

The wording in the green panels is the actual wording from Regulation (EC) No 852/2004 of the European Parliament and of the Council of 29 April 2004 on the hygiene of foodstuffs.

These rules apply to all food premises other than those used solely for primary production.

Water, ice and steam

There is to be an adequate supply of potable water, which is to be used whenever necessary to ensure that foodstuffs are not contaminated;

Ice which comes into contact with food or which may contaminate food is to be made from potable water or, when used to chill whole fishery products, clean water. It is to be made, handled and stored under conditions that protect it from contamination.

Steam used directly in contact with food is not to contain any substance that presents a hazard to health or is likely to contaminate the food.

Toilets and Changing Facilities

An adequate number of flush lavatories are to be available and connected to an effective drainage system. Lavatories are not to open directly into rooms in which food is handled.

Sanitary conveniences are to have adequate natural or mechanical ventilation.

Where necessary, adequate changing facilities for personnel are to be provided.



When a toilet is flushed, an aerosol of contaminated droplets is formed which can easily contaminate work surfaces, equipment and food. There must, therefore, always be at least two doors between the toilet and any room in which open food is handled and these doors must be kept closed (except for access). The best way to achieve this is to ensure that they are fitted with effective automatic door-closers.

The toilet compartment itself should never be used for the storage of food or drink, even if this is in cans or bottles.

Ventilation to a toilet compartment, whether natural or mechanical, must open directly to the external air, not into another room or a covered courtyard.



Changing accommodation is intended to allow staff to store their normal outdoor clothing, bags etc while at work and to put on their protective clothing, without contaminating the food areas or the protective clothing. It should therefore not be in any room where open food is handled or in the toilet compartment itself. Where this is physically impossible suitable lockers or closed cupboards must be provided for the storage of personal clothing and bags.

Washing Facilities



For Washing Equipment and Food

Adequate facilities are to be provided, where necessary, for the cleaning, disinfecting and storage of working utensils and equipment. These facilities are to be constructed of corrosion-resistant materials, be easy to clean and have an adequate supply of hot and cold water.

Adequate provision is to be made, where necessary, for washing food. Every sink or other such facility provided for the washing of food is to have an adequate supply of hot and/or cold potable water consistent with the requirements of Chapter VII and be kept clean and, where necessary, disinfected.

For Washing Hands

An adequate number of washbasins is to be available, suitably located and designated for cleaning hands. Washbasins for cleaning hands are to be provided with hot and cold running water, materials for cleaning hands and for hygienic drying. Where necessary, the facilities for washing food are to be separate from the hand-washing facility.



The number of sinks you will need will depend on the scale of the operation and whether or not you also use dishwashers and/or glasswashers. In most catering situations where dishwashers are not used at least one **double-bowl sink** is recommended to allow for the separate processes of washing and disinfecting equipment. Wherever possible it is advisable to have a draining board each side of the sink(s) so dirty equipment can be stacked one side and washed equipment the other.

Separate facilities must be available for hand-washing. These must be kept free at all times for personal hygiene use and not filled with dirty equipment awaiting washing or any other obstruction. The wash basin(s) should be used for hand washing – not the sinks. Wash basins must be readily accessible at all times to people handling food. They must therefore be in (or very close to) the areas where food is actually handled. It is not acceptable to rely on a washbasin on a different floor of the building or to one provided in a lockable toilet facility which may be in use when the food handler needs to wash their hands.

Washbasins must be provided in association with any toilet in addition to any provided in the food area.

In premises where there are distinct “clean” and “dirty” areas a separate washbasin in each area is recommended and in high risk areas the risk of cross-contamination can be reduced by the use of hands-free taps.

All washbasins and sinks for washing equipment must be provided with a supply of both **hot and cold** water. Cold water only is permitted if the sink is only used for the washing of food.

Ventilation

There is to be suitable and sufficient means of natural or mechanical ventilation.

Mechanical airflow from a contaminated area to a clean area is to be avoided. Ventilation systems are to be so constructed as to enable filters and other parts requiring cleaning or replacement to be readily accessible.



Natural Ventilation

Where the production of steam and fumes is not great, open windows or doors may provide sufficient ventilation but remember that these must be adequately proofed to prevent flies getting in. Windows and doors should not be relied on where they are likely to allow the ingress of dust or other contaminants (e.g. where they are next to a busy road).

Extract Fan

Where only a small amount of (non-greasy) cooking takes place or the main source of steam is a tea urn or kettle, a wall mounted extract fan may be sufficient but –

- Make sure it is close to the source of moisture.
- Keep it clean.
- Make sure it is switched on whenever the kitchen is being used.

Extraction Canopy

Where significant cooking is going on, particularly if this involves frying, an extraction canopy with filters and ductwork should be used. The following principles should be borne in mind:

1. Any necessary ductwork should be kept as short as possible with as few bends as possible.
2. Access points should be provided wherever necessary in ductwork so that inspection and cleaning can be carried out.

Why Ventilation?

The purpose of ventilation is to remove moisture, heat and cooking fumes from the kitchen area. The removal of all three is necessary to create a pleasant working environment and all three can cause problems if they are not removed.

1. Moisture – may cause condensation and mould growth as well as providing ideal conditions for bacteria to multiply.
2. Heat – increases the rate at which bacteria multiply.
3. Cooking fumes, as well as smelling unpleasant, may contain toxic substances.

If any of these three factors are likely to be present some form of ventilation will be required, but the exact nature of this will depend on the scale of the problem. The three main categories of ventilation are shown opposite but, in all three, the most important principle is that the ventilation should be as close as possible to the source of the heat / moisture / fumes. An extract fan located on the opposite side of the room to the cooker is not going to be very effective.

3. The internal surfaces of the canopy and duct should be given a deep clean at regular intervals to ensure that excessive grease is not building up. A build up of grease can easily lead to a fire in the duct which is difficult to put out and rapidly spreads along the duct to other parts of the building.
4. All filters must fit well and be kept in place whenever cooking is being carried out. If any are missing or there is a gap between the filters, grease will rapidly build up in the duct.
5. Filters should be cleaned regularly. Saturated filters may allow grease to pass straight through or alternatively may become clogged causing air movement to stop completely.

Lighting

Food premises are to have adequate natural and/or artificial lighting.

All areas of food premises, including store rooms and walk-in chillers, should have adequate lighting to allow for safe working and adequate cleaning. Single point sources of light should be avoided as this can cause problems due to the casting of shadows. Fluorescent tubes are to be preferred as they create a better dispersal of light and light coloured ceilings and walls will help to reflect light and create a brighter environment.

Tubes should be enclosed in a suitable diffuser / cover that will retain any broken glass in the event of an accident or be of the “shattershield” type which will have the same effect.

If enclosures are to the appropriate I.P. rating (IP 65), this will allow the light fitting to be washed down without compromising electrical safety.



Drainage facilities are to be adequate for the purpose intended. They are to be designed and constructed to avoid the risk of contamination. Where drainage channels are fully or partially open, they are to be so designed as to ensure that waste does not flow from a contaminated area towards or into a clean area, in particular an area where foods likely to present a high risk to the final consumer are handled.

Drainage

Where open drainage channels or gullies are provided to allow the floor to be washed down, the floor should be laid to a slight fall so that water drains naturally to the drainage facility and does not accumulate on the floor.

Any gullies or channels opening into food premises or a yard adjacent to food premises must be effectively trapped to prevent rats gaining access through the drains.

The Building Regulations now require that “Drainage serving kitchens in commercial hot food premises should be fitted with a grease separator complying with BS EN 1825-1:2004 and designed in accordance with BS EN 1825-2:2002 or other effective means of grease removal.” Any such grease separator must be properly sized according to the capacity of the equipment draining into it and must be regularly cleaned and maintained. Failure to do this will result in fat being deposited in the drain or sewer and eventually causing a blockage which can be very expensive to clear.

