

# Gloucester City Council

## *Environmental Health Factsheet*

### FOOD PREMISES DESIGN AND MANAGEMENT

All food premises, staff and working practices must comply with the 'Food Safety Act 1990', 'Regulation (EC) No.852/2004', 'The Food Hygiene (England) Regulations 2006', 'Health & Safety at Work Act 1974', and regulations made under them. (Available from HMSO).

**NEW BUSINESSES MUST REGISTER WITH THE LOCAL AUTHORITY AT LEAST 28 DAYS BEFORE OPENING.** Registration cannot be refused; however failure to register your business is an offence. Registration forms are available from the address below.

N.B. These notes are intended for general guidance only. It is recommended that layout plans of proposed food premises are submitted to the Environmental Services Department (Food Team) for comment before any work begins. Further advice is also available from the department, on requirements for the day to day operations of food business.

#### LAYOUT

- Food premises must be of sufficient size to enable all operations to be carried out in a safe and hygienic environment. A linear workflow of food operations from receipt and storage to production and the service of finished product should be implicated, so preventing congestion, eliminating cross contamination and aiding cleaning operations.
- The kitchen must be of an adequate size to carry out its functions without congestion occurring. If there are work surfaces on opposite sides of the room there must be a minimum of 3 metres between the work surfaces to provide adequate space.
- Health and Safety must also be considered in the design and layout of the food premises as wherever possible built in hazards should be avoided.



#### ENVIRONMENTAL HEALTH

Gloucester City Council    Tel 01452 396396    Fax 01452 396340  
Herbert Warehouse        Email [enviro@gloucester.gov.uk](mailto:enviro@gloucester.gov.uk)  
The Docks                    Minicom 01452 396161  
Gloucester GL1 2EQ        [www.gloucester.gov.uk](http://www.gloucester.gov.uk)



**GLOUCESTER**  
**CITY COUNCIL**

## EQUIPMENT AND FINISHES

- Ceiling must be smooth, fire resistant, light coloured, covered at wall joints and easy to clean. Textured finishes are not suitable for food areas. Ceilings can be either solid or suspended, however suspended ceilings should have removable panels for easy access. They should also take into consideration heat or steam-producing appliances such as sinks, ovens and retorts.
- Walls must be smooth impervious, non-flaking, washable and light-coloured. Splash backs are recommended behind worktops, sinks and other equipment. Ceramic tiles (with resin based grout), PVC sheeting or painting of wall surfaces with an appropriate gloss or vinyl finish paint should be carried out. PVC wall cladding systems should be considered where heavy soiling and frequent cleaning are likely to occur.
- Pipe-work and ducting is recommended to be enclosed as to avoid harbourage of dirt and pests, if exposed it should be bracketed at least 150mm from the walls to facilitate cleaning.
- Floors must be of durable, impervious, non-slip construction and covering skirting is preferable. Ceramic tiles, vinyl sheets, sealed concrete or equally durable cleansed material is recommended. When selecting a floor covering, the following criteria should be considered.
  - 1) the volume and nature of traffic i.e. forklifts
  - 2) whether the area is wet or dry
  - 3) how the area will be cleaned
  - 4) what chemicals will come in contact with the surface
  - 5) maintenance of the floor
  - 6) the type of sub-floor.
- Floors also need to avoid sudden changes in levels and uneven surfaces in order to prevent a possible tripping hazard.
- The use of wood should be avoided where possible, and not used for food contact surfaces, however if present within the food premises it should be suitably faced or finished to achieve a smooth washable surface.
- Equipment and fittings should be arranged and sited as to simplify the cleaning of equipment, walls and floor areas. Large benches, tables, etc. should be fixed with castors so that they can be easily moved for cleaning.

## PEST CONTROL

When considering pest control within the premises it is important to consider the following design features:

- Surfaces should be clean, smooth and be properly fixed and sealed to walls to prevent access or harbourage of pests.

- Installation of cables and electrical trunking should be designed to prevent harbourage. Structural damage such as holes in walls, broken windows, loose tiles and damaged insulation should be repaired immediately to avoid its potential of harbourage.
- Buildings should be adequately proofed to prevent pest access. Doors should be close fitting and provided with metal kick plates. Gaps where pipe and girders pass through walls should be adequately proofed. Defective drains both above and below ground must be repaired.
- Windows and other openings used for ventilation should be fitted with flyscreens.
- Electronic flying insect killers or chemical control of flying insects may be installed to destroy those insects that gain entry to premises. However this should not be considered as an alternative to effective insect proofing.

It is recommended that a reputable pest control company is contracted to carry out regular surveys and treatments if found to be necessary.

## VENTILATION

- Suitable ventilation must be provided to produce satisfactory working conditions. Mechanical ventilation is often necessary in kitchens, severies, etc. Canopies may be required for grease or steam producing equipment such as cookers, boilers and blanchers. These may incorporate grease filters or carbon filters in order to prevent odours and to meet planning requirements. Advice on design of extract systems to avoid noise and odour problems is available at: <http://www.defra.gov.uk/environment/noise/research/kitchenexhaust/index.htm>
- The following ventilation rates are recommended.

Air changes per hour	
Commercial kitchen	minimum 30
Canteens	8 - 12
Public house bars	minimum 12
Cellars	3 - 10
Restaurants	8 - 12
Stores and warehouses	3 - 6
Washing up rooms	minimum 10
Utility rooms	15 - 20
Toilets	6 - 10

These rates should be increased by 50% where the room is underground.

## LIGHTING

- Suitable and sufficient lighting must be provided throughout food premises, including storerooms and passageways. This will produce an effective environment for cleaning and safe working environments without causing eyestrain. Greater illumination may be required at working points.

- Artificial lighting is often preferred to natural lighting due to the problems of solar heat gain, glare, shadows and insects entering through open windows. Florescent tubes are recommended to be fitted with diffusers to prevent glare and in the case of a breakage to prevent product contamination.
- As a general guide 20 watts from a florescent fitting per square meter of floor space will give 400 lux. Standards of lighting for specific interiors and activities are provided in the *Chartered Institution of Building Services Code, 1984*.

## **SANITARY CONVENIENCES, WASHING FACILITIES AND CLOAKROOMS**

- Wash hand basins with a constant supply of hot (>49C) and cold water must be provided in convenient, accessible positions in workrooms, in addition to the wash hand basins serving sanitary conveniences. A minimum of two wash hand basins are recommended to be fitted where there is handling of both high and low risk foods.
- Consideration should be given to the use of non-hand operated taps. The wash hand basin must be provided with a supply of liquid soap, and appropriate drying facilities. Nailbrushes are advisable.
- Washing facilities for utensils and equipment should be provided where appropriate. If sinks are used they should have an adequate supply of hot and cold running water. Mains water is recommended although if a water tank is used it must be adequately covered.
- It is advisable that two sinks should be provided for washing up operations (assuming that automatic dishwashing is not being used). Additional sinks may be required for vegetable preparation and for general use.
- A cold water mains drinking point should be provided.
- Sanitary accommodation must be separated from food rooms by a lobby, preferably ventilated. Doors to intervening spaces and sanitary accommodation should be self-closing and notices requesting the user to wash their hands should be clearly displayed within the sanitary accommodation.
- Adequate accommodation for outdoor clothing and footwear should be provided. This should enable wet clothing to be dried easily and safe storage of personal items.
- Drainage of food premises must be designed to facilitate effective cleaning and maintenance, with inspection chambers and traps fitted to enable rodding in the case of blockages.

## **STORAGE OF DRY, CHILLED AND FROZEN FOODS**

- Food premises must have adequate and suitable facilities to keep all raw materials. This must enable stock rotation, cleaning and pest control to be carried out. Racks provided in stores should be removable. Wood used for racks and shelves is not recommended however if present it must be suitably faced or finished to achieve a smooth, washable surface.

- Adequate provisions must be made for the storage of chilled and frozen foods. *The Food Hygiene (England) Regulations 2006* apply to the storage, display and transport of perishable foods. Advisory booklets on temperature control and monitoring procedures are available.
- It needs to be ensured that racking or shelving in storage areas are secure. Storage areas over 2 metres above ground level require adequate edge protection and safe means of access to prevent the risk of falls
- There must be adequate storage space to prevent materials etc. being stored along gangways or areas of work, and prevent access or the flow of work.
- Consideration must also be given to where and how goods are going to be loaded and unloaded.

## STORAGE AND DISPOSAL OF WASTE

- Suitable facilities must be provided for the storage of waste externally, prior to its removal from the establishment. Dustbins or bulk containers are commonly used, although skips and compactors may be more suitable for food factories.
- Access to the area other than passing through the food building must be provided for refuse collectors.

## HEALTH AND SAFETY

- The design and layout of a kitchen or food premises should wherever possible eliminate all built in safety hazards, although the layout will depend on its area and the items of equipment in it. There should always be enough room around equipment for staff to move round safely without congestion, and gain access to equipment for cleaning and maintenance purposes.
- The areas that need to be considered in the design are:
  - a) **Floors** - the risk of slips and trips, the installation of slip resistant floors and adequate drains.
  - b) **Equipment stability** - the positioning of equipment on flat secure bases, or securing to the wall e.g. racking and shelving
  - c) **Lighting** - must be good enough to enable staff to carry out the jobs effectively and prevent the formation of shadows or glare.
  - d) **Temperatures** - ventilation with adequate air movement to cool a work place and prevent high temperatures or humidity.
  - e) **Warning notices**
  - f) **Fire exits** - clearly signed, unobstructed and properly closing.

- *The Health and Safety at Work etc. Act 1974* is the basis of British health and safety law and sets out the general duties that employers have towards employees and members of the public. However there is also more explicit regulations that need to be taken into consideration and met;
  - *The Management of Health and Safety at Work Regulations 1992* - require risk assessments to be carried out and appropriate information and training to be given.
  - *Workplace (Health, Safety and Welfare) Regulations 1992* - covers basic health, safety and welfare issues such as ventilation, heating, lighting, workstations, etc.
  - *Health and Safety (Display Screen Equipment) Regulations 1992*
  - *Personal Protective Equipment (PPE) Regulations 1992* - the supply of appropriate protective clothing and equipment for employees.
  - *Manual Handling Operations Regulations 1992* - covers the moving of objects by hand or bodily force. Create provisions for lifting aids, minimise travel distances and assess hazardous Manual handling tasks.
  - *Health and Safety (First Aid) Regulations 1981* - First aid cover and requirements.
  - *Employers' Liability (Compulsory Insurance) Regulations 1969* - insurance against accidents and ill health to their employees.
  - *Reporting of Injuries, Disease and Dangerous Occurrences Regulations 1995 (RIDDOR)* - the notification of certain occupational injuries, diseases and dangerous events.
  - *Noise at Work Regulations 1989* and *Electricity at Work Regulations 1989* - protection of employees from hearing damage and the safe control of electrical systems to ensure they are safe to use and well maintained.
  - *Control of Substances Hazardous to Health Regulations 1994(COSHH)* - assess the risk from hazardous substances and take appropriate precautions. Provide a safe and secure place to store hazardous substances and make provisions for suitable PPE's.
  
- The following documents are also required:
  - **Health and Safety Policy Statement** (where there are 5 or more employees).
  - **Health and Safety Law "What you should know"** (poster or leaflet available from HMSO)
  - **Control of Substances Hazardous to Health (COSHH) Assessment.**
  - **Employer's Liability Insurance Certificate**
  - **Business Names Act 1985** - All businesses, other than sole traders using their own names, must display the name/s and address/es of the owner/s on the premises, documents such as orders, invoices and business letters. Further information on the Act and the Companies Act 1985 is available from The Department of Trade & Industry, Companies House, Cardiff CF4 3YA (02920 380565)
  - **Lift and Inspection Reports (Form F54)** 6 monthly for powered lifts; 12 monthly for manual operated lifts such as dumbwaiters.

- **Electrical Inspection Certificate.** These can be issued by electricians approved by the Electrical Contractors' Association or the National Inspection Council for Electrical Installation Contracting.
- Employers must keep a record on the premises of all dangerous occurrences. Form F2508 for reporting accidents and dangerous occurrences should ALWAYS be available (HMSO).

## APPROVAL AND LICENCES

Other forms of approval, licensing or registration may be required than mentioned above. You are advised to clarify your position by contacting the departments or authorities shown below:

- |  |   |
|--|---|
| • Building Regulations Approval  | Building Control<br>Herbert Warehouse, The Docks, Gloucester<br>(01452) 396771 / (01452) 522232   |
| • Planning Consent   | Development Control<br>Herbert Warehouse, The Docks, Gloucester<br>(01452) 396775 / (01452) 522232  |
| • Milk Registration and Licensing  | Environmental Health Manager &<br>Licensing Officers<br>Environmental Health<br>(Address on front page)   |
| • Game Dealers Licence   |   |
| • Late Night Refreshment Houses Licence  |   |
| • Alcohol Licensing  |   |
| • Regulated Entertainment  |   |
| • Registration under the Workplace (Health, Safety and Welfare) Regulations 1992 | Environmental Health<br>(Address on front page)   |
| • Registration of Residential & Day Care premises and Nursing Homes              | Inspection and Quality Assurance Unit<br>(Gloucestershire County Council and Gloucestershire Health)<br>Cayley Hall, Shepherd Road,<br>Gloucester GL2 6DW<br>(01452) 308337 |

All food handlers must have an understanding of food hygiene and health and safety. It is strongly recommended that they undertake relevant training such as a **Basic Food Hygiene Course**. Details of courses run by Environmental Health are available on request.