cooked meat.

3.5 Where microwave ovens are used, these should be of a commercial standard, designed to stand up to frequent heavy usage.
SECTION 4

VENTILATION TO FOOD ROOMS

4.1 All rooms in which food is prepared or stored must be suitably ventilated. Heat, steam and fume must be removed from the premises and the discharge must not create nuisance to others (noise from plant, as well as odour). The nature of the ventilation will, of course, depend upon the scale of the catering activities carried out.

4.2 For cafes, restaurants, take-away food shops, canteens and similar establishments, the following standards are appropriate.

(a) A system of mechanical extract ventilation will almost certainly be required and full details of proposals should be submitted to this Department for prior approval. You are strongly advised to contact a qualified ventilation engineer, in order to ensure that a system is devised which does not give rise to any nuisance from odour, noise or vibration. The Environmental Health Officer will be prepared to comment upon your proposals, but the onus is upon you to provide a system that does not give rise to nuisance. You should give particular regard to the noise your proposed plant will create at the nearest residential or potentially residential property.

(b) The system should incorporate a metal canopy over the cooking area, with suitable grease filters and a fan. It is recommended that the system is capable of extraction at the rate of 25 cubic metres per minute per square metre of canopy. The system should be connected by ductwork to give an external discharge at least 1 metre above the ridge level. In many cases, especially in hot food shops and restaurants where cooking odours may be a potential problem, approved odour control equipment will also be needed, for example activated carbon filters, electrostatic precipitators and/or other approved deodorisation equipment.

Town Planning and possibly Building Regulation approval will be required for the erection of external ductwork, and it is essential that full details of your proposals are submitted at an early stage for consideration. The visual aspects of the design would need to be given particular consideration, and further advice may be obtained from the Development Control Team at the Civic Centre.

(c) Mechanical extraction may also be required in the washing up area, depending upon the scale of activity and the size of the premises.

(d) For larger premises, specific ventilation proposals will also need to be submitted for inlet ventilation to the kitchen, from a source of fresh air.

4.3 In certain premises, special consideration will need to be given to ventilation needs. Examples will include basement kitchens, as well as those used for the production of highly spiced or high odour foods, where they are located in close proximity to residential accommodation. Also, ventilation discharge points from flat roof buildings will require special consideration.

4.4 In some classes of premises it may not be necessary to provide ventilation above ridge level. For example, in smaller premises without a full range of commercial cooking equipment, simple mechanical extraction giving approximately 15 air changes per hour may be acceptable.
SECTION 5

RESTAURANT AND DINING ROOMS AND BAR AREAS

5.1 Any bar serveries should incorporate a double bowl sink unit for the washing and rinsing of glasses. As an alternative, a single sink together with a mechanical glass washer may be installed. In addition to the above, a wash hand basin must be provided in all cases. All facilities must incorporate piped supplies of hot and cold water.

5.2 All bar surfaces, shelves and supports should have a smooth, impervious, non-absorbent washable and non-toxic finish.

5.3 Adequate artificial lighting to a standard of 270 lux should be maintained in the working areas. Service lighting within public areas should be sufficient to ensure that such areas may be readily cleaned and maintained.

5.4 A mechanical ventilation system should be installed to give a ventilation rate of 8-12 litres per second per person in dining rooms and bar areas (Chartered Institute of Building Services Engineers). The ventilation system should be designed and operated so that the discharge does not give rise to any nuisance from odour, noise or vibration. (See 4.2(a)).
SECTION 6
SANITARY ACCOMMODATION

Staff Facilities

6.1 Sanitary facilities (with hand washing facilities) for staff, in establishments with more than 25 seats, should be in addition to and separate from sanitary facilities provided for customers.

6.2 The staff accommodation should be adjacent to the working area, but must not communicate directly with a room used for the preparation, storage or consumption of food. For this purpose an intervening, effectively ventilated lobby must be formed to internal sanitary accommodation. The layout of the premises should be such that food stuffs do not have to be carried through corridors which form toilet lobbies.

6.3 In general, one w.c. and one wash hand basin would be sufficient for up to five staff, even where both male and female staff are employed. Above this figure, separate male and female accommodation must be provided.

6.4 Hand drying facilities should be installed, as specified in Section 1.

6.5 It is often appropriate to combine staff sanitary accommodation with changing or rest room facilities.

Customer Facilities

6.6 The Local Authority is empowered to ask for the sanitary facilities that it considers are reasonable. In determining what is reasonable, regard shall be had to British Standard BS6465-1:2006+A1:2009. You will be required to provide customer toilets etc in restaurants, cafes and similar, including the very smallest such as snack bars. (For these smaller premises see the note below*). Such facilities should be internal, and readily accessible, without having to pass through rooms used for the storage or preparation of food.

6.7 The British Standard for premises catering for various numbers of customers is as follows:-

<table>
<thead>
<tr>
<th>Sanitary Appliance</th>
<th>Facilities for Male Customers</th>
<th>Facilities for Female Customers</th>
</tr>
</thead>
<tbody>
<tr>
<td>WC*</td>
<td>2 for up to 150 males; plus 1 for every additional 250 males or part thereof; 2 for up to 50 males if urinals are not provided</td>
<td>2 for up to 30 females; plus 1 for every additional 30 females up to 120, plus 1 for every additional 60 females or part thereof</td>
</tr>
<tr>
<td>Urinal*</td>
<td>1 per 60 males or part thereof up to 120 males; plus one for every additional 100 males or part thereof</td>
<td>-</td>
</tr>
<tr>
<td>Washbasin</td>
<td>1 per WC plus 1 per 5 urinals or part thereof</td>
<td>1 per WC</td>
</tr>
</tbody>
</table>

*Some slight reduction in facilities may be agreed for smaller premises. Establishments with up to 25 seats should provide as a minimum one wheelchair accessible unisex toilet, which may be used by both staff and customers.

6.8 N.B. Different facility requirements might be applied in unusual circumstances. Additionally, bars and clubs are subject to a separate table and slightly more facilities will be required in bars and clubs.
6.9 Male and female accommodation should be carefully designed, to ensure privacy and in particular to ensure that urinal areas and wash stations are not visible when inner doors are open. Hand drying facilities must be provided, as previously specified.

6.10 W.C. compartments, urinal areas, washing areas and lobbies must be suitably ventilated by means of openable windows, or mechanical ventilation giving at least three air changes per hour. The discharge points of any ventilation extract ducts should not be in close proximity to any fresh air inlets to the premises.

6.11 Suitable self closing devices should be fitted to the doors of all sanitary accommodation and entrance lobbies.

The sanitary accommodation must be designed to provide adequate circulation space for the users, and sufficient room for safe and ready access to all the facilities.

6.12 Careful consideration must be given to the needs of disabled persons, both staff and patrons. Special requirements may be made by the Council's Building Control Section from which advice may be obtained.
SECTION 7

BEER CELLARS AND BOTTLE STORES

7.1 Wall and ceiling surfaces should have a smooth, impervious and readily cleansable finish in a light coloured gloss or waterproof emulsion paint. A health and safety risk assessment will need to take account of ceiling height, position of pipework etc.

7.2 The floor surface should be smooth and laid to fall to a drainage channel and gully.

7.3 A single bowl sink unit with a supply of hot and cold water should be provided for the washing of utensils and it is recommended that a hose and standpipe be installed for the washing of floor and wall surfaces.

7.4 Adequate natural or mechanical ventilation to the external air should be provided, as should artificial lighting to a standard of not less than 215 lux. Light fittings should be protected against impact damage and where ceiling heights are restricted should be recessed or otherwise safely positioned.

7.5 Where cellars are below ground due consideration must be given to the build-up of asphyxiant gases such as CO₂ and nitrogen. You will need to carry out a risk assessment for these circumstances. Suitable solutions may include providing sufficient permanent ventilation and/or a CO₂ detector.

7.6 Bottle stores should have smooth readily cleansable internal surfaces and adequate lighting and ventilation should be provided.
SECTION 8

ADDITIONAL LICENSING AND REGISTRATION CONTROLS

8.1 New food businesses are required to register with the Environmental Health Service, under Article 6(2) of Regulation (EC) No 852/2004, giving at least 28 days prior notice before trading commences.

Changes of occupier or other material changes to the use of the premises must also be notified to this Department.

8.2 Premises to be used for child minding will normally require registration through Ofsted. The Ofsted website deals with Childcare Register applications and Early Years Register applications. Residential homes are subject to registration by the Care Quality Commission (CQC).

8.3 Advice on fire precautions and means of escape may be obtained from Essex County Fire and Rescue Service, Fire Station, Sutton Road, Southend-on-Sea. In some cases, fire certification will be required.

8.4 Premises providing the following licensable activities are likely to require a Premises Licence or Club Premises Certificate:

- The sale by retail of alcohol.
- The supply of alcohol by or on behalf of a club to, or to the order of, a member of the club.
- The provision of regulated entertainment. (Including plays, films, indoor sporting events, boxing or wrestling, live or recorded music or dance.) Please contact the Licencing Authority to check the requirements for your premises: 01702 215005.
- The provision of late night refreshment (after 11pm)

Guidance on what licences are required and how to apply are available both on our web pages

http://www.southend.gov.uk/directory_record/308/personal_and_premises_licences
And applications can also be downloaded

https://www.southend.gov.uk/downloads/download/553/alcohol_licences_-_application_forms
and on the government website

https://www.gov.uk/alcohol-licensing

8.5 Premises providing some types of amusement machines which give prizes will need to have a permit. Enquiries should be made to the Licensing Authority for information and an application form. 01702 215005.

8.6 The information given in this guidance note is for advice only. Town Planning or Building Regulation approval must be applied for wherever necessary.

8.7 Although outside the scope of this section, careful consideration should be given to the design of any external smoking shelters. You should comply with the spirit of the law as well as the letter of it. For example do not create walls at high level with spaces at the lower levels – this will only concentrate smoke at breathing level. Town Planning or Building Regulation approval may be required for such shelters. Further advice can be obtained from the Development Control Team at the Civic Centre.