

### Food Safety Management System / HACCP

It is a Legal requirement for proprietors of all food businesses to develop, implement and maintain a food safety management system based on the principles of Hazard Analysis Critical Control Points (HACCP). See attached brochure on HACCP for further details.

*It should be noted that each premises will be individually assessed and in some circumstances additional requirements may be necessary. You are advised to contact your Local Environmental Health Office at the earliest possible stage..*

### Relevant Documents

Food Hygiene Regulations 1950 / '89  
EC ( Hygiene of Foodstuffs) Regulations 2000  
I.S. 340:1994 Hygiene in the Catering Sector  
I.S. 341:1998 Hygiene in Food Retailing and Wholesaling  
I.S. 342:1997 Guide to Good Hygiene Practice for the Food Processing Industry in accordance with Council Directive 93/43/EEC on the Hygiene of Foodstuffs.  
I.S. 343:2000 Food Safety Management

### Environmental Health Offices (North-Eastern Health Board)

#### Louth:

Environmental Health Office, The Ramparts, Dundalk, Phone: 042-9389170  
1st Floor, Old St Mary's Hospital, Dublin Road, Drogheda, Phone 041-9830991

#### Meath:

County Clinic, Navan, Phone 046-9021595  
1st Floor, Foley's Forge, Main Street, Dunshaughlin, Phone 01-8258380/1  
Environmental Health Service, St. Joseph's Hospital, Trim, Phone 046-9481122

#### Cavan:

Environmental Health Service, The Arcade, Main Street, Cavan, Phone 049 4373418

#### Monaghan:

Environmental Health Service, 14 Church Square, Monaghan, Phone 047-71926

# A GUIDE to REQUIREMENTS FOR FOOD PREMISES



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# A GUIDE TO REQUIREMENTS FOR FOOD PREMISES

*THIS GUIDE IS AIMED AT THOSE PROPOSING TO COMMENCE A FOOD BUSINESS AND OUTLINES THE GENERAL REQUIREMENTS TO BE CONSIDERED FOR THE PROPER PLANNING, LAYOUT AND DESIGN OF THE FOOD PREMISES. THE DOCUMENT HAS BEEN PRODUCED FOR GUIDANCE ON THE GENERAL STANDARDS REQUIRED FOR COMPLIANCE WITH FOOD CONTROL LEGISLATION. EACH PREMISES IS INDIVIDUALLY ASSESSED AND YOU ARE ADVISED TO CONTACT YOUR LOCAL ENVIRONMENTAL HEALTH OFFICER (EHO) AT THE ADDRESS GIVEN BELOW AT THE EARLIEST POSSIBLE STAGE TO ASSESS THE SUITABILITY OF YOUR PROPOSAL.*

*THERE IS A LEGAL REQUIREMENT THAT PERSONS PROPOSING TO CARRY ON CERTAIN CATEGORIES OF FOOD BUSINESSES MUST APPLY FOR REGISTRATION TO THE HEALTH BOARD E.G. HOTELS, RESTAURANTS, TAKEAWAYS, BUTCHERS, DELICATESSENS, MANUFACTURERS,*

*WHOLESALERS. A COMPLETED APPLICATION FORM TOGETHER WITH THE APPROPRIATE FEE AND A LAYOUT PLAN OF THE PREMISES MUST BE SUBMITTED TO THE HEALTH BOARD ONE MONTH BEFORE THE PROPOSED OPENING DATE. YOU SHOULD CONTACT YOUR AREA EHO TO CHECK IF THIS REQUIREMENT APPLIES TO YOUR BUSINESS.*



## **Pest Control**

All openable windows, and where necessary, doors in the food preparation and storage areas should be fitted with fly screens (mesh size No. 16 – 1.2mm gap). They should be constructed and fitted to allow for ease of cleaning.

Where electronic fly killers are installed in the food preparation area, they must be located in a suitable area away from working surfaces.

External doors must be rodent proof; i.e. gaps not exceeding 6mm. Metal kick plates may need to be provided on external doors.

Any openings or gaps on external walls around pipe work, ducting or vents must be suitably sealed.

## **Sanitary Accommodation**

*Public* – Where seating is provided sanitary accommodation shall be provided for patrons and there shall be at least one wash hand basin and one WC per 25 patrons, based on the number of patrons that can be accommodated at any one time.

*Staff* – Suitable and separate sanitary accommodation shall be provided for staff based on the normal staffing rate. The minimum requirement is one WC and WHB per 15 members of staff. It is recommended that separate male and female toilets should be provided.

## **Staff Cloakroom Facilities**

Suitably ventilated and adequately sized staff changing room(s) must be provided.

These changing room should be fitted out with clothes hanging facilities and lockers for storage of personal items.

## **Training**

Proprietors of all food businesses must ensure that all food workers, whether they are part-time, full-time or casual, are adequately trained in food safety. Please contact your local Environmental Health Office for further information.

## Water Supply

A constant supply of hot and potable cold water must be provided to the premises, which complies with relevant Irish and EC legislation for bacteriological and chemical standards. Testing of water supply may be necessary prior to opening. All water used for drinking, cooking or food processing must be provided directly from the rising mains.

Water storage tanks must be provided with a hard, durable, rigid and close fitting cover turned down at the sides. The cover should not be airtight.

## Washing Facilities

A deep double bowl sink with drainer must be provided and serviced with hot & cold water for washing of equipment and utensils. A commercial dishwasher may also be provided. Where appropriate, separate sinks shall be provided for food preparation purposes.

Wash hand basins must be provided in a suitable and accessible location within the kitchen area. All wash hand basins to be provided with a constant and instantaneous supply of hot and cold water, liquid bactericidal soap and suitable hand drying facilities.

## Drainage

All plumbing should be chased into the wall/floor and where possible drainage fixtures should be located on an outside wall. Waste water pipes and water supply pipes (particularly in the case of kitchen units) must not be enclosed, i.e. the pipes should be easily identified and exposed. There must be no direct openings or connections to the main drainage system within the premises.

On site wastewater treatment systems must be of adequate capacity capable of meeting the requirements for all liquid waste disposal.

Where necessary a properly constructed grease trap must be installed through which wastewater from food preparation areas must discharge before entering the public drainage system, e.g. wash-up sinks, dishwashers, etc.

## Refuse Storage

All refuse should be placed in foot operated lidded bins and removed from the premises daily.

External lidded refuse bins, e.g. enclosed skips, wheelie bins, etc. must be provided for the temporary storage of refuse outside the premises prior to removal.

It is recommended that a water point with suitable drainage be provided in the vicinity.

## Premises Design & Layout

The nature and extent of the proposed business will determine the size and layout of the premises. The kitchen layout including location of equipment must be such as to ensure a workflow from dirty to clean areas.

## Zoning

Areas within the food premises should be designated for specific activities.

- Preparation of raw food for cooking e.g. meat, poultry, fish & vegetables
- Preparation of raw food for consumption e.g. salads.
- Cooking, roasting and baking.
- Portioning, slicing and plating of ready to eat food
- Wash up.

## Facilities

Facilities to be provided may include:

- Cold stores / refrigerators
- Freezers
- Dry goods store
- Vegetable store (including a sink with potable water where necessary)
- Preparation areas
- Wash up facilities
- Staff sanitary facilities and changing areas
- Canteen facilities
- Cleaning store (including a cleaning sink where necessary)
- Store for packaging material, delphware and glassware.

The premises and all equipment must be designed to allow for ease of cleaning and the premises must be so designed to prevent harbourage for pests.

## Finishes

*Walls* – surfaces must be smooth, durable, non absorbent, impact resistant and easy to clean. The walls in the vicinity of cooking equipment must be



made heat / steam resistant. Wall finishes above work surfaces or in a wet area must be protected with a surface which is scratch proof and impact resistant to a minimum height of 450mm.

*Acceptable wall finishes include:*

- a) Glazed/Ceramic wall tiles; with a suitable waterproof, easily cleanable, flush grouting.
- b) Stainless steel sheeting or panels: bedded directly onto a sound wall surface where all joints are sealed.
- c) PVC sheeting; applied directly to the surface with a suitable adhesive. (The fixing of wall sheeting on batons is not recommended).
- d) Polypropylene sheeting; joints must be welded to give a joint free finish.
- e) Polymers; derivatives of polyester, epoxy and acrylic resin finishes.
- f) Paints; where the walls are not subject to heavy wear or frequent contamination, good quality bright washable paints may be used.

*Floors* - must be provided with a finish which is smooth, hard, durable, non-absorbent, non-slip and readily cleanable.

It is recommended that the junctions between floor and walls be coved.

*Acceptable floor finishes include:*

- a) Non-slip ceramic or Quarry tiles; the waterproof grouting between tiles must be flush jointed.
- b) Heavy duty non-slip vinyl sheeting.
- c) Self levelling epoxy resin.

*Ceilings* – must be smooth, durable, readily cleanable and impervious. The ceiling must be a minimum height of 2.4m.

*Acceptable ceiling finishes include:*

- a) Skimmed plasterboards and oil-based paint.
- b) Suspended ceiling, e.g. vinyl tiles

*Doors* - should be of flush design. Kick plates should be affixed to the base of the doors liable to impact damage.

*Shelving* - must be constructed of materials that render the surfaces smooth, durable, non-absorbent and easily cleanable. The bottom shelf should be 200mm above floor level.

*Work surfaces* - in contact with food must be maintained in a sound condition and be easy to clean and where necessary disinfect.

## Services

### Lighting

Adequate lighting must be provided in the food premises.

If fluorescent lighting is used the tubes must be enclosed within shatterproof diffusers in food preparation areas.

Electrical wiring must be in conduits, preferably chased into the wall. Adequate provision of electrical supply points should be ensured.

### Ventilation

#### *Kitchen*

Localised mechanical extract ventilation directly to the external air must be provided over all cooking and steam emitting appliances within a stainless steel canopy fitted with grease filters where necessary. The canopy must extend outwards to a minimum distance of 150mm beyond the rims of the equipment. A minimum of 20 air changes per hour must be achieved by the mechanical extract ventilation where necessary. External ducting should extend above eaves level.

A system of either natural or mechanical intake ventilation must be provided in the kitchen area. Intake and extract ventilation points must be so positioned to prevent short-circuiting of air and localized pockets of ventilation.

#### *Food Stores*

Suitable ventilation must be provided to the outer air in non refrigerated food stores.

#### *Dining Area*

A mechanically aided system of intake and extract ventilation must be provided in the dining area to ensure a minimum of 10-15 air changes per hour. In some cases a permanent means of natural intake ventilation will be adequate.

#### *Sanitary Accommodation*

Permanent ventilation to the external air must be provided in the water closets. Where mechanical extract ventilation is provided a minimum of 3 air changes per hour is required.

An intervening ventilated lobby must be provided between any food room and water closet. Where mechanical intake ventilation is provided 2-3 air changes per hour is required.

Doors to all wc's and lobbies should open inwards and be provided with self closing devices.

