

Guidelines and Conditions Food Preparation in a Residential Kitchen (Bed & Breakfast)

Types of Foods

As a Bed and Breakfast establishment you will be registered as a **LOW** risk food business, and as such are only permitted to prepare one meal (breakfast) per person per day.

Conditions

- The food preparation area must be kept in a clean and sanitary condition at all times, and all fixture, fittings and equipment are to be in good repair.
- The premises should be fully enclosed and protected from the entry of vermin.
- Animals and pets must not be allowed to enter the food preparation and service area at any time. This also includes caged birds such as pet budgerigars and canaries.
- Adequate rubbish disposal facilities must be provided and in a sanitary condition.
- The food preparation area must be provided with hot and cold water at all times. Where practicable a double bowl sink should be available for use (one for cleaning of dishware and another for food preparation), or alternatively be provided with a dishwashing machine.
- Easy access to a handwash basin supplied with hot and cold water, disposable handtowels and hand soap (preferably anti-bacterial) must be provided at all times.
- Adequate refrigeration must be provided to ensure that all high risk foods such as meat, poultry and dairy products are stored at or below 5 degrees Celsius.
- Raw and cooked food must be stored and handled separately to prevent cross contamination. Furthermore, all food must be completely covered at all times.
- Frozen food must not be defrosted at room temperature. The use of refrigerated defrosting or a microwave is recommended.
- Food grade detergents and sanitisers should be used on all food contact surfaces and equipment to ensure that cross contamination does not occur.

Registration

- Ensure that an Application for Approval to Prepare Food in a Residential Kitchen is submitted along with payment of the relevant fee. Ensure to include photographs and/or plans of your kitchen.
- An Environmental Health Officer (EHO) will contact you to arrange for an inspection of your kitchen.
- Food preparation must only be undertaken by persons who have a basic knowledge of food safety principles. Free Training is available on the City's website - <http://www.mandurah.wa.gov.au/food-safety.htm>. Evidence of basic food safety training must be provided before a food registration certificate will be issued.
- Be aware that you will be registered as Food Business in accordance with the *Food Act 2008*, and will therefore be subject to requirements of this Act, such as annual inspections by an EHO to ensure

Please return completed form to:

Health Services City of Mandurah PO Box 210 MANDURAH WA 6210	Phone: 9550 3746 (Health Services) Facsimile: 9550 3888 Customer Services: 9550 3777 Email: health@mandurah.wa.gov.au Office Location: 3 Peel Street, Mandurah
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compliance. Under the Act an EHO can access your home at any time to conduct an inspection of the kitchen. A sample of food may be taken for analysis.

- Once the kitchen is deemed satisfactory, you need to complete a Food Business Registration /Notification form, where you will be issued with a food business registration certificate. An annual fee is payable, and your kitchen will be inspected once a year. You will be registered as a low risk food business.
- Food safety is the most important facet of selling food to the public. You have a responsibility to provide safe food to the public, and the City has a responsibility to ensure that you comply with the *Food Act 2008*. Please be aware that disruption to your family home may occur because of inspections, the need for a clean kitchen at all times, no pets allowed in the house, and general compliance of the Act.
- Please feel free to contact the City's Health Services section for any other questions you may have.