

Section 2: Food Safety and the Canteen

To achieve Cool Canteen Accreditation in the Food Safety section, it must be completed by your Local Council Environmental Health Officer (EHO). The EHO must visit, sight and sign off on all documentation annually.

Under the Tasmanian Food Act 2003, school canteens are classified as food businesses. Food businesses must comply with the Act and with the requirements of the Australia New Zealand Food Standards Code which is adopted by all States and Territories. The Code sets out the requirements for food composition, food labeling and food safety.

Under the Act, food businesses including school canteens must comply with Chapter 3 of the Food Standards Code which deals with Food Safety Standards.

In summary, the Tasmanian Food Act 2003 and the Food Safety Standards require that:

- The local council is first notified about the existence of the food business (who they are, where they are and what they are doing);
- School canteens will in almost all cases need to be registered as a food business by their local council;
- Food handlers are clean, healthy and have skills and knowledge in food hygiene in line with their responsibilities;
- The food premises is clean, well maintained and appropriately designed; and
- Food handling controls must be established.

The Food Safety section of the Cool CAP identifies the key areas of concern to your local Environmental Health Officer when inspecting the fit out and operation of the school canteen.

Canteen Managers and canteen staff should undertake some form of training so that they have the appropriate level of food safety skills and knowledge - in line with their responsibilities. This can be achieved in a number of ways, including on-the-job training or you may choose to undertake a food handler's course.

Appropriate courses include:

- Food Safe – food handler training program
- “Looking After Your Kids” training pack
- TAFE Food Handler Training Course



Environmental Health Officer Accreditation Checklist

- Satisfactory compliance involves completion of the following sections by your local Environmental Health Officer.
- In order to ensure your canteen is kept up to date, your local Environmental Health Officer should visit the school canteen, sight and sign off on all documentation at least annually. You may need to ring them to ensure that this happens.

This section must be completed by your Local Council EHO			
Food Safety and the Canteen (Requirements for all levels)	YES	NO	EHO comments
Do floors, walls & ceilings have a smooth suitable finish and are they free of defects?	<input type="checkbox"/>	<input type="checkbox"/>	
Have measures been taken to prevent the entry of animals and vermin, and to minimize the potential for environmental contamination, (e.g. dust, fumes, incoming cartons checked)	<input type="checkbox"/>	<input type="checkbox"/>	
Is there adequate insect proofing?	<input type="checkbox"/>	<input type="checkbox"/>	
Are hand washing facilities; <ul style="list-style-type: none"> • Available from a hand washing basin, separate from the food preparation sink • Provided with hot and cold water under pressure through a single hands free outlet? *If no, this needs to be covered in your maintenance plan. • Within close proximity of food preparation areas? • Supplied with soap and paper hand towel? 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
Are waste disposal bins fitted with good liners and lids and are they vermin proof?	<input type="checkbox"/>	<input type="checkbox"/>	
Is there sufficient refrigeration space for all perishable products?	<input type="checkbox"/>	<input type="checkbox"/>	
Is a food thermometer accurate to +/-1°C, in the range of -18°C to 100°C available for use?	<input type="checkbox"/>	<input type="checkbox"/>	
Are all perishable foods stored at the correct temperatures in sealed containers?	<input type="checkbox"/>	<input type="checkbox"/>	
Are all foods protected from contamination? (e.g. cross contamination between raw and ready to eat foods and from flies, dust and airborne contaminants)	<input type="checkbox"/>	<input type="checkbox"/>	
Are all foods displayed for sale, protected from contamination? (e.g. flies, airborne contaminants)	<input type="checkbox"/>	<input type="checkbox"/>	
Are light covers fitted to all lights? (e.g. above preparation areas)	<input type="checkbox"/>	<input type="checkbox"/>	
Is lighting adequate for preparation and cleaning purposes?	<input type="checkbox"/>	<input type="checkbox"/>	
Is a double bowled sink and drainer available? *If not this needs to be covered in your maintenance policy.	<input type="checkbox"/>	<input type="checkbox"/>	

This section must be completed by your Local Council EHO



Food Safety and the Canteen (cont) (Requirements for all levels)	YES	NO	EHO comments
Is the ventilation adequate to effectively remove fumes, smoke, steam and vapors from the food premises?	<input type="checkbox"/>	<input type="checkbox"/>	
Are shelves and benches suitable, in good repair and capable of being cleaned easily? (i.e. smooth impervious surfaces)	<input type="checkbox"/>	<input type="checkbox"/>	
Is cleaning equipment available and stored correctly? (i.e. in a separate cupboard or hanging up)	<input type="checkbox"/>	<input type="checkbox"/>	
Is a cleaner's sink and gully trap available and accessible for the disposal of cleaners waste as required?	<input type="checkbox"/>	<input type="checkbox"/>	
Is the premises maintained in a clean and orderly manner?	<input type="checkbox"/>	<input type="checkbox"/>	
Does the premise have an adequate supply of potable (safe) water?	<input type="checkbox"/>	<input type="checkbox"/>	
Are protocols in place for manager, staff, or volunteer staff illness to prevent a negative impact of food safety? (provide documentation i.e. list of trained relief staff)	<input type="checkbox"/>	<input type="checkbox"/>	
Do food handlers have skills & knowledge in line with their responsibilities?	<input type="checkbox"/>	<input type="checkbox"/>	
Are posters or signs on display concerning food safety and hygiene?	<input type="checkbox"/>	<input type="checkbox"/>	
Are recipes or photos provided for menu items to ensure consistency	<input type="checkbox"/>	<input type="checkbox"/>	
Are operators wearing clean protective clothing and are obvious injuries adequately protected? (e.g. coloured band-aids)?	<input type="checkbox"/>	<input type="checkbox"/>	
Has a maintenance plan which identifies deficiencies and ongoing works on the premises and proposes a timetable for remediation, been drafted and endorsed with the School Principal or his or her delegate, or are systems in place to handle deficiencies in the premises to the satisfaction of the EHO?	<input type="checkbox"/>	<input type="checkbox"/>	
If the canteen is used for any other catering purpose e.g. fundraising; sports days; schools socials; theme days or breakfast clubs the operational Food Safe requirements adhered to by the canteen must be followed for these events.			

ENVIRONMENTAL HEALTH OFFICER _____

DATE _____

CANTEEN MANAGER _____

DATE _____



Food Safety and the Canteen (Requirements for all levels)

The following documents need to be sighted and signed off on by the Environmental Health Officer annually.

(Sample documents are available in "Looking After Your Kids" and Food Safe Manuals).

Documentation	EHO signed & dated
Canteen cleaning schedule - Needs to be on display in the canteen.	
Temperature charts – includes temp of hot & cold foods & storage facilities recorded daily.	
Food Delivery Chart	
Stock control procedures – including stock rotation protocols	
Pest Control Chart	
Approved Suppliers Chart	
Cross Contamination policy – including how items are to be stored in the fridge, chopping boards etc	
Sickness and Illness policy	
Maintenance policy - needs to address deficiencies & ongoing works on the premises & proposes timetable for remediation, (endorsed by the School Principal) Or are systems in place to the satisfaction of the EHO?	
Attach a copy of the signed and dated EHO's FoodSafe certificate	

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