

Catering Premises & Equipment

Good Hygiene Practice Guide
No:14

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HACCP Chart Reference

All Stages

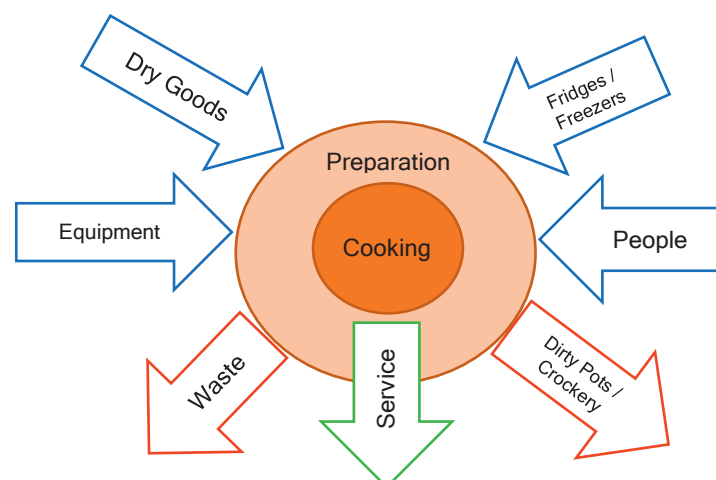
Legal Requirements

The design, construction, location of equipment and workflow of a kitchen is important to allow the safe production of food through the ability to minimise opportunity for cross contamination and to aid with cleaning and maintenance tasks.

Structural Requirements

General Guidance

- Kitchen designs should allow a linear workflow from delivery to preparation and cooking, through to service to avoid the risk of cross contamination as far as possible.
- Separate storage should be provided for raw and ready to eat foods.
- Catering equipment should be movable to make cleaning and maintenance easier.
- Walls, floors and work surfaces should be constructed of materials suitable to allow effective cleaning
- Food premises should be proofed to prevent pest access and harbourage.
- Ventilation must be provided to ensure that heat and/or humidity does not build up to levels that will affect food safety.
- Recommended illumination levels should be provided dependent upon the use of the room:
 - 150 lux in store rooms
 - 500 lux in food preparation rooms
- All glass light fittings must be provided with shatterproof diffuser coverings.
- A potable water supply is provided to the premises for use in washing and cooking foods. All mains water supply is considered potable.
- A closed drainage system is provided to ensure all waste water can be effectively removed from the premises without the risk of backing up or flooding.
- Suitable provision must be made for the effective removal of grease where there is a risk of grease entering the drainage system.



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Floors

- Recommended flooring materials should be used:
 - Floor tiles (quarry / ceramic / vinyl)
 - Vinyl safety flooring
 - Terrazzo
 - Resin floors
 - Stainless steel flooring (e.g. walk in chill rooms)
- To aid cleaning coving or capping should be provided between the wall / floor junction.
- Flooring must be installed properly and kept well maintained.
- Where significant spillages or washing is taking place a floor drain may be provided to help remove excess water. These must be regularly cleaned and checked for pest ingress.



Walls

- All wall surfaces must be smooth, non-absorbent and washable.
- Wall surfaces behind food preparation surfaces and equipment must be able to be thoroughly cleaned and sanitised.
- Recommended wall surfaces include:
 - Washable painted plaster
 - Epoxy resin
 - Ceramic wall tiles
 - PVC sheeting
 - Glass reinforced plastic (GRP)



Ceilings

- Ceilings should be finished so as to prevent the accumulation of dirt, avoid the shedding of material, and be easily cleanable.
- Recommended ceiling materials should be:
 - Smooth washable painted plaster
 - Direct fixed ceiling system
 - Suspended ceiling tiles
- Polystyrene or fibre tiles are not suitable for high humidity locations, e.g. above cooking ranges.



Windows

- Windows must be capable of being easily cleaned.
- It is recommended that removable insect proof screens are fitted to any open windows which can be periodically removed and cleaned.



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Doors

- Doors should avoid angles and mouldings that can accumulate dirt.
- Doors with kick plates or push plates are preferable to doors with handles.
- Door handles are considered a hand contact surface and should be regularly cleaned and disinfected.
- Door to be fitted with rubber door bottom seals where gaps would allow pest ingress.

Work Surfaces

- All surfaces which come into contact with food must be capable of withstanding regular cleaning and disinfection.
- Recommended work surfaces include:
 - Stainless steel
 - Ceramics
 - Food grade plastics
- Joints between wall and work surfaces should be suitably sealed to prevent the accumulation of dirt and allow easy cleaning.



Lavatories

- An adequate number of toilets must be provided dependent upon the number of staff working in the unit
- All lavatories must not open directly onto a food handling room, and are either located away from food rooms or have an intervening space between.
- All toilet cubicles must have natural or mechanical ventilation provided.
- Where possible toilet cubicles should not be used as staff changing facilities.
- Suitable hand washing facilities must be provided in close proximity to all toilets.

Wash Hand Basins

- Wash hand basins must be provided with hot and cold water either from separate taps or a mixer tap.
- There is no required temperature for hot water, as long as it is comfortable to use.
- All wash hand basins should be provided with bactericidal soap, and effective means of hand drying.
- Other than within toilets, wash hand basins will be required:
 - At entrances to food handling areas / rooms
 - In locations where high risk foods are being prepared
 - In locations where raw meat and soiled vegetables are being handled
- It is recommended "Hand Wash Only" signage is placed above the wash hand basin and that it is kept clear at all times to facilitate hand washing practices.



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Food & Equipment Sinks

- Suitable provision must be made to enable all equipment, crockery, service ware, which comes into contact with food to be adequately cleaned and disinfected.
- If possible separate sinks for washing food and equipment should be provided and clearly signed.
- Where a single sink is used, it must be cleaned and disinfected between uses.
- All equipment washing sinks must be provided with a supply of potable hot and cold water, preferably via a mixer tap. If the sink is designated for food washing only it is sufficient just to have a cold water supply.
- All equipment washing sinks should be provided with a suitable draining / drying area.
- Use a sink strainer or similar to prevent food waste from entering the drainage system.
- Do not wash raw meat or poultry in the sink as this increases the risk of cross contamination.



Food Equipment

- All catering equipment must be made of non toxic or corrosive materials and be capable of effective cleaning and disinfection. Recommended materials include:
 - Stainless steel
 - Ceramics
 - Food grade plastics



- Wherever possible equipment should be movable to allow effective cleaning to take place.
- Complex equipment should be designed to allow easy dismantling to facilitate cleaning.
- Ensure separate equipment is used for raw and ready to eat foods to avoid cross contamination.
- Wood or wooden products are not recommended unless they are well maintained and can be effectively cleaned and disinfected.
- Food equipment should be checked before use for signs of damage and removed from use if defective.
- Food service wares and crockery should be checked before use for damage, particularly looking for chips and cracks within ceramic items, as this could easily lead to foreign body contamination.



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Ice Machines

- Ice machines must be connected to a source of potable water (mains supply) and located away from any sources of contamination.
- All ice machines and ice containers / scoops must be cleaned and disinfected regularly.
- Please refer to **Good Hygiene Practice Guide No.16 Bar Service** for further advice regarding the use of ice machines.



Bottling Water Machines

- In house water bottling machines must be connected to the mains public water supply to ensure safe potable water is used.
- Ensure the water bottling machine is listed upon the units cleaning schedule and is cleaned regularly and in line with the manufacturer's recommendations.
- Dismantle the machine when cleaning, ensuring all water filters are removed and cleaned with an appropriate cleaning product.
- Include the water bottling machine within any on site water quality testing.



Maintenance

- Walls, floors and ceilings must be kept in a good state of repair that allows them to be kept clean and protect food from contamination.
- Any damage or disrepair to the building fabric must be fixed quickly as it will inhibit or prevent cleaning or present a risk of foreign body food contamination.
- Food contact surfaces, equipment and utensils must be maintained in good condition and checked before use. If damaged they should be removed from service and clearly labelled "Do Not Use".
- Any defective structure, equipment or utensils should be recorded on the Compass Repair & Maintenance Record form, or client based system if applicable, and reported to the correct maintenance provider accordingly.
- Unit Managers should audit their catering premises and equipment on a 3 monthly basis and complete the HSE Quarterly Record accordingly.
- Planned preventative maintenance (PPM) programmes by appropriate and competent contractors should be established for certain large critical catering equipment such as gas equipment, pressure vessels, lifts, or ventilation ducting etc.
- Records of such inspection and testing must be kept on file.
- Electrical Equipment Testing must be carried out regularly on smaller portable electrical equipment.
- Any redundant catering equipment which is no longer in use should be removed from the kitchen or alternatively it will need to be kept clean to maintain a hygienic food premises.

COMPASS GROUP UK & IRELAND RECORD OF REPAIRS AND MAINTENANCE						
Site Name: High St Bank Ltd					Unit Number: 01234	
Date	Nature of Fault/Problem	Reported By	Reported to	Date of Follow Up Call	Action taken	Date Completed
10/08/09	Dishwash room floor slippery	D Smith	High St Bank Helpdesk	3/09/09	High risk of slip accident	
13/08/09	Reduce the heating in the office	D Smith	High St Bank Helpdesk		Heater adjusted at control panel	13/08/09
10/09/09	Light not working in walk-in fridge	D Smith	High St Bank Helpdesk		Bulb replaced	11/09/09
10/09/09	Yellow marker in loading bay faded	D Smith	High St Bank Helpdesk	17/09/09	Yellow line repainted	18/09/09



3rd Party Use of Compass Catering Facilities

Occasionally a Compass venue or unit may be used by a 3rd party catering operation for the production and cooking of food to a private group or external client. In such cases the following guidance must be taken in order that the Compass operation or equipment is not compromised.

Compass Guidance:

- Unit Manager / Head Chef to complete the *'Third Party Use Of Catering Facilities'* form located on the Food Safety section of the Compass HSE website and complete both sections A & B.
- Section A must list the areas of the catering facilities they are allowed access to and any specific Compass / Client owned equipment they are allowed to use:
 - Make an inventory of the equipment and note its condition before and after use to establish if any damage has occurred during the temporary loan period
 - Lock or secure any areas not requiring access
 - Secure any food storage to prevent accidental use of Compass food supplies
- Section B covers the site specific health, safety and hygiene information regarding your premises, such as emergency procedures, use of any specific equipment, cleaning products and COSHH information.
- A declaration must be signed by a representative of the 3rd party to:
 - Accept and understand the information and conditions listed in parts "A" and "B" of the document and to take responsibility for any claims, losses, costs, liabilities and expenses relating to or arising directly or indirectly out of the use of the facilities.

Compass Use of 3rd Party Catering Facilities

Occasionally Compass staff may use a 3rd party catering operation for the production and cooking of food for a private group or external client. In such cases the following guidance must be taken in order that the Compass operation and employees are not compromised.

Compass Guidance:

- Unit Manager / Head Chef to complete the *'Man_15a Temporary Use of Third Party Kitchen Assessment'* form located on the Safety section of the Compass HSE website and complete both sections A & B.
- Section A considers the site for Food Safety:
 - Assess each question for compliance
 - Risk (RAG) rate each question Red Amber Green, or Black for critical high risk.
 - Escalate and resolve all Red Amber and Black issues before use of the premises.
- Section B considers the site for Health and Safety and Welfare, including emergency procedures:
 - A briefing on site specific health and safety must be given to all company employees working at the 3rd Party site.
 - A Record of Briefing must be signed by all Company employees working at the 3rd Party site confirming that they have been briefed as above.

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Mobile / Temporary Kitchens

Occasionally due to the temporary nature of the catering provision or the fact that we are waiting upon the construction of a more permanent kitchen facility the use of a portable mobile kitchen may be required. Typically these will be hired via an authorised Compass mobile catering supplier and come fully equipped to deliver a basic food offer.



In such circumstances the following conditions will need to be considered:

- The unit should be hired from a Compass approved vendor and be in good condition and weatherproof.
- Liaise with the client reference the safe delivery and housing of the temporary unit. Particular consideration should be given to:
 - A flat external hard-standing surface capable of taking the weight.
 - A location with easy access to mains power and/or gas
 - A location within easy access of a foul drain
 - At least 2 meters from the façade of the main building due to fire regulations
- Consider the provision of power to run the kitchen. Most mobile units will require a minimum of a 63 amp single phase electrical supply to run services such as lighting, sockets, extraction and hot water.
- Is a gas supply required to run some of the oven equipment. Where bottled gas is provided this should be securely stored in an upright position. Piped gas connections must be tested and inspected before use.
- Water supply can be from mains or from a water bowser supplied by the hirer company or a third party, with the minimum water pressure being 2.3 bar for the kitchen to be operational.
- Waste water can be ducted into a local mains drains or a waste water tank or pouch via pump.
- The temporary kitchen must have an interlocked extraction system which operates in combination with the gas equipment.
- Surfaces should be stainless steel or other suitable food safe material which can be easily cleaned.
- Consider the provision of a ramp to the main door to facilitate the delivery of food or the access / egress of staff.
- Consider the provision of additional mobile refrigerated storage units for the storage of fresh or frozen goods as space is limited within the mobile kitchen for bulk storage.



Please consult with the HSE team for further advice whenever a temporary kitchen facility is to be used within a client site.

Please also refer to **Good Hygiene Practice Guide No:22 Food Transportation** if any food being made out of the temporary facility is required to be delivered to other locations for consumption.

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Water Supply & Quality

Compass Guidance:

- It is recommended that all Unit Managers check and understand where the water supply to the catering outlet comes from, as there may well be multiple sources, particularly for larger premises or campuses or outdoor events.
- Where mains public water supply is provided to the catering outlet this is generally assumed to be of satisfactory quality and safe to use.
- Where water is provided from a private supply it must be tested regularly to ensure it meets the required standards for drinking, cooking and food production.
- Where water is provided from a storage tank within a building it must also be tested regularly to ensure it is of potable quality. All storage tanks and pipework must be cleaned regularly.

Boil Water Notices:

- Flood conditions or sewage leaks can lead to the contamination of mains drinking water
- If the water supply is contaminated the local Water Authority will issue Boil Water Notices to all users of the water supply via leaflets or radio announcements.
- If you receive a Boil Water Notice contact your sector HSE Manager and ensure all water used for drinking, food prep, cooking and washing is first boiled to +75°C before use in order to kill off any bacteria present

Loss Of Hot Water

Primary Authority Assured Advice

The information below should be read in conjunction with the Temporary Loss Of Hot Water Assured Advice available via the HSE Website. By following this guidance Compass units can safeguard against possible further enforcement action being taken by local enforcing authorities.



The total or partial loss of hot water to a catering unit will require certain actions to be implemented depending upon the operation undertaken at the time the water service fails. This guidance does not include the complete loss of all water supply.

Hand Washing

- Alternative wash hand basins should be used which are within easy access to the food room through swing non-touch doors without causing cross-contamination risks.
- Ensure the use of Compass approved antibacterial soap is available at all affected wash hand basins and staff toilets. Ecolab Epicare 5C is proven to be as effective in cold water when adopting good hand washing techniques.
- If this is not possible, place a temporary portable hand wash unit in the affected area. Sanitise the unit and fill with water. Wait for water to heat up before using.

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Equipment Washing

- Within most preparation areas are 'dishwashers'. These use a cold water supply and will not be affected by a lack of hot water and will continue to clean and disinfect equipment.
- Use a Compass approved biocidal pot-washing detergent in a sink, e.g. Aseptopol EL75 or Oasis Pro20, at the manufacturers stated dilution / contact time to remain effective to EN13697 standards at 20°C.
- Hot water can temporarily be provided to a wash sink via the use of a hot water urn or sealed flask. Extra safety precautions must be taken when transferring hot water to a wash up sink. This measure must be for immediate temporary use only.
- Adoption of a 2 stage cleaning process using a Compass approved sanitiser solution to the correct concentration as per manufacturer's instructions.
- Unit Managers should seek approval through their operations manager to acquire a hot water boiler/tea urn and position it in a safe area close to the pot wash sinks, to provide temporary hot water provision until the permanent hot water service is resumed.

Food Service Offer

- Open food production must stop until the permanent hot water supply is restored.
- A reduced menu service containing low risk retail ready items only can be offered. For example hot and cold drinks, pre-packaged sandwiches, salads etc.
- Alternatively hot food can be brought from a neighbouring catering establishment which would require minimal handling and service by the affected unit.
- If hot water service is permanently affected a temporary catering facility can be provided pending discussions with the client.

Additional Guidance

1. Cleaning
 - Refer to **Good Hygiene Practice Guide No: 12 - Cleaning** for guidance on how to clean catering premises and equipment and how to create a cleaning schedule
2. Ice Machines
 - Refer to **Good Hygiene Practice Guide No: 16 - Bar Service** for guidance on how to use ice machines
3. Pest Control
 - Refer to **Good Hygiene Practice Guide No 3 - Pest Control** for guidance regarding how to pest proof food premises

