



## Section 2, Premises

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**In this section you are introduced** to the requirements for appropriate premises and how they contribute to food safety and hygiene. Your premises requirements depend entirely on your operations.

### Food sales premises

Your space and sales furniture needs will largely be determined by the products you will sell and the scope of your operations.

Locate food storage areas so that employees will not have to pass through them, for example on their way to the break room.

Remember to keep ready-to-eat food separate from, for example, foodstuffs that require cooking and dirty root vegetables.

### Food processing, production and storage facilities

When processing and storing food, it is vital to ensure that the foodstuffs are protected from dirt, harmful **bacteria**, **viruses** and harmful substances. This requires adequately sized facilities that enable the different functions to be placed in a sensible manner.

For example, the facilities must be designed to permit the separation of cooked and uncooked foodstuffs. To keep the goods

separated during storage, you can use, for example, separate refrigerators, storage containers, or spaces, or spaces separated by partitions.

You must also be able to segregate allergens. They must be kept separate from each other as well as from food they are not intended for.

A list of substances and products that cause **allergies** or **intolerances** is provided in the “Food information management” section of this guide.

### Examples of foods to be kept separate from each other

- Keep unpacked unprocessed meat preparations and fishery products separate from ready-to-eat foods. Ready-to-eat foods include all foods that are intended to be eaten as such, for example salads and gravad (cured) and smoked fish.
- Keep raw poultry meat separate from other foods.
- Keep unpacked unprocessed meat preparations separate from unpacked unprocessed fishery products. Unprocessed meat preparations include, for example, fresh and marinated meat and uncooked sausages. Unprocessed fishery products include, for example, fresh fish and live crayfish.

- Store and handle soil-covered root vegetables in a place reserved and equipped for this particular use.
- It is allowed to gut fish and to skin, pluck, or gut wild game and game birds in connection with sales. These measures shall be carried out in a place reserved and equipped for this particular use. You can gut, skin, and pluck, for example, on a table or surface reserved for the use, or in a separate room. Reserve a waste bin with lid as well as the ability to wash hands and work equipment and to rinse fish in the immediate vicinity of this place. Clearly separate these actions from other activities and thoroughly clean the handling site after use.
- Keep ingredients and products that cause allergies and intolerances separate from each other and from foods they are not intended for. Significant work stages to consider with regard to separation of foods and handling of **cross-contamination** are for example: purchasing and accepting ingredients, labeling, storage and handling of foodstuffs, planned order of work and cleaning.

### Water fixtures and sinks

You should consider the need for water fixtures when planning the facilities, since retrospective changes are both difficult and expensive to implement.

Depending on the nature of your operations, you may require several water fixtures.

You may need separate water fixtures for washing hands and foodstuffs, along with a suitable number of fixtures for utensil and dish washing.

However, you can use the same water fixture for different purposes at different times, provided that you clean the area between uses.

Also note that if you, for example, process meat and make jam at the same time in your facilities, you will need dedicated water fixtures for each type of operation.

### Advice from the food inspector and advisory organisations

If you need advice on the number and locations of water fixtures, you can ask the food inspector or an advisory organisation for assistance when you are planning the premises.

### Number and placement of hand-washing points

A sufficient number of hand-washing points must be reserved for washing hands. They must be placed sensibly with regard to operations. The hand-washing points must be located close to the food-processing areas.

### What equipment is needed at hand-washing points?

- Running hot and cold water is required at an appropriate hand-washing point.
- Liquid soap is part of a well-equipped hand-washing point.
- Disposable towels are appropriate for a hand-washing point. In this case, a bin will also be required.
- A roller towel is also a good choice for a hand-washing point.
- The hand-washing point must also be clean. It must not be cluttered with unnecessary things.

A dirty cloth towel is not appropriate for a hand-washing point. Cloth towels can be used if everyone has their own towel that is replaced on a daily basis.

### Sufficient water supply and cleanliness

All sinks and washing equipment must have a sufficient supply of both hot and cold water. The sinks and cleaning equipment must be kept clean and **disinfected** when necessary.

## Cold storage facilities for foodstuffs

Different foods require different storage temperatures. Therefore, you will need a number of storage spaces, and their temperature must be monitored with measuring equipment or thermometers.

Foods that require cold storage should not be left at higher temperatures, even for a short time. Only take the required amount of such food out of cold storage for preparation.

The cold chain may not be broken at any time. Also keep the cold chain in mind during delivery, acceptance of deliveries and transfer to cold storage facilities.

### Choose the appropriate storage temperature for vegetable products – specific rules apply to sprouts

As a rule, no temperature requirements have been specified for vegetable products. Choose the storage temperature and other conditions most appropriate for the storage of each product.

Sprouts are an exceptional product. These guidelines do not apply to them. Sprouts spoil extremely easily, so they need specific guidelines for their production.

### Salads and grated vegetables require cold storage

Fresh products, such as prepared salads and grated vegetables, are perishable foodstuffs. They require cold storage, even if their ingredients would not.

Lettuce leaves are difficult to wash clean if they have been contaminated with, for example, soil or the faeces of wild animals during cultivation. If you intend to process self-grown ingredients, you need to understand the risks involved with the ingredients, processing methods and end products.

## Examples of food storage temperature limits in a restaurant

- Fresh fish and boiled crayfish: no more than 2 °C (Celsius)
- Cold-smoked and cured fish: 0–3 °C
- Smoked fish packaged in a protective atmosphere or vacuum: 0–3 °C
- Minced meat and liver: at most 4 °C
- Chopped vegetables and sprouts: at most 6 °C
- Raw milk: at most 6 °C
- Convenience foods, raw or marinated meat, cream and cheese cakes and pastries: at most 6 °C
- Yoghurt, sour cream and most cheeses: at most 8 °C

### What do you need to know if you freeze or deep-freeze meat or meat products?

1. Start **freezing** or **deep-freezing** as soon as possible after the preceding work stage.
2. Store and transport frozen and deep-frozen meat at temperatures of -18 °C or below.  
Exception: frozen (but not deep-frozen) poultry meat for sale can be stored and transported at -12 °C or below.

### What do you need to know when thawing meat or meat products?

1. Thaw frozen and deep-frozen meat and processed meat at temperatures that do not pose a health risk. It is safest to thaw the products in a refrigerated area.
2. You should drain the thawing fluids into a sewer. They must not create a risk of **contamination** to other food products.
3. Minced meat and raw meat preparations may not be frozen again after being thawed.

### **Fill the cold store or refrigeration appliance correctly!**

Do not overfill the cold store or refrigeration appliance. When you fill the cold store or appliance correctly, the air will circulate as intended and keep the food at the right temperature.

### **Waste storage facilities**

A waste bin must be placed close to the food-processing area. Spoiled foodstuffs and other waste must be kept separate from other operations and foodstuffs. Waste must be taken out sufficiently often, at least once a day.

Waste storage areas must be planned and managed so that they can be kept clean at all times. Waste bins located outside must be enclosed to prevent the waste from attracting **pests**.

### **Other premises**

As a rule, there are no requirements for staff dressing rooms or toilets or for the storage of cleaning equipment at primary production facilities.

On food establishments, dedicated dressing rooms and toilet facilities must be provided for employees, preferably on site or at least in the vicinity. Cleaning equipment must be stored hygienically.

If you require further information, see the guide on setting up a restaurant.

#### **Summary**

If you decide to expand the operations of your farm from primary production to selling foodstuffs or further processing of vegetable products, consider the suitability of premises for your business in advance.

- ▶ Are the premises sufficiently large to enable the hygienic placement of functions?
- ▶ Is there a sufficient number of separate storage facilities for different foodstuffs?
- ▶ Is there a sufficient number of water fixtures and sinks?
- ▶ How do you store your cleaning equipment in a proper way?
- ▶ Is smoking arranged in an appropriate way?