

Deirdre Reiman / Melinda Coleshill

CC11/193

Gawler



Town of Gawler
43 High Street
Gawler East SA 5118

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2 October 2019

Food Safety Self-Assessment Form BBQ's & Low Risk Foods

The purpose of these self assessment forms is to assist Council in the administration of the Food Act 2001, Regulations and Food Safety Standards. Any food business (including not for profit) must ensure that its food handling activities are complying, professional, competent, safe and hygienic. SA Health classify BBQ's as a P2 risk (P1 being the highest risk) due to the fact that meat must be cooked adequately to prevent harm.

Please find enclosed a Food Safety BBQ Self-Audit Form together with a Low Risk & Packaged Foods Self-Audit to be completed and returned to Town of Gawler on or before Monday 4 November 2019. You are only required to complete the Self-Audit that applies to the activities of your organisation. Should your organisation not handle or sell foods, please advise Council so that our records can be updated.

Council will assess the information provided below and determine if further information or an inspection is required, Officers will contact the person listed as primary contact. Current contact details of operating businesses in this sector assist with regulation and complaint management.

Forms can be returned via post, email eho@gawler.sa.gov.au or directly to the Council office at 43 High Street, Gawler.

If the completed form is not received by Council, an inspection may be conducted. Please complete and return to Council by 4th November 2019.

If you require any additional information or have any questions, please do not hesitate to contact the Environmental Health Team on 8522-9235.

Yours faithfully

Deirdre Reiman/Melinda Coleshill
Environmental Health Officers

Tel: 8522 9266/8522 9235

Email: eho@gawler.sa.gov.au

Business Details: (the club/charity/owner/operator must keep details current with Council)			
Name of Premises:			
Registered Business Name:			
Address of Premises:			
Postal Address:			
Email:			
Phone Number:		Mobile Number:	
Contact Person:			

Is the food business still operating?

Yes / No

If NO: please sign and return this form to Council. Council will then organise to cancel the food business notification (FBN) number registered for this business. If you wish to recommence food activities in the future, a new FBN will need to be lodged with Council.

If YES: Complete Business Operations Details:

Activities:	<input type="checkbox"/> BBQ's <input type="checkbox"/> Fund Raising Events	<input type="checkbox"/> Low Risk Pre-packaged Foods <input type="checkbox"/> Other food activities
Please describe what fund raising & other food activities are conducted		
How many times per year do you undertake these food activities? _____		
BBQ's	<u>TYPES OF FOODS</u> <input type="checkbox"/> Eggs <input type="checkbox"/> Precooked pasta/rice salads <input type="checkbox"/> Pre-packaged salads	
Low Risk Fund Raising	<input type="checkbox"/> Cakes/Biscuits <input type="checkbox"/> Breads	
Pre-packaged	<input type="checkbox"/> Chips/sweets <input type="checkbox"/> Alcohol/Drinks	
	<input type="checkbox"/> Chicken <input type="checkbox"/> Sausages/Steak/Hamburgers <input type="checkbox"/> Other _____	
	<input type="checkbox"/> Jams/Pickles <input type="checkbox"/> Other _____	
	<input type="checkbox"/> Chocolates <input type="checkbox"/> Other _____	

Is food prepared prior to sale (eg. Chopped, pre-cooked, ingredients combined)?		Yes / No
If YES , where (address?) _____		
Procedures & Practices	Please explain your temperature control method for the storage and/or display of potentially hazardous foods (PHF)?	
	If cooking food, how is it determined that food is cooked through?	
	Have food handlers been provided appropriate food safety skills & knowledge? Yes/No	
	<i>Please provide details</i>	
Cleaning & Sanitising	Is a food grade sanitiser used?	Yes / No
	What is the name & brand _____	
	Are chemical bottles correctly labelled (spray bottles?)	Yes / No
Handwashing	Do the hand wash facilities provided have warm running water (through a single outlet), soap and single use towel available for use at all times (Kitchen & toilets used by food handlers?)	Yes / No
	If temporary hand wash set-up is utilised (for temporary events only) please describe what is provided:	

Information Fact Sheets: Available from SA Health www.sahealth.sa.gov.au or
Town of Gawler www.gawler.sa.gov.au

Contact Environmental Health Officers eho@gawler.sa.gov.au or 85229235 / 85229266 for further information or clarification.

This form has been completed by (print name): _____

Position within business/organisation: _____

Date: _____ Signature: _____

Return to: Town of Gawler

43 High Street, Gawler (in person)
PO Box 130, Gawler (post)
eho@gawler.sa.gov.au Email

Thank you for your co-operation

A guide for service clubs, community groups and sporting clubs hosting fundraising BBQ's.

Food Business: 'involves (a) the handling of food intended for sale; or (b) the sale of food, regardless of whether the business, enterprise or activity concerned is of a commercial, charitable or community nature or whether it involves the handling or sale of food on one occasion only'.

- Australia New Zealand Food Standards (ANZFS) Code Standard 3.1.1, Clause 1 - Interpretation

MOBILE FOOD VENDOR (MFV) PASSPORT SYSTEM

The South Australia (SA) Food Safety Passport System (FSPS) is a guideline to help MFV's comply with the food safety requirements which must be followed at all times to ensure safe and suitable food is provided to the public.

A MFV is a food business designed to be moved from place to place and is used for selling food, whether on land, sea or air. MFV's typically have a mobile structure which includes a vehicle, trailer, cart, tent, stall, barbecue, pizza oven or other mobile structure (see guide for full definition).

FSPS Notification (Section 2 of guide)

The food legislation requires food businesses to complete a notification process. MFV's must notify each Council that they are based, additionally they must advise all Council's that they choose to operate or trade in each time this activity occurs.

MFVs operating in SA for the first time must notify with the first Council in which they operate. This Council becomes their SA Administrative Council. If operating in the City of Mount Gambier a FBN number will be required and planning permits maybe needed.

WHAT IS REQUIRED?

- SA Food Business Notification (FBN) number. This form is available from your Council in which the business is based if a number is needed.
- If operating a MFV stall in the Town of Gawler submit a completed MFV notification form for each food activity.
- Location: if you would like to hold the activity on Council land within the Town of Gawler, please complete a Special Events Permit Application form.
- Responsible food safety person(s) to be present on the day to supervisor volunteers.

ON THE DAY

- Purchase food as close to the start of BBQ as possible. Ensure you check packing and use-by-dates.
- Check BBQ and equipment is clean and well maintained.
- Set up temporary hand wash with potable warm running water, soap & single use towel (see overleaf).

- Ensure food handlers are healthy, no symptoms of gastro within the last 48 hours.
- Give separate tasks to food handlers (*i.e. cooking meat, serving customers, taking money*) this will help prevent cross contamination.
- Minimise handling of ready-to-eat food if possible, gloves are recommended (*must be changed as regularly as you would wash hands, temporary hand wash still required*).
- Monitor temperature of potentially hazardous food (*time= 2hr/4hr rule or temperature= 5°C or below or 60°C or above*). Use a sanitised probe thermometer (*in compliance with the standards*).
- Food grade sanitise equipment that has direct contact with food (*i.e. meat tray, tongs*) and store in clean sealed environment to protect from contamination *i.e. ready for use at next BBQ or immediately sanitise prior to use*.
- Clean BBQ and remove all rubbish/grease from the site.
- Check Electrical & Gas requirements – see overleaf

FREQUENTLY ASKED QUESTIONS

How do I know if my FBN is up-to-date?

Contact your local Council, we can check these details for you. If any details change a FBN Application form must be completed.

What food safety resources are available for community groups?

- Groups can collect a Food Safety Information Kit from Council, this contains a copy of the Food Safety Standards, fact sheets and posters.
- MFV Passport Folder from your local Council (one per group).
- Library computer facilities can be booked out by groups to utilise online food safety training.
- 'Bug Busters' food safety DVD can be hired from the library.
- Free online food handler training I'm Alert accessed through Councils website www.gawler.sa.gov.au (Services – Environmental Health – Free Online Food Safety Training)

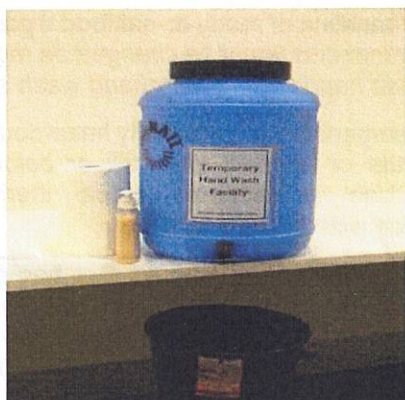


Where can I get a copy of the Food Safety Standards?

The Standards can also be downloaded from:
www.foodstandards.gov.au.

Do I need a food safety certificate to hold a fundraising BBQ?

Certain businesses will require a food safety training certificate as a condition of approval to use their land. For compliance with the Food Safety Standards you must have adequate food safety skills and knowledge for the activity you are undertaking.



TEMPORARY HAND WASH SET-UP

All food stalls preparing food or handling food that is not fully sealed in its original packaging and on sold in the same packaging must have easily accessible hand wash facilities, within 5 metres (approx.), to comply with the Food Standards. Hand wash facilities are required to prevent cross contamination which may potentially cause food poisoning.

An example of complying with the hand wash facility requirements at temporary events is by setting up a temporary hand wash station. This set up could be shared between stalls and must have warm running water, soap and single use towel.

The use of gloves and serving utensils are an additional safety step and not a replacement (unless a written exemption is granted). Food handlers must be able to effectively wash their hands at a hand wash facility.

Note: some event organisers may supply a hand wash facility, however, it is the responsibility of the food business/group to ensure it complies.

FOOD SAFETY TIP - Create your own BBQ Kit:

Get your club to organise a 'BBQ Kit' which includes all equipment you need to take with you on the day. Consider including:

- Potable warm running water and bucket to capture waste water (dispose of responsibly).
- Food safety fact sheets in case volunteers change over or for refresher for food handlers.
- Single use towel and soap for hand washing (temporary set up if required).
- Gloves for protection from contamination.
- Probe thermometer for temperature control, alcohol wipes for sanitising and log book recommended if food activity longer than 4 hours.
- Serviettes, paper plates, cling wrap (food grade single use items).
- Cooking oil and condiments.
- Utensils (food grade sanitise after each use and store in a clean sealed environment, then they are ready to use for your next BBQ or sanitise immediately before use).
- If you take chemicals, ensure they are stored separately from food and food equipment.
- Electrical & Gas Safety Checklists – <https://www.sa.gov.au/topics/energy-and-environment/using-electricity-and-gas-safely/catering-at-outdoor-events>. Note: Authorised Officers from the Office of the Technical Regulator may inspect for compliance.

Will my food activity be inspected?

It is mandatory (Standard 3.2.2 (4)) for the food activity to be notified with Council prior to any food handling. An authorised officer may conduct a food inspection during the event to ensure compliance.

FORMS AND LEAFLETS

Forms and leaflets are available on Council's website: www.gawler.sa.gov.au (Services – Environmental Health).

COUNCIL CONTACT DETAILS

Please contact Council's Environmental Health Officer's with any other queries (08) 8522 9211 or email eho@gawler.sa.gov.au.

All general food safety advice is a guide only, please contact Health Officer's for advice relating to your activity.