

# POLICY/PROCEDURE



## Assessment of Food Premises

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### 1 Purpose

The purpose of this procedure is to:

- describe the process for carrying out assessments or inspections for food premises that require an assessment/inspection prior to the renewal of registration. Generally, compliance is assessed in accordance with the Act and Food Standards Code, requesting remedial action for any non-compliances.

### 2 Scope

The procedure covers the food premises which are registered or required to be registered with the Hindmarsh Shire Council under the Food Act 1984.

### 3 Definitions

**Act** means the Food Act 1984

**AO** means Authorised Officer

**Council** means Hindmarsh Shire Council

**Council Assessment** refers to the required yearly visit of Class 1 and Class 2 premises who utilise a template Food Safety Program (FSP).

**Mandatory Council Inspection** refers to the yearly visit for Class 3 premises and the initial or transfer inspection of a Class 1 or Class 2 premises.

### 4 Responsibility

Environmental Health Officer

### 5 Procedure

5.1 Ensure all the necessary equipment is ready prior to visit, including;

- Identification
- Inspection pad and pens/digital device
- Probe and laser thermometer and swabs
- Camera (ensure battery fully charged)
- Torch (ensure battery charged)
- Premises history and information (e.g. Menu & previous assessment notes)

- Mobile phone (for safety reasons)
- 5.2 Review recent history of premises for ongoing issues, new inclusions to the menu, potential food safety concerns and previous notices issued.
- 5.3 The AO should identify themselves, the Council where they are from and state the purpose of visit upon entry. Identification must be shown. Where appropriate ask to speak to the proprietor, Food Safety Supervisor or person who is in charge of the premises at that time. The officer should also outline that they are conducting a food safety risk assessment and advise that the focus will be on risks to food safety.
- 5.4 Take note of potential hazards and exit points upon entering and throughout visit. This might include fork lifts, other dangerous equipment or machinery, slippery surfaces. It may be necessary to sign in to some larger premises/franchises, and it may be necessary to be accompanied by a staff member to ensure personal safety (e.g. large manufacturer type premises).
- 5.5 Upon entry, assess the premises to determine compliance with the Act using the relevant assessment tool/checklist of the Hindmarsh Shire Council.
- Ensure to use an evidence-based approach, focusing on the high-risk foods which are prepared in the premises and the high risk processes. Cover items such as:
  - Discuss with the proprietor/food safety supervisor/manager the nature of their business and ask to observe the menu.
  - Break down processes of high-risk food and identify the critical control points.
  - Discuss food handling procedures and ask questions about how the risks are controlled.
- 5.6 Communication and observation is crucial in assessing food safety risks in the premises. The officer should:
- Assess the staff general knowledge and their use of suitable food handling practices;
  - Make notes as they go in order to determine the effectiveness of the food safety program;
  - Document all food safety risks observed;
  - Discuss how any identified risks can be controlled;
  - Praise good food safety practices in the business;
  - Use language that is not overly technical when discussing any food safety risks; and
  - Prioritise items, listing those with the highest food safety risks first.

- 5.7 Advise the proprietor of the need to rectify the food safety risks. Each food safety risk observation should be supported with the reason why it is required to be rectified. (Where serious breaches or re-occurring breaches are observed that may warrant enforcement action at a later point, photos should be taken where possible).
- 5.8 Establish timeframes for each non-compliance to be rectified. (Note: in cases of critical non-compliance, the AO may elect to undertake this away from the food premises, as a Food Act Notice may be issued.)
- For issues that are of serious risk to health, immediate action (such as discarding foods potentially unsafe) should be undertaken, otherwise 24-48 hours should be given as a guide.
  - For general cleaning issues 7-14 days should be given as a guide dependant on level of food safety risk;
  - For matters requiring maintenance approximately 1-3 months should be given, however a reasonable timeframe may be negotiated with the proprietor.
- 5.9 Once the assessment is complete, the assessment must be entered onto the data management/recording system as soon as practicable. Any follow up inspections required must be diarised and also electronically scheduled where available.

In a notes or comments summary section of the premises record, ensure the continuity of information for the next AO visiting the premises. This should include communicating key points such as menu items discussed, key food safety matters identified, overall compliance of the premises, items of concern and/or ongoing longer term issues (eg: structural, training, potential new menu items).

The next AO to visit the premises is then able to continue building on the food safety knowledge and education at the premises.

- 5.10 A follow-up of any deficiencies is to be conducted after the dates have lapsed on the initial assessment report and in line with Council's local procedure.
- If the items have been rectified, a report to this effect is provided to the proprietor;
  - If the premises is still not compliant, obtain photographic evidence for each breach of the Act;
  - At this stage a range of enforcement options are available to the AO including issuing an Official Warning, PIN, s19 notice or if the matter is deemed serious enough, temporary closure or prosecution. Please refer to these relevant procedures in relation to action to take from this point.

## 6 References

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| Related documents             | Legislation          |
| Food Safety Management Policy | <i>Food Act 1984</i> |

## 7 Document Control

|                                       |                              |                             |                      |
|---------------------------------------|------------------------------|-----------------------------|----------------------|
| Assessment of Food Premises Procedure |                              | <b>Policy Category</b>      | ENVIRONMENTAL HEALTH |
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