

## Home Based Food Business Information Sheet

### General

A food business is any food preparation, food storage or food distribution activity which handles food for sale (including in-kind rewards). It includes non-profit and community organisations. All food businesses must be registered with the local health authority, prior to commencing operation.

Food business are subject to a one off registration fees and an annual food safety service charge (refer to current fees and charges for these fees). Proprietors should be aware that Environmental Health Officers from the Town of Bassendean are entitled to visit and inspect premises involved in a food business.

If the handling of food for sale occurs at a domestic premises (i.e. preparing food for sale at markets, bed and breakfast accommodation or home-based catering businesses) there are special food safety issues to consider.

### Legislation

Like all food businesses, those based at home must comply with all relevant parts of the Food Standards Code. There are helpful User Guides and other publications available – see <https://www.foodstandards.gov.au/foodsafety/standards/Pages/Home-based-food-businesses.aspx>.

Prior to your premises being considered suitable to operate a food business, other requirements are also considered, such as land use permissibility and waste disposal. Further information on home based businesses is available [here](#).

### Approved foods

Approval may be granted for a limited range of *low risk* foods to be prepared from a residential premises. The Town of Bassendean does not approve operations involving potentially hazardous foods (meat, cream, dairy products, poultry etc.)

Foods that are considered low risk include:

- cake decorating;
- food prepared for farm stays and home stay accommodation;
- food prepared for community and charitable purposes;
- jams;
- cakes, biscuits and flour products which do not contain potentially hazardous foods such as cream;
- chutneys, relishes and sauces that are heat treated by boiling or cooking;
- herb vinegars with a pH of less than 4.5;
- repackaging of bulk packaged low risk confectionary products; and
- pickled onions.

## **Premises design and construction**

The **minimum conditions** applicable for food preparation in residential premises

- Food preparation handling and storage shall only be carried out in approved areas.
- Premises shall be kept, in good order and repair and shall be maintained in a clean and hygienic condition at all times.
- An adequate supply of hot and cold water shall be provided.
- Adequate sinks (preferably double bowled) shall be provided.
- Easy access to a wash hand basin shall be maintained during the food handling activity. Paper towels and soap to be provided at the wash hand basin.
- Temperature control for certain foods is an important way to minimise food safety issues. Overloading domestic refrigerators and constantly opening the door means food takes longer to cool and harmful microorganisms have greater chance to grow. Adequate refrigeration capacity is essential and must be maintained in good order and repair.
- Adequate dry storage shall be provided.
- Fixtures, fittings and appliances shall be clean and hygienic.
- Food must be kept protected from pests and vermin (e.g: rodents, cockroaches) at all stages, including storage of ingredients. Premises must be designed to exclude pests where practical.
- No domestic animals to have access into the house.
- Preparation only to take place when children under 5 years and other persons not employed in the food business are excluded from the food preparation area.
- Adequate and hygienic rubbish disposal facilities shall be maintained at all times.
- All food handling shall be in accordance with the Food Act 2008 and Food Safety Standards.
- Adequate food storage facilities for prepared products shall be provided to prevent contamination and spoilage of food.

## **Food handling and hygiene**

There are a number of aspects to safe and hygienic food handling that need to be considered in a home based food business. All food handlers must have food safety skills and knowledge appropriate to their activities.

- Avoiding cross contamination between ready-to-eat food and raw food or ingredients – including from food contact surfaces, utensils, sinks, taps, splash areas, tea towels etc.
- Cook food thoroughly without overloading the oven.
- Keep cold food stored below 5°C.
- Monitor temperature with thermometers in the oven and refrigerator.
- Control temperatures during transport.
- Some food containers are not intended for re-use and can transfer harmful chemicals to food if not used properly. Food containers and other materials should not be re-used if they are not rated for multiple uses by the manufacturer.
- Maintaining hygiene with frequent, adequate hand washing. Use single-use towels for drying hands. Do not use tea towels.
- An adequate cleaning regime should be in place.
- Other people living at or visiting the premises who are sick can leave bacteria in bathrooms, laundries and common areas. These can be passed onto food. Limit their access to food preparation areas.
- Young children and pets should not have access to food preparation or storage areas.

## **Product labelling requirements**

There are a number of labelling requirements which are applicable to packaged foods. Labelling requirements are stipulated by the Food Standards Code and include:

- Name of the food and lot identification;
- Name and street address of the manufacturer, packer or vendor;
- Country of origin;
- Date of marking expressed as: Use-by or Best Before;
- Ingredients List, (the label must state the percentage (%) of the key or characterising ingredients or components in the food product);
- Mandatory warning and advisory statements and declarations (letter size must be of not less than 3mm, except on small packages where the letter size is of not less than 1.5mm);
- Unless exempt, all packaged food for retail sale is required to display a Nutrition Information Panel (NIP). There is an online calculator to help generate complying NIPs – see <https://www.foodstandards.gov.au/industry/npc/Pages/Nutrition-Panel-Calculator-introduction.aspx>;
- Directions for use and storage, e.g.: “keep refrigerated”.

## **Allergen Declarations**

If food for sale contains ingredients on the following list, the information must be displayed on the packaging:

- Gluten (a substance found in wheat, rye, barley, oats, and therefore present in foods made from these grains, such as flour);
- Fish and fish products;
- Egg and egg products;
- Crustacean (shellfish) and products;
- Milk and milk products;
- Soya beans and products;
- Peanuts and products;
- Other nuts and products;
- Sulphites (a preservative {this applies to added sulphites in concentrations of 10mg/kg or more});
- Royal jelly (a secretion from the salivary glands of honey bees);
- Bee pollen (pollen collected from the legs of bees); and
- Propolis (a substance collected by bees).

## **Traceability / Keeping records**

It is good practice to keep records of batch codes of the ingredients that are used in your food processes. This enables traceability, if, for example an ingredient is recalled by its manufacturer etc.

## **Protecting yourself**

It is recommended you obtain public liability insurance to cover the legal fees and damage claims that may be associated if something goes wrong with your product.

## Food Safety Education

This fact sheet is an introduction to food safety issues for home-based food businesses and does not list every issue to consider. It is the responsibility of each food business to understand relevant food safety requirements and comply with them. Some food businesses engage consultants to help them meet compliance obligations. Anyone in charge of a food business should be able to identify all relevant food safety issues and control them. Particular qualifications are not mandatory but there are short courses on food safety run by specialist providers and some educational institutions.

To assist its food businesses, the Town provides free online food safety training which is available on the Town's website, [www.bassendean.imalert.com.au](http://www.bassendean.imalert.com.au)



**FREE**  
**Online Food Safety Training**

Now available through the Town of Bassendean Website.

The Town of Bassendean takes food hygiene within our town very seriously. All food businesses have obligations and the Town of Bassendean is assisting food businesses to meet these obligations by providing free access to this exciting new training tool.

There is a high demand for training within the food sector. This training will assist food handlers in developing the required skills and knowledge to ensure food is handled in a safe and hygienic manner.

The program is easy to follow, includes an entertaining presentation as well as interactive quizzes. A training acknowledgement form can be printed upon completion and be kept as a part of your staff records.

Visit [www.bassendean.imalert.com.au](http://www.bassendean.imalert.com.au) to conduct the training now.

### Do you need further information?

If you require further information please contact the Town's Health Services on 9377 8000.