

Catering Premises & Equipment

Good Hygiene Practice
Guide No: 14

Document Name	GHP Guide 14: Catering Premises & Equipment	Document No	FS/GHP/014
Document Owner	Food Safety	Date of Issue	January 2025
Classification	Internal Use	Version No	04



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HACCP Chart Reference

All stages

Legal Requirements

The design, construction, location of equipment and workflow of a kitchen (including associated areas such as dry stores and equipment storage rooms) is important to allow the safe production of food, to minimise opportunity for cross-contamination and to aid with cleaning and maintenance.

Structural Requirements

General Guidance

The design and construction should:

- **Allow for the kitchen to be kept clean and enable adequate cleaning and disinfecting:**
 - Catering equipment should be movable to make cleaning and maintenance easier.
 - Walls, floors and work surfaces should be constructed of materials suitable to allow effective cleaning.
 - Construction should avoid creating hard to reach areas where dirt can build-up.
- **Facilitate good hygiene practices and provide protection from cross-contamination by foodstuffs, equipment, materials, chemicals, water, air, pests and people:**
 - As far as possible kitchen designs should allow a linear workflow from delivery to preparation through to cooking and service.
 - Sufficient space and facilities must be available for the style and volume of food service.
 - Sufficient separate equipment sinks, food sinks and wash hand basins must be provided.
 - Separate storage should be provided for perishable raw and ready-to-eat foods.
 - Food storage areas are capable of keeping food at suitable temperatures.
 - Food premises should be proofed to prevent pest access and harbourage.
 - All glass light fittings must be provided with shatterproof diffuser coverings.
 - A potable water supply, with sufficient hot water provision, must be provided to the premises for washing hands, foods and equipment.
 - A closed drainage system must be provided to ensure all wastewater can be effectively removed from the premises without the risk of backing up or flooding.
 - Separate areas must be provided for non-food items, including chemicals.
- **Inhibit the formation of condensation and mould, and provide appropriate working conditions:**
 - Suitable and sufficient means of natural or mechanical ventilation must be provided to ensure that heat and/or humidity does not build up.
 - Recommended illumination levels should be provided dependent on the use of the area.
- **Prevent environmental contamination:**
 - Suitable provision must be made for the effective removal of grease where there is a risk of grease entering the drainage system.
 - In Republic of Ireland mechanical grease traps should be in place to satisfy Uisce Éireann's (Irish Water) and the local authority's requirements to prevent FOG (fat oil and grease) entering the drainage system.

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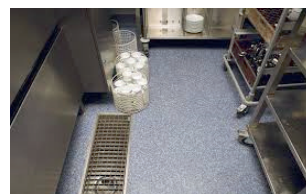
Floors

- Flooring must be anti-slip, and easy to clean and maintain. This includes floor tiles (quarry / ceramic / vinyl), vinyl safety flooring, resin flooring and stainless-steel flooring (e.g. walk-in chillers).
- To aid cleaning, coving or capping should be provided between the wall and floor junction.
- Flooring must be installed properly and kept well maintained.
- Where significant spillages are likely or washing is taking place a floor drain may be provided to help remove excess water.



Walls

- All wall surfaces must be smooth, non-absorbent and cleanable.
- Wall surfaces behind food preparation surfaces and equipment, and anywhere they are likely to become soiled with food and debris, must be washable and able to be thoroughly cleaned and sanitised.
- Recommended wall surfaces include washable painted plaster, epoxy resin, ceramic tiles, PVC sheeting, stainless steel sheeting or glass reinforced plastic (GRP).
- Joins between panels or different wall coverings should avoid ledges or mouldings where dirt can accumulate.



Ceilings

- Ceilings should be finished to prevent the accumulation of dirt, and avoid the shedding of material, and must be easily cleanable.
- Recommended ceiling materials include smooth washable painted plaster, direct fixed ceiling systems or suspended ceiling tiles.
- Polystyrene or fibre tiles are not suitable for high humidity locations, e.g. above cooking ranges.



Windows

- Windows must be easily cleanable and should be constructed to minimise the accumulation of dirt.
- Openable windows that are likely to be opened should be provided with fly screens.
- It is recommended that removable screens are fitted so that these can be removed and cleaned.



Lighting

- Where possible lighting should be integral.
- Fluorescent tubes and other glass fittings must have shatterproof coverings.
- Suitable lighting should be provided in all operational areas, to include storerooms, walk-in chillers and freezers.
- Illumination levels must be sufficient to allow for safe working and easy inspection of areas. Recommended lighting levels are:
 - 500 lux in preparation and cooking areas
 - 300 lux in pot wash areas
 - 150 lux in storage areas
- External lighting may be required for delivery areas etc.

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Doors

- Doors should avoid angles and mouldings that can accumulate dirt.
- Doors with kick plates or push plates are preferable to doors with handles.
- Door should be fitted with rubber door bottom seals or bristle strips where gaps would allow pest ingress.

Work Surfaces

- All surfaces which come into contact with food must be hardwearing and capable of withstanding regular cleaning and disinfection.
- Recommended work surfaces include stainless steel, ceramics or food grade plastics.
- Joins between wall and work surfaces should be suitably sealed to prevent the accumulation of dirt and to allow easy cleaning.



Wash Hand Basins

- Separate designated wash hand basins must be provided with hot and cold water either from separate taps or preferably a mixer tap.
- No-touch taps, such as long-lever elbow operated, sensor activated, or knee operated taps are preferred as they eliminate the need to handle taps.
- Water must be warm and comfortable to use, ideally between 38°C and 41°C.
- All wash hand basins should be provided with bactericidal soap and single use towels that are protected from contamination.
- A waste bin should be provided in proximity to wash hand basins for easy disposal of used hand drying towels
- Wash hand basins must be conveniently located and are required:
 - At entrances to food handling areas / rooms
 - In locations where high-risk foods are being prepared
 - In locations where raw meat and fish, and soiled vegetables are being handled
 - In service areas and bars
- Wash hand basins should be clearly designated and are only to be used for washing hands. They must always be easily accessible to facilitate good hand washing practices.



Food Sinks

- Sinks designated for washing and draining food must be provided.
- There must be supply of potable water, but hot water is not required.
- In circumstances where there is a single sink that is used for food and equipment washing, this must be thoroughly cleaned and sanitised between uses (i.e. 2-stage clean between uses). In Republic of Ireland food sinks may not be used for washing utensils and vice versa.
- Sink strainers or similar should be provided to prevent food waste from entering the drainage system.



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Equipment Sinks

- Suitable provision must be made to enable all equipment, crockery, service ware etc. which comes into contact with food to be adequately cleaned and disinfected.
- All equipment washing sinks must be provided with a supply of potable hot and cold water, preferably via a mixer tap.
- All equipment washing sinks should be provided with a suitable draining / drying area.
- Where equipment is not washed in a dishwasher, a double sink should be provided, so that equipment can be sanitised and rinsed.
- Sink strainers or similar should be used to prevent food waste from entering the drainage system.



Dishwashers

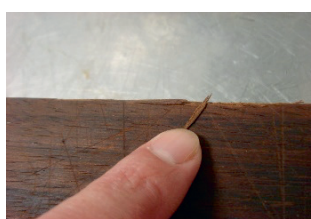
- Dishwashers should be provided to enable effective cleaning and sanitising of equipment.
- They should operate at a wash temperature of at least 55°C and rinse temperature of at least 82°C.
- Where possible separate glass washers should be provided for washing glasses.

Food Equipment

- All catering equipment must be made of nontoxic and noncorrosive materials and be able to be effectively cleaned and sanitised. Recommended materials include stainless steel, ceramics and food grade plastics.



- Wherever possible, equipment should be movable to allow effective cleaning to take place.
- Commercial equipment should be provided, and the use of domestic equipment avoided.
- Complex equipment should be designed to be easily dismantled to facilitate cleaning.
- Separate complex equipment must be provided for raw and ready-to-eat foods, to avoid cross- contamination, and this must be clearly designated.
- Sufficient fryers should be provided to allow for the separation of different foods, to prevent allergen cross-contact.
- Wood or wooden products are not recommended unless they are well maintained and can be effectively cleaned and disinfected.
- Food equipment, food service ware and crockery should be checked before use for signs of damage and removed from use if defective.



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Fridges and Freezers

- There must be sufficient fridge space to store all perishable foods and to allow for separation of raw and ready-to eat foods.
- Fridges and freezers must be able to maintain the required temperatures for food safety.
- Walk-in fridges and freezers must have sufficient racking to accommodate food.
- Lighting in walk-in fridges and freezers must be suitable to allow for through inspection.

Storage Areas

- Equipment and food storage areas must be provided with sufficient racking so that items can be stored appropriately and off the floor.
- Racking must be easily cleanable and suitable for the weight load.
- Chemicals must be stored in a separate and lockable room or chemical storage cupboard.

Bins and Waste

- Sufficient bins must be provided and, where these are provided with a lid, this should be pedal or sensor operated.
- A bin must be available in the vicinity of each wash hand basin.
- There must be adequate storage for waste outside of the kitchen.

Ventilation

- Ventilation must be sufficient to prevent the build-up of moisture and to maintain comfortable and safe working temperatures.
- Mechanical ventilation should be provided where cooking takes place.
- Ambient kitchen temperatures should be below 25°C.
- Where gas is used there must be an interlock system that shuts off the gas supply if the extraction hood is not on or if it fails.
- In Republic of Ireland certain air changes must be achieved in certain areas. Refer to your HSE Manager.

Firefighting equipment

- Firefighting equipment must be provided in accordance with the relevant Fire Risk Assessment.
- Fire extinguishers and fire blankets must be easily accessible.
- Where a fire suppression system is installed, the operating switch must be easily accessible and equipment covered by the system must not be moved.

Used Oil Storage

- Used oil must be stored in a bunded area that is impermeable to water and oil.
- The bund must be able to contain at least 110% of the largest volume of container to be stored in it.
- Where possible a bund should be located in a sheltered area, protected from rain.
- If not protected from rain the bund should be covered or be an enclosed bund.
- Spill kits must be provided adjacent to oil bunds.

Access

- Access to/from kitchens, between delivery, waste and additional food areas must facilitate the safe movement of goods and reduce the requirement for manual handling.
- Suitable ramps should be provided where roll cages, trolleys, jack stacks etc. are required to be moved across changing floor levels.

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Ice Machines

- Ice machines must be connected to the mains water supply and be located away from any sources of contamination.
- Please refer to **Good Hygiene Practice Guide No.16 Bar Service** for further advice regarding the use of ice machines.



Bottling Water Machines

- In-house water bottling machines must be connected to the mains water supply.
- Include the water bottling machine in any on-site water quality testing.



Toilets

- An adequate number of toilets must be provided.
- Toilet cubicles must not open directly onto a room where food is handled and must be located away from food rooms or have an intervening space between.
- All toilet cubicles must have natural or mechanical ventilation.
- Suitable hand washing facilities must be provided in close proximity to all toilets.
- Where possible separate toilets for the exclusive use by catering staff should be provided.
- In Republic of Ireland, it is a legal requirement that catering staff are provided with a designated toilet.

Changing Rooms and Personal Items Storage Areas

- Suitable changing rooms and storage areas for staff belongings should be provided.

Maintenance

- Walls, floors and ceilings must be kept in a good state of repair that allows them to be kept clean and protects food from contamination.
- Any damage or disrepair to the building fabric must be fixed quickly as it may inhibit or prevent thorough cleaning, allow access by pests or can present a risk of foreign body food contamination.
- Food contact surfaces, equipment and utensils must be maintained in good condition and checked before use.
- Any damaged equipment should be removed from service and clearly labelled "Do Not Use" or the plug removed.
- Record defective structure, equipment or utensils on the Repairs and Maintenance Record form, or client-based system if applicable, and ensure this is reported to the correct maintenance provider.
- Unit Managers should audit their catering premises and equipment on a 3 monthly basis using the complete the HSE Quarterly Record.
- Planned preventative maintenance (PPM) programmes by appropriate and competent contractors should be established for certain large catering equipment such as gas equipment, pressure vessels, lifts, or ventilation ducting etc.
- Electrical equipment testing (PAT testing) must be carried out regularly on all portable electrical equipment.
- Any redundant catering equipment which is no longer in use should be removed from the kitchen or kept clean to maintain a hygienic food premises.



Water Supply & Quality

Compass Guidance:

- Unit Managers should understand where the water supply to the catering outlet comes from, as there may well be multiple sources, particularly for larger premises or campuses, or outdoor events.
- Where mains public water supply is provided to the catering outlet this is generally assumed to be of satisfactory quality and safe to use.
- Where water is provided from a private supply it must be tested regularly to ensure it meets the required standards for drinking, cooking and food production.
- Where water is provided from a storage tank within a building it must also be tested regularly to ensure it is of potable quality. All storage tanks and pipework must be cleaned regularly.

Boil Water Notices:

- Flood conditions or sewage leaks can lead to the contamination of mains drinking water.
- If the water supply is contaminated the local Water Authority will issue Boil Water Notices to all users of the water supply via leaflets or radio announcements.
- If you receive a Boil Water Notice contact your sector HSE Manager and ensure all water used for drinking, food preparation, cooking and washing is boiled to a rolling boil of +100°C before use in order to kill off any bacteria or parasites present.
- Water taken from water boilers is not heated to a sufficient temperature and therefore cannot be used as a substitute for boiling water during a boil water notice.

Loss Of Hot Water

Primary Authority Assured Advice (applies in England only)

The information below should be read in conjunction with the Temporary Loss Of Hot Water Policy, which is available on the Compass HSE Website. By following this guidance units can safeguard against possible enforcement action being taken by local enforcing authorities.

The total or partial loss of **hot** water to a catering unit requires certain actions to be implemented, depending upon the operation undertaken at the time the water service fails. This guidance does not include the complete loss of water supply.

Hand Washing

- Where hot water is not available before food handling or preparation has started, the kitchen must remain closed until an alternative supply of hot water for hand washing is provided or the permanent supply is restored.
- Where hot water becomes unavailable during service the unit can remain open where Ecolab Epicare 5C or Epicare 5AB is used for hand washing, as this proven to be equally effective in cold water when adopting good hand washing techniques. However, temporary wash hand basins must be provided within 24 hours of the initial loss of hot water.

Equipment Washing

- Dishwashers use a cold-water supply and will not be affected by a lack of hot water, so will continue to clean and disinfect equipment.
- Where dishwashers are not available Compass approved pot-washing detergent with sanitising properties e.g. Aseptopol EL76 can be used with cold water, adhering to the required dilution and contact time.
- Hot water can temporarily be provided to a wash sink via the use of a hot water urn or sealed flask.
- Extra safety precautions must be taken when transferring hot water to a wash up sink and when transporting and siting the urn or flask.

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Food Service Offer

- Open food production may continue for up to 48 hours where a temporary provision of hot water is available for effective hand washing and cleaning of equipment and utensils, so that food safety and hygiene requirements are met.
- Where there is no temporary hot water supply or where the hot water supply is not reinstated within 48 hours:
 - Open food production must cease until the permanent hot water supply is restored.
 - A reduced menu service consisting of only low risk retail-ready items can be offered. For example, hot and cold drinks, pre-packaged sandwiches, pre-packed salads etc.
 - Alternatively hot food that requires minimal handling can be brought in from a neighbouring catering establishment
 - If the hot water service is permanently affected a temporary catering facility can be provided, pending discussions with the client.

Temporary Mobile Kitchens

Temporary mobile kitchens may be used where catering is required for a short term operation, for example during renovation or building works, or for temporary operations. Where a temporary mobile kitchen is required:

- Contact your HSE Manager as this may impact on the registration of the premises.
- The unit should be hired from a Compass approved vendor and be suitable for the intended purpose, in good condition and weatherproof.
- Liaise with the client regarding safe delivery and siting of the temporary unit. Particular consideration should be given to:
 - Availability of a flat external hard-standing surface capable of taking the weight,
 - The location having easy access to mains power and/or gas,
 - Easy access of a foul drain and
 - A separation distance of at least 2m from the façade of any building due to fire regulations.
- Consider the provision of power to run the kitchen. Most mobile units will require a minimum of a 63-amp single phase electrical supply to run services such as lighting, sockets, extraction and hot water.
- A gas supply might be required to run some of the cooking equipment. Where gas cylinders are provided these must be safely and securely stored in an upright position. Piped gas connections must be tested and inspected before use.
- Water supply can be from mains or from a water bowser supplied by the hirer company or a third party, with the minimum water pressure being 2.3 bar for the kitchen to be operational.
- Wastewater can be ducted into a local mains drains, a wastewater tank or a pouch via pump.
- The temporary kitchen must have an interlocked extraction system which operates in combination with the gas equipment.
- Surfaces should be stainless steel or other suitable food safe material which can be easily cleaned.
- Consider the provision of a ramp to the main door to facilitate the delivery of food and access / egress of staff.
- Consider the provision of additional mobile refrigerated storage units for the storage of fresh or frozen goods as space is limited within the mobile kitchen for bulk storage.

Please consult with the HSE team for further advice whenever a temporary kitchen facility is to be used within a client site.

Refer to **Good Hygiene Practice Guide No:22 Food Transportation** if any food being made out of the temporary facility is required to be delivered to other locations for consumption.



3rd Party Use of Compass Catering Facilities

Occasionally a Compass venue or unit may be used by a 3rd Party catering operation for the production and cooking of food to a private group or external client. In such cases the following guidance must be followed to ensure that the Compass operation and equipment is not compromised.

Compass Guidance:

- The Unit Manager, Head Chef or other responsible person must complete the **Third Party Use Of Catering Facilities** form which is available on the Compass HSE website. In Republic of Ireland use the Ireland version and make sure you contact your HSE manager for approval prior to agreement.
- Section A lists the areas and equipment of the catering facilities the 3rd Party is permitted to use, as well as any areas or equipment that are specifically not permitted to be used.
 - Lock or secure any areas that should not be accessed.
 - Where possible secure all food storage areas to prevent accidental use of Compass food supplies.
- Section B covers the site specific information regarding the premises, including emergency procedures and requirements for waste removal. This section should also be used to note any equipment that has existing damage.
- The 3rd Party must:
 - Provide a copy of their public liability insurance certificate and
 - Sign the declaration to confirm they accept and understand the information and conditions listed and take responsibility for any claims, losses, costs, liabilities and expenses relating to or arising directly or indirectly out of the use of the facilities.

Compass Use of 3rd Party Catering Facilities

Occasionally Compass staff may use a 3rd Party catering operation to prepare, cook and/or serve food, for example for a private group or external client. In such cases the following guidance must be adhered to in order that the Compass operation and employees are not compromised.

Compass Guidance:

- The Unit Manager, Head Chef or other responsible person must complete the **Temporary Use of Third Party Kitchen Assessment** which is available on the Compass HSE website.
- Section A must be used to assess the site food safety as well as health and safety provisions:
 - Assess each question for compliance,
 - Risk rate each question Red Amber Green, or Black for critical high risk and
 - Escalate and resolve all Red Amber and Black issues before use of the premises.
- Section B must be used to record site specific health and safety information, including emergency procedures, and to record relevant briefing of colleagues working at the site.

In Republic of Ireland you must contact your HSE manager for approval prior to agreement as there may need to be a change licencing agreements and implement additional controls.

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Additional Guidance

1. Cleaning
 - Refer to **Good Hygiene Practice Guide No: 12 - Cleaning** for guidance on how to clean catering premises and equipment and how to create a cleaning schedule
2. Ice Machines
 - Refer to **Good Hygiene Practice Guide No: 16 - Bar Service** for guidance on how to use ice machines
3. Pest Control
 - Refer to **Good Hygiene Practice Guide No 3 - Pest Control** for guidance regarding how to pest proof food premises