

HOROWHENUA DISTRICT COUNCIL

FOOD PREMISES GRADING POLICY 2015

1. INTRODUCTION

- 1.1 The Food Premises Grading Policy is an operational policy that has been prepared to fill the gap left by the revocation of the Food Hygiene Bylaw 2004. The Bylaw was revoked because it was not reviewed within the statutory timeframe, pending changes to the legislation governing food safety.

2. PURPOSE

- 2.1 Food grading is a useful public education tool, providing a means for the community to easily see whether a food premises has met the necessary food safety requirements. Displaying a food grading also encourages businesses to improve food safety standards in order to achieve a higher grading or avoid a low grading.
- 2.2 The purpose of the Food Premises Grading Policy is to support Council's role in monitoring and enforcing legislation and regulations governing food premises. The policy facilitates the process of inspecting and auditing food premises for the purposes of determining the grade for that premises, and establishes the methodology for calculating the food grading.

3. COMMENCEMENT

- 3.1 This Policy shall come into force on 8 October 2015.

4. DEFINITIONS AND INTERPRETATION

- 4.1. In this Policy, unless the context otherwise requires:
 - (a) District means the District of Horowhenua.
 - (b) Authorised officer means an Environmental Health Officer appointed by the Horowhenua District Council under the authority of the Health Act 1956 or any other Act, to inspect food premises, and carry out the requirements including the application of this policy.
 - (c) Food has the same meaning as "food" as defined in Section 2 of the Food Act 1981 or Section 9 of the Food Act 2014 (or any statute or regulations which replaces this legislation).
 - (d) Food Premises has the same meaning as Food Premises in Regulation 2 of the Food Hygiene Regulations 1974 and Food Business in Section 10 of the Food Act 2014 (or any statute or regulations which replace this legislation), but shall not include occasional food premises as defined in the Food Hygiene Regulations 1974, or food businesses that are not inspected or verified by Council). Food premises also includes Mobile Food Shops and Itinerant Traders handling food, and Taverns which sell meals/food for consumption on the premises.
 - (e) Grade and Grading means the grade resulting from an inspection of the Food Premises, by an authorised Officer, assessed according to the system described in clause 6.0 of this policy.

- (f) Food Handler means any person employed in or on any food premises that at any time may be involved in the manufacture, preparation or packing of food for sale.
- (g) Occupier shall mean the owner of the food premises or any person or persons occupying the premises and includes any supervisor, food handler, manager or agent acting or apparently acting in the general management or control of the food premises.

5. RECOMMENDED TRAINING FOR FOOD HANDLERS

- 5.1 Council recommends that the occupier of every food premises ensures that all new, temporary or replacement staff who are food handlers, are trained to handle food in accordance with best industry practice.
- 5.2 It is recommended that every food premises shall have at least one person, (employed on the premises), being the manager, owner or employed in a supervisory or staff training capacity, who is the holder of an advanced food safety qualification and that all other food handlers are the holders of a basic food-handling qualification.

6.0 FOOD PREMISES GRADING SCHEME

- 6.1 The Horowhenua District Council grades premises as either 'A', 'B' or 'U' grade as defined according to the system described in clause 6.2.
- 6.2 Grades are calculated and defined as follows in accordance with the First Schedule to this policy.

Grade	Weighting	Total Score
A	FCP	17-20 points
B	FCP	10-16 points
U	FCP	6-9 points
A	NP3	14-20 points
B	NP3	8-13 points
U	NP3	6-7 points
A	NP2	12-20 points
B	NP2	6-11 points
U	NP2	4-5 points
A	NP1	4-20 points

7. APPEALS

Any occupier of food premises in respect of which any decision or requirement has been made by an Authorised Officer under this policy may appeal to the Council against that decision or requirement. On hearing the appeal, the Council may confirm, reverse, or modify the decision or requirement made by the Authorised Officer. This right of appeal is in addition to any other statutory right made available to the occupier.

SCHEDULES

First Schedule - Grading Assessment System for Food Premises

HOROWHENUA DISTRICT COUNCIL FOOD GRADING POLICY 2015 FIRST SCHEDULE

Grading of Premises

METHOD OF ASSESSMENT

1. Premises

Score

- 5 Premises in all respects suitable for the purpose.
- 4 Adequate facilities with no serious deficiencies in layout, construction and repair
- 3 Acceptable conditions within the limitations of the premises.
- 2 Areas of disrepair and/or inadequate facilities.
- 1 Premises in many respects unsuitable to maintain hygienic systems of work.

2. Practices

Score

- 5 Minimal risk of contamination, particularly as a result of human error.
- 4 Contamination unlikely, provided all personnel consistently adhere to present operating arrangements.
- 3 Insufficient safeguards to be reasonably confident that contamination could not occur.
- 2 High degree of risk of contamination.
- 1 Food found to be contaminated.

3. Cleaning

Score

- 5 An effective written cleaning plan in use.
- 4 No written plan but premises in a very clean condition.
- 3 Cleanliness just acceptable.
- 2 Evidence of lack of regular cleaning.
- 1 Premises in a filthy condition.

4. Training

Score

- 5 At least 75 percent of food handling staff have attended an approved training course in food hygiene.
- 4 At least 50 per cent of food handling staff have attended an approved training course in food hygiene.
- 3 At least 25 per cent of food handling staff have attended an approved training course in food hygiene.
- 2 Less than 25 per cent of food handling staff have attended an approved training course in food hygiene.
- 1 No food handling staff have attended an approved training course in food hygiene.

5. Weighting

FCP	Means the food premises/business fits the scope of a custom or template Food Control Plan
NP3	Means the food premises/business fits the scope of a National Programme Level 3
NP2	Means the food premises/business fits the scope of a National Programme Level 2
NP1	Means the food premises/business fits the scope of a National Programme Level 1