



Food Safety & Hygiene - Level 3



Workplace Design & Equipment Checklist



Materials & Equipment

The best materials for the structure of food premises - as well as any equipment and utensils - should be hard-wearing, waterproof, smooth, easy to clean and resistant to cracking and chipping, so they don't risk compromising the safety of food.

The Law

You are legally required to ensure that the design of your workplace:

- Is fit for purpose so that food handling is carried out in a very safe environment
- Allows your team to clean and disinfect it properly
- Protects food from cross-contamination
- Prevents the build up of dirt
- Prevents contact with toxic materials
- Protects food from mould, condensation, and the shedding of particles
- Provides toilets (that don't lead directly into food rooms)
- Provides storage for food (at safe temperatures)
- Supplies potable water (it must be safe to drink and therefore safe for food preparation and cooking)
- Has sufficient lighting, ventilation, and drainage
- Provides separate washing facilities for hands, food, and equipment
- Offers changing facilities for staff (where necessary)

How can you achieve this? Let's find out...

Remember, your workplace and utensils need to be well maintained, and easy to clean and disinfect. Please see the next page for a requirement checklist that you can print and tick off as you go.





Floors

- Easy to maintain
- Easy to clean and disinfect
- Non-absorbent
- Non-toxic



Note: Suitable flooring materials are ceramic/terrazzo tiles, sealed concrete, and commercial quality vinyl flooring. Some workplace kitchen designs need to accommodate surface drainage. The joint between the wall and the floor should be coved to allow for easy and effective cleaning, and to avoid the build up of food debris in corners.

Ceilings (or roof surface interior)

- Prevents build-up of dirt
- Minimises mould growth and condensation
- Ceiling finish does not cause shedding of flaky paint, plaster or fibres



Note: Include the ceiling on the cleaning schedule to reduce the risk of dirt and dust falling into food.

Walls

- Easy to maintain
- Easy to clean and disinfect
- Smooth (up to a working height - usually 1.8m)



Note: Suitable wall coverings include plastic cladding, washable and painted plaster, ceramic tiles and stainless steel cladding. Wallpaper and bare brick are unacceptable because they are absorbent and difficult to clean.



Windows and doors

- [] Easy to maintain
- [] Easy to clean and disinfect
- [] Fitted with insect/pest-proof screens (needed if they open directly into food prep areas)
- [] Doors are tight fitting (to prevent pests)
- [] Metal kick plates used (optional - to deter pests)
- [] Plastic strip curtains used (optional - to deter pests)



Note: As these are hand-contact points, swing doors are preferable to doors with handles.

Lighting

- [] Easy to maintain
- [] Easy to clean and disinfect
- [] Artificial lighting works correctly
- [] Improves safety and working conditions (as staff can see clearly)



Note: Windows are a good source of natural light.

Ventilation

- [] Easy to maintain
- [] Easy to clean and disinfect
- [] Prevents the build up of excessive heat (to avoid grease vapour setting on surfaces)
- [] Prevents the build up of odours
- [] Prevents the circulation of dirt and dust particles
- [] Prevents temperature fluctuations (to avoid condensation and food spoilage)
- [] Improves safety and working conditions



Note: Windows can be opened for ventilation.



Fixtures and fittings

- Smooth
- Easy to maintain
- Easy to clean and disinfect
- Non-absorbent



Note: Freestanding equipment is ideal because it can be moved for cleaning.

Equipment and machinery

- Easy to maintain
- Easy to clean and disinfect
- Withstands high temperatures
- Withstands heavy duty cleaning
- Design avoids crevices/spaces/joints (otherwise particles could collect and attract pests)



Note: Suitable materials include stainless steel, food-grade plastic, and polypropylene for chopping boards (which is also dishwasher safe).

Fridges, freezers and cold rooms

- Easy to maintain
- Serviced regularly
- Door seals can withstand high levels of wear and tear (due to frequent opening/closing)
- Compressors can withstand the constant influx of warm air





Toilets

- Easy to maintain
- Easy to clean and disinfect
- Do not lead directly into food handling areas
- Enough toilets for the number of staff
- Well ventilated (naturally or mechanically)
- Hand washing facilities are provided (ideally with taps that have no hand contact)
- Changing facilities are provided (including lockers and ideally separated from food handling areas)



Note: If they are not in a completely separate area, there must be a separate, ventilated area between the toilet and the food preparation area.

Drainage

- Designed to avoid any risk of contamination
- Drains have an adequate fall that always flow from clean to dirty
- All gulleys have traps
- Internal inspection holes are double sealed (grease traps may be necessary)



Food washing facilities

- Facilities in place for food washing only
- Easy to maintain
- Easy to clean and disinfect
- Food washing signage is displayed at each station (clear and undamaged)





Hand washing

- [] Facilities in place for hand washing only
- [] Easy to maintain
- [] Easy to clean and disinfect
- [] Hand washing signage is displayed at each station (clear and undamaged)
- [] Includes hot and cold running water
- [] Includes antibacterial liquid soap
- [] Includes either a hot air hand dryer or disposable paper towels



Note: Soap bars and fabric towels can harbour germs. Ideally, water should be dispensed by either foot or elbow-operated taps.