

# Blacktown Sinhala School

## Food Safety Guidelines



## About Blacktown Sinhala School (BSS)

Blacktown Sinhala School was established in 1996 with the objective of teaching Sri Lankan culture and Language to the Sri Lankan community. The school is being managed by the Sinhalese Cultural Forum and the School management committee. During this period, the school successfully achieved its objectives and became one of the premier Sri Lankan Culture and Language teaching institutes in Sydney.

Blacktown Sinhala School teaches Sri Lankan Culture and Language from Kindergarten to Year 9. During this teaching process, a student will experience all the aspect of Sri Lankan culture and the Sinhala language. Evidently, we can understand that school helped to achieve multicultural aspects in Australia by developing good citizens with Sri Lankan cultural values. At the same time, the school leadership programs help enhance the Sri Lankan students to build their leadership skills to promote the Sri Lankan values in Australia and add values and diversity to Australian multi-cultural society.

## Food-based Fundraising Activities

The school relies heavily on fund-raising events to raise funds for the school to organize and execute many educational and cultural initiatives throughout the year, to meet the school's objective of teaching and practicing Sinhala and Sri Lankan culture.

And for many years, selling food is one of the most popular methods of raising funds. Our parents take part in the annual sausage sizzle events at Bunnings and in selling various type of home-made/ store-bought food items during the school operating hours, helping the school to raise sufficient funds.

The school parents are briefed and carefully following the *Food Act 2003* and *Food Standards* enforced by the NSW Food Authority.

<https://www.foodauthority.nsw.gov.au/retail/charities-groups-and-volunteers>

**Annex 1** - FOOD SAFETY REQUIREMENTS FOR CHARITABLE, NOT-FORPROFIT ORGANISATIONS

**Annex 2** - 2-HOUR / 4-HOUR RULE

**Annex 3** - HEALTH AND HYGIENE REQUIREMENTS OF FOOD HANDLERS

## Food-based Donating Activities

For many years, Blacktown Sinhala School is preparing and serving fruit-salad bowls to the Vesak Sil Devotees at Lankarama temple on every Vesak Poya Sil day. The fruit salad bowls are prepared according to the guidelines setup by the NSW Food Authority under “DONATING FOOD TO CHARITIES AND NOT-FORPROFIT ORGANISATIONS”.

**Annex 4 - DONATING FOOD TO CHARITIES AND NOT-FORPROFIT ORGANISATIONS**

# FOOD SAFETY REQUIREMENTS FOR CHARITABLE, NOT-FOR- PROFIT ORGANISATIONS

The *Food Act 2003* and Food Standards Code apply to any community group or individual who sells food for charity or charitable causes.

Charitable and not-for-profit organisations include:

- registered charities, hospitals, disability support groups, welfare groups
- local clubs, e.g. Lions, Rotary, Apex, Country Women's Association
- youth organisations, e.g. YMCA, YWCA, Scouts
- community schools, pre-schools and not-for-profit childcare centres.

## Groups considered to be a food businesses

A charitable or not-for-profit organisation that sells food for fundraising purposes is a 'food business' under the *Food Act 2003* (NSW).

The food safety requirements in the Food Standards Code applies to their food activities, including the

preparation and transport of food for sale.

## General requirements for selling food

Under the Food Standards Code and *Food Act 2003*, any group or individual that sells food (whether for charity or not) must follow good hygiene and food handling practices, including proper construction and maintenance of the food premises, so that food being served is as safe as possible.

The requirements include areas such as:

- temperature control
- protecting food from contaminants
- hand washing
- cleaning and sanitising
- pest control

Factsheets on these topics are available from the Authority's website at

[www.foodauthority.nsw.gov.au/resource-centre?t=1&c=0.0.35ec00f1-d66b-4091-8919-b0cbae7e00f0&lang=0&](http://www.foodauthority.nsw.gov.au/resource-centre?t=1&c=0.0.35ec00f1-d66b-4091-8919-b0cbae7e00f0&lang=0&)

## Exemptions

While organisations that sell food for charity need to comply with the food safety requirements in the legislation, these organisations are not required to

1. appoint a Food Safety Supervisor or
2. notify their business/food activities to the relevant authorities provided the food:

- does not need to be kept hot or refrigerated to keep it safe (i.e. potentially hazardous foods)

OR

- would need to be kept under temperature control, but will be eaten immediately after thorough cooking, such as at a sausage sizzle.



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More resources at [foodauthority.nsw.gov.au](http://foodauthority.nsw.gov.au)



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Below are two common scenarios involving organisations that sell food for charitable purposes.

#### Scenario 1

*A local community group runs a small café to service a primary school and preschool. They sell tea, coffee, muffins, biscuits, cakes and toast. They only operate 3-4 hours each morning. Are they a food business and do they need to notify?*

*Yes, they are a food business, even though they only sell smaller items. They do not need to notify because they are a not-for-profit organisation and the food is not potentially hazardous. However, they still need to follow basic hygiene and food safety requirements as outlined in the Food Standards Code.*

#### Labelling requirements

Food sold to raise money for charity is generally exempt from labelling requirements (except for declaring the presence of royal jelly).

However, if asked, the person who provides the food must be able to give accurate advice about the presence of allergens, the directions

for storage and use, and the country of origin of the food (e.g. for seafood, pork products, and fresh fruit and vegetables).

Information about the eight common allergens that must be declared on labels can be found at [www.foodauthority.nsw.gov.au/foodsafetyandyou/life-events-and-food/allergy-and-intolerance](http://www.foodauthority.nsw.gov.au/foodsafetyandyou/life-events-and-food/allergy-and-intolerance)

#### Scenario 2

*A local community group runs a small canteen, including a barbeque at a children's sporting event. Parents cook sausages and chicken throughout the morning. Cooked food is kept warm in a covered tray, occasionally for more than two hours. Are they a food business and do they need to notify?*

*Yes, they are a food business, even though they may not intend to make a profit, and may only operate for part of the year. They do need to notify because they are cooking potentially hazardous food which is not consumed immediately after cooking. They also need to follow the basic hygiene and food safety requirements outlined in the Food Standards Code.*

#### Donating food

Charitable and not-for-profit organisations that donate food (i.e. don't raise money or receive a benefit in return for providing the food) are not considered a 'food business' so *Food Act 2003* does not apply to them. However, it is recommended that best practice food safety standards are met.

For more information, see our Donating food factsheet at:

[www.foodauthority.nsw.gov.au/Documents/industry/donating\\_food.pdf](http://www.foodauthority.nsw.gov.au/Documents/industry/donating_food.pdf)

#### More information

- Visit the NSW Food Authority's website at [www.foodauthority.nsw.gov.au/industry](http://www.foodauthority.nsw.gov.au/industry)
- phone the helpline on 1300 552 406
- contact your local council.



About the NSW Food Authority: The NSW Food Authority is the government organisation that helps ensure NSW food is safe and correctly labelled. It works with consumers, industry and other government organisations to minimise food poisoning by providing information about and regulating the safe production, storage, transport, promotion and preparation of food.

Note: This information is a general summary and cannot cover all situations. Food businesses are required to comply with all of the provisions of the Food Standards Code and the Food Act 2003 (NSW).



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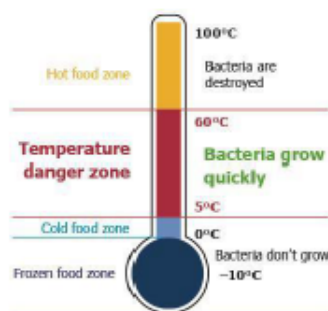
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<https://www.foodauthority.nsw.gov.au/sites/default/files/Documents/retailfactsheets/charities.pdf>

# 2-HOUR / 4-HOUR RULE

Temperature control is very important to prevent harmful bacteria from growing in food. Food businesses should minimise the time that food spends in the so-called 'temperature danger zone' to keep food safe. This means cold food should be kept at 5°C or below and hot food should be kept at 60°C or above (see the diagram below).



However, because bacteria can take time to grow to high enough numbers to cause food poisoning, the Food Standards Code provides an alternative method for temperature control that allows food businesses to hold food between 5°C and 60°C, but only for short and measured periods of time.

## What is the 2-hour / 4-hour rule?

Studies show that food can be safely held out of temperature control for short periods of time without significantly increasing the risk of food poisoning. The Safe Food Australia 3rd Ed (2016) provides guidance on the use of time as a control for potentially hazardous food. The time that food can be safely held between 5°C and 60°C is referred to as the '2-hour / 4-hour rule' (see the diagram):



The time between 5°C and 60°C is cumulative — that means you need to add up every time the food has been out of the fridge, including during preparation, storage, transport and display. If the total time is:

- Less than 2 hours, the food can be used or put back in the refrigerator for later use,
- Between 2 and 4 hours, the food can still be used, but can't be put back in the refrigerator, and
- 4 hours or longer, the food must be thrown out.

## Using the 2-hour / 4-hour rule correctly

If a food business decides to use the 2-hour / 4-hour rule, there are certain Food Standards Code requirements that must be met. The business must be able to demonstrate compliance with these requirements if asked by an authorised officer from the NSW Food Authority or a council Environmental Health Officer. To demonstrate the 2-hour / 4-hour rule is being applied correctly, food businesses must:

- Ensure the requirements for potentially hazardous food (PHF) and ingredients are followed during:
  - receipt
  - storage
  - preparation.
- Implement a documented system for:
  - monitoring the length of time food is displayed out of temperature control
  - ensuring the food is appropriately identified
  - ensuring food is disposed of appropriately after 4 hours.

The documented system can take the form of:

- A set of work instructions on how the 2-hour / 4-hour rule is applied by the business, OR
- Keeping records that demonstrate adherence to the time temperature.

If a food business decides to use the 2-hour / 4-hour rule for temperature control but are not able to satisfactorily demonstrate they are applying the 2-hour / 4-hour rule correctly, the business may be found to be in breach of the Food Standards Code, which can lead to enforcement action.

It is the responsibility of food businesses to make sure all food handlers understand the use of the 2-hour / 4-hour rule and complete the appropriate records.

## More information

**This information is a general summary and cannot cover all situations. Food businesses are required to comply with all of the provisions of the Food Standards Code and the Food Act 2003 (NSW).**

- Visit the NSW Food Authority website at [www.foodauthority.nsw.gov.au](http://www.foodauthority.nsw.gov.au)
- Contact the Helpline on 1300 552 406 or at [food.contact@dpi.nsw.gov.au](mailto:food.contact@dpi.nsw.gov.au)
- Food Standards Australia New Zealand. (2016) Appendix 2 - [\*The use of time as a control for potentially hazardous food\*](#). In Safe Food Australia - A guide to the Food Safety Standards

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# HEALTH AND HYGIENE REQUIREMENTS OF FOOD HANDLERS

A food handler is anyone who works in a food business and handles food, or surfaces that are likely to come into contact with food (e.g. cutlery, plates). A food handler may be involved in food preparation, production, cooking, display, packing, storage or service.

## Responsibilities of food handlers

Under the Food Standards Code, a food handler must take all reasonable measures not to handle food or food surfaces in a way that is likely to compromise the safety and suitability of food.

Food handlers also have specific responsibilities relating to health and hygiene.

## Health requirements

Any food handler with symptoms or a diagnosis of an illness (such as vomiting, diarrhoea or fever) must:

- report that they are ill to their employer or supervisor
- not handle food if there is a reasonable likelihood of food contamination as a result of the illness

- if continuing to engage in other work on the food premises, take all practicable measures to prevent food from being contaminated
- notify a supervisor if they know or suspect they may have contaminated food.

## Effective hand washing

Hand washing is one of the most important actions you can take to prevent foodborne illness.

Food handlers must:

- wash their hands using hot, soapy water and dry them thoroughly with single-use paper towels
- wash their hands whenever they are likely to be a source of contamination (after using the toilet, smoking, coughing, sneezing, using a handkerchief,

eating, drinking or touching the hair, scalp or body)

- wash their hands before handling ready-to-eat food and after handling raw food.

## Hygiene requirements

Food handlers must:

- not eat, sneeze, blow, cough, spit or smoke around food or food surfaces
- take all practicable measures to prevent unnecessary contact with ready-to-eat food
- Tie back long hair, and take all practical measures to prevent hair contaminating food
- ensure clothing is clean
- cover bandages and dressings on exposed parts of the body with a waterproof covering
- remove loose jewellery and avoid wearing jewellery on hands and wrists.

## Use of gloves

The Food Standards Code does not require food handlers to use gloves.



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Even when wearing gloves, in many situations it may be preferable to use utensils such as tongs or spoons.

Gloves must be removed, discarded and replaced with a new pair in the below circumstances:

- before handling food
- before handling ready-to-eat food and after handling raw food
- after using the toilet, smoking, coughing, sneezing, using a handkerchief, eating, drinking or touching the hair, scalp or body.

### Employer responsibilities

A food business must:

- ensure food handlers do not handle food if there is a possibility of contamination
- maintain easily accessible handwashing facilities and supplies of hot running water, soap and single-use paper towels
- ensure all food handlers have appropriate skills and knowledge in food safety and food hygiene. This can be done either on-the-job or via formal training.

### Food Safety Supervisor

Under the Food Standards Code (Standard 3.2.2) all food handlers must have general skills and knowledge in food safety and hygiene. In April 2010, a law came into effect that required certain businesses in the hospitality and retail food service sector to appoint at least one trained Food Safety Supervisor (FSS).

Training is tied to nationally recognised units of competency that exist within the Vocational Education and Training (VET) System.

To review the Food Authority's Food Safety Supervisor initiative, including training requirements, visit [www.foodauthority.nsw.gov.au/retail/fss-food-safety-supervisors](http://www.foodauthority.nsw.gov.au/retail/fss-food-safety-supervisors)

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# DONATING FOOD TO CHARITIES AND NOT-FOR-PROFIT ORGANISATIONS

Anyone can donate food in NSW. However, the donated food must be safe to eat.

## Law on donating food

Before you donate food to a charitable or not-for-profit organisation you should contact that organisation to find out what they can or cannot accept. Follow food safety standards to ensure the food provided is safe.

The *Civil Liability Act 2002* limits the liability of individuals and businesses that donate food, providing certain food safety conditions have been met:

- Food is donated in good faith for a charitable or benevolent purpose.
- Food is donated with the intention that the receiver of the food does not have to pay for the food.
- Food is safe to eat when it leaves the possession or control of the donor.
- The donor gives the recipient any information it needs to ensure the ongoing safety of the food, regarding both food handling and time limits for safe consumption.

## 'Use-by' and 'best before' dates

Food should not be donated or eaten after its 'use-by' date because it may be unsafe to eat, even though spoilage may not be visible.

Charities that receive food that will pass its use-by date before distribution are urged to throw the food away.

Food marked as 'best before' can be given away after the best before date has passed, provided the food is not damaged, deteriorated or perished.

There may be some loss of quality in food after its best before date but as long as it is otherwise fit for human consumption, it is not illegal to sell or distribute this food, nor should there be any safety risk from eating the food.

## Keeping donated food safe

Whether you are a business donating food to a charity or a charity distributing food to individuals, always follow standard food safety when transporting food:

- Check the food for spoilage to ensure the food is safe and fit for human consumption.
- Check the date marking on food packaging and throw away any food that is past its use-by date.
- Observe temperature control requirements of potentially hazardous food. If the food must be kept below 5°C or above 60°C, tell the recipient of the required temperature.
- If the food will only be safe to eat for a limited time, tell the recipient of that time period.
- Cook food thoroughly.
- Store food in clean, covered, food-grade containers.
- Separate raw and cooked food and don't use the same utensils for both.
- Keep utensils and kitchen areas clean.

## More information


- Visit the Food Authority's website at [www.foodauthority.nsw.gov.au](http://www.foodauthority.nsw.gov.au)
- [Factsheet: Food safety requirements for charitable and not-for-profit organisations](#)
- [Factsheet: Date marking, storage conditions and directions for use](#)
- Visit the Environment Protection Authority's 'Love Food Hate Waste' website for a tool kit on how industry can donate surplus edible food to charities at: [www.lovefoodhatewaste.nsw.gov.au/sites/default/files/2018-06/Food-Donation-Toolkit.pdf](http://www.lovefoodhatewaste.nsw.gov.au/sites/default/files/2018-06/Food-Donation-Toolkit.pdf)
- Email the Helpline at [food.contact@dpi.nsw.gov.au](mailto:food.contact@dpi.nsw.gov.au)
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<https://www.foodauthority.nsw.gov.au/sites/default/files/2020-07/Donating%20food%20to%20charities%20and%20not-for-profit%20organisations.pdf>