



MINISTRY OF HEALTH AND ENVIRONMENT
DEPARTMENT OF HEALTH
Environmental Health

"Healthy people in healthy communities"

Guidance Document F04



Procedures for Opening a New or Remodeled Food Establishment

a) Scope

This document is intended to assist owners on obtaining a licence to operate a new or remodeled food establishment. Requirements will vary depending on the menu and type of service, thus it is advised that you consult with us during the initial design.

If you are simply changing ownership or reopening a closed food establishment with no alterations to the structure or menu then contact us on 278-5333 to arrange a visit by the District Health Officer who will assess the facility. Any substandard condition or deficiencies will require upgrading to meet minimum standards and we strongly advise persons interested in buying or leasing an existing food operation to contact us **before a financial commitment is made.**

Please refer to our specific guidelines published for the following operations:

- Mobile food carts and lunch wagons
- Frozen dessert establishments
- Temporary food stalls
- Barbeques at Restaurants and Refreshment Shops

b) Definition

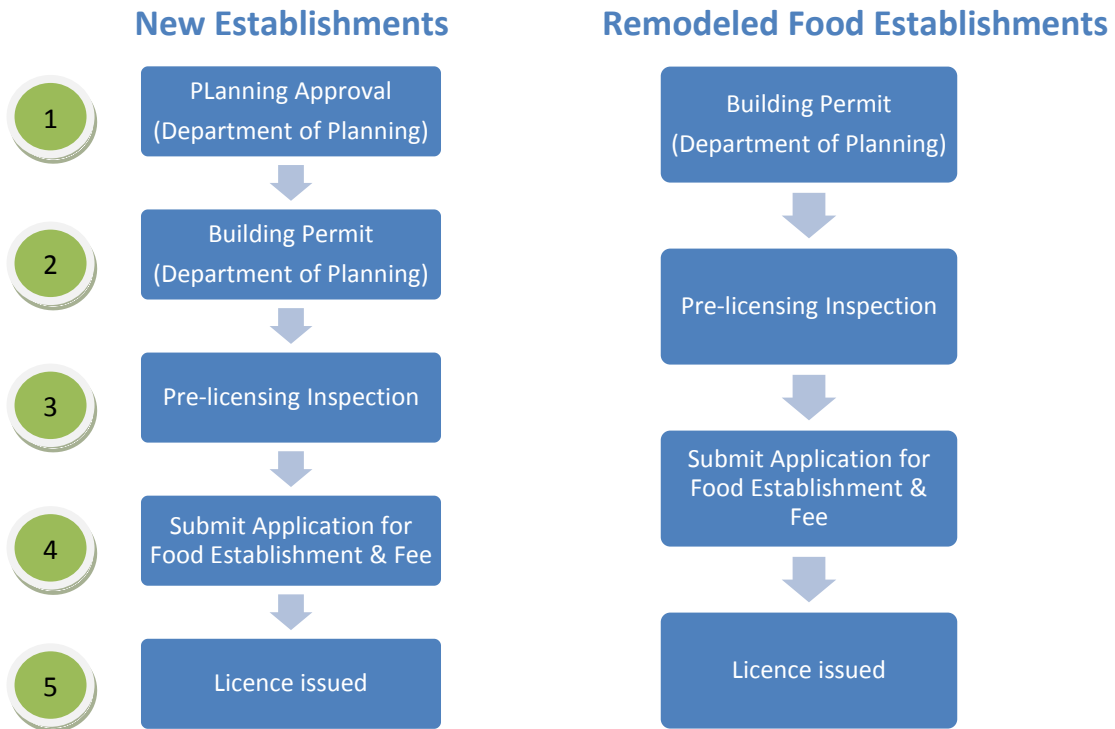
A victualling (food) establishment is any establishment where food is prepared, manufactured, stored, offered for sale or sold whether by wholesale, retail or auction. Examples of victualling establishments include a food warehouse, restaurant, catering kitchen, take out shop, ice cream parlour, lunch wagon and cart.

c) Legislation

- Public Health (Food) Regulations 1950
- Occupational Safety & Health Regulations 2009

d) Licensing Procedure

Follow the steps below to obtain your licence.



1

Planning Approval (New Establishments)

Planning permission authorizes approval of the concept and use of the building in the proposed location. You should seek Department of Health approval for the bathrooms, water supply and sewage disposal systems before submitting the Planning Application.

2

Building Permit Approval

A building permit application is required for all new and remodeled food establishments. The Department of Planning, Department of Health and the Bermuda Fire Services are involved in the review of the Building Permit Application.

In order to satisfy our requirements at this stage, you will need a menu, plumbing schematic, food equipment layout, finishes schedule, ventilation and lighting details.

Note:

Construction or remodeling may commence only **after** the issuance of a building permit.

3

Pre-Licensing Inspection

The Department of Health will inspect the plumbing installations during construction or remodeling. When the establishment is completed and fully outfitted, the District Environmental Health Officer will conduct a pre-licensing inspection to ensure the equipment and finishes are satisfactory. We will require a copy of the occupancy certificate from the Department of Planning before issuing the licence.

At this stage, your team of workers should be hired and ready for business. Each employee should possess food safety and training commensurate with their duties in the establishment. As a condition of your licence, the establishment must be managed in accordance with approved safety and hygiene principles to keep your operation, staff and employees safe.

4

Submit Application for Food Establishment

Fill out the food licence application included with this document and attach a copy of the occupancy certificate. Submit this information with the applicable fee and we will call you when the licence is ready for collection. Processing will take at least 48 hours.

Office Address & Contact Details:

Environmental Health, Metro Building, 6 Hermitage Road, Devonshire, FL 01

Tel: 278-5333 Fax: 232-1941 email: envhealth@gov.bm

5

Licence Issued

You are permitted to open when the licence is displayed for public viewing in the facility. **The licence fee is based on the number of seats in the establishment and includes outdoor areas.**

A licensed food establishment shall operate in compliance with the Public Health (Food) Regulations 1950, Occupational Health & Safety Regulations 2009 and Department of Health policies at all times. To assist you in meeting our requirements, refer to our handout “Guide to Operating a Food Establishment”.

New and Remodeled Food Premises Checklist

Please supply the information listed below with your **building permit application**. It is recommended that this information is reviewed with us before submitting it to the Department of Planning to avoid delays in processing the permit application.

1. MENU

- ✓ Provide a proposed menu or a list of foods to be served.

2. PLANS

- ✓ Provide the following plans (1/8th inch per foot minimum size) of the proposed facility

(A) Plumbing Schematic

- ✓ Location of sinks including hand sink(s), food preparation sink(s), dishwashing sinks and the mop sink.
- ✓ Drainage layout and location of grease trap (if required).
- ✓ Location of staff and patron toilet facilities with number of fixtures. Intervening spaces with self closing doors are required between washrooms and any room where food is displayed, stored, served or prepared.
- ✓ Location of garbage storage facility and soakaway drain (if necessary).
- ✓ Location and size of water tank and any supplemental sources of water such as well or piped supplies.

(B) Equipment Floor Plan

- ✓ Location and type of commercial refrigeration and freezer equipment.
- ✓ Location, size and shelving design of walk-in units.
- ✓ Location of ice making equipment and location of indirect drain.
- ✓ Location of cooking, reheating and hot holding equipment.
- ✓ Location of extract ventilation hood and duct termination to outdoors.
- ✓ Employee lockers or area for personal item storage.
- ✓ Dry food storage area and shelves.

3. ADDITIONAL INFORMATION

- ✓ Provide a brief description of the finishes used on floors, walls and ceilings.
- ✓ Provide lighting and ventilation details.
- ✓ Provide specifications of water disinfection system.
- ✓ Provide cut sheets of all food facility equipment

IMPORTANT

IT IS ADVISED THAT EQUIPMENT IS ORDERED AFTER THE BUILDING APPLICATION IS APPROVED!

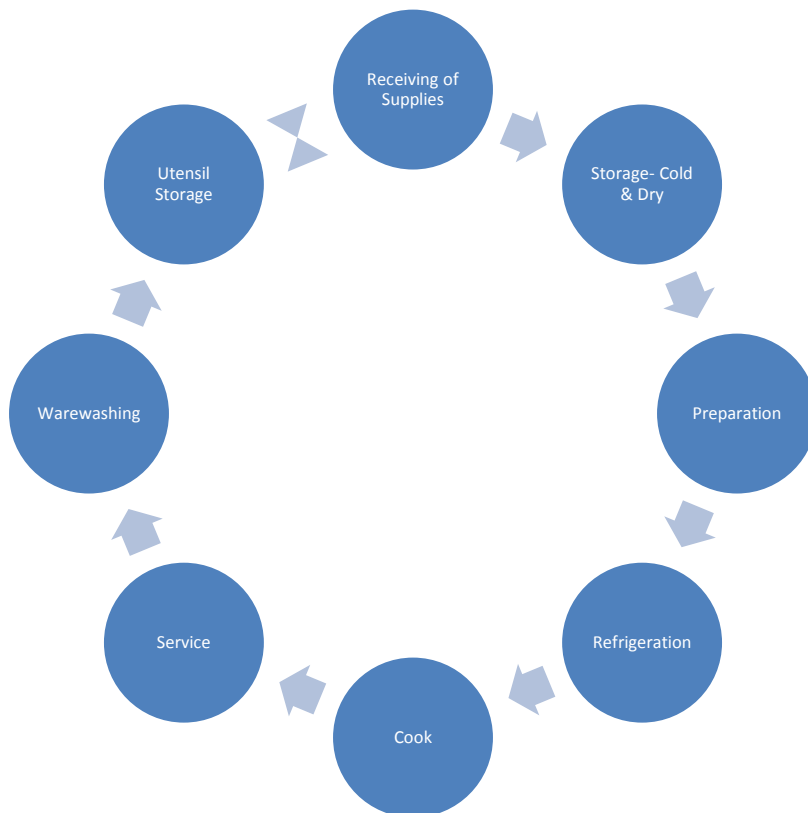
Minimum Facility Requirements for Food Establishments

1.0 Design Considerations

Once you have determined your menu of foods, create a list of the specific steps in the food preparation process for each menu item. This will include:

- Defining whether specific food items are potentially hazardous
- Determining how food items are received in your facility
- Deciding the storage method and length of time food items must be stored prior to preparation;
- Reviewing how foods are to be prepared (e.g. cooked to order, prepared and displayed hot or cold, etc) including an assessment of necessary cooking, cooling and holding methods
- Ensuring that all food items are maintained at proper time and temperatures throughout the preparation phase.

Typical Workflow Diagram of a Restaurant



Note: Preparation, Cooking and Warewashing areas should be separate and not cross over in the flow layout of the kitchen

1.1 Spatial requirements

The layout should allow for the efficient and effective movement of staff, equipment and materials and also provide sufficient space for:

- Preparation and cooking of food
- Dry and cold food storage
- Storage of food prior to service
- Storage of utensils
- Storage of equipment and chemicals

Avoid bottlenecks and cross flow of traffic to provide a safe working environment.

2.0 Water

An adequate and sufficient water source that meets our bacteriological and chemical guidelines is required. Due to the high demand for water in a food establishment, connection to a piped potable supply is suggested. In times of water shortages, there may be a waiting period before delivery of water from a trucker. **Under no circumstance shall a food establishment operate without running water.**

Roof catchment coatings must be approved for potable water collection. Avoid locating air conditioning and kitchen hood extractor fans on roofs that collect potable water. Where unavoidable the area around the equipment must be partitioned from the water segregated with its own drain to waste.

Well water shall only be used for non- potable purposes such as flushing and laundering. No cross connections are permitted between the potable supply and well supplies without adequate backflow prevention.

It is highly recommended that tank water undergo continuous disinfection using an approved method such as ultraviolet light/filtration to ensure a safe supply at all times.

Certain types of establishments shall provide tank sizes as listed below:

Type of Establishment	Minimum Tank Capacity
Restaurants	5000 gallons with an additional 500 gallons per patron
Take Out Facilities with 10 or less seats and Food Stores	2000 gallons with an additional 200 gallons for every employee in excess of 2.
Bakeries	10,000 gallons
Frozen Dessert Manufactories	10,000 gallons with an additional 500 gallons for every 100 quarts in excess of 2000 quarts of frozen dessert per week
Aerated Water Manufactories	35,000 gallons with an additional 700 gallons for every dozen bottles in excess of 50 dozen bottles filled per day

3.0 Sewage Disposal System

Plans for establishments located in the City of Hamilton or St. George's are submitted to the respective municipal authorities for approval to connect to their sewer systems.

Cesspits or septic tank systems must be of sufficient capacity for the projected wastewater flows. Permits for storm water and sewage disposal boreholes must be obtained from the Department of Environmental Protection.

Clear water waste such as air conditioning condensate water shall be piped to a waste disposal system or soak-away on the property (see "Plumbing Systems" below). No wastewater shall discharge onto the sidewalk, roadside or onto any adjacent property.

Grease interceptors may be required depending on the nature of the food service to prevent grease from entering sewers and cesspits. They must be properly sized for the wastewater flow.

4.0 Plumbing System

Plumbing installations shall meet the requirements of the Plumbing and Drainage Regulations 1950 and the International Plumbing Code 2006. Commercial kitchens shall provide a means of backflow prevention between the fixtures and sewage disposal system by means of indirect drains (floor sinks). Where equipment such as ice machines, condensate drains from walk-in refrigerators and air conditioning units discharge clear water into the drainage system, an indirect waste connection shall also be used.

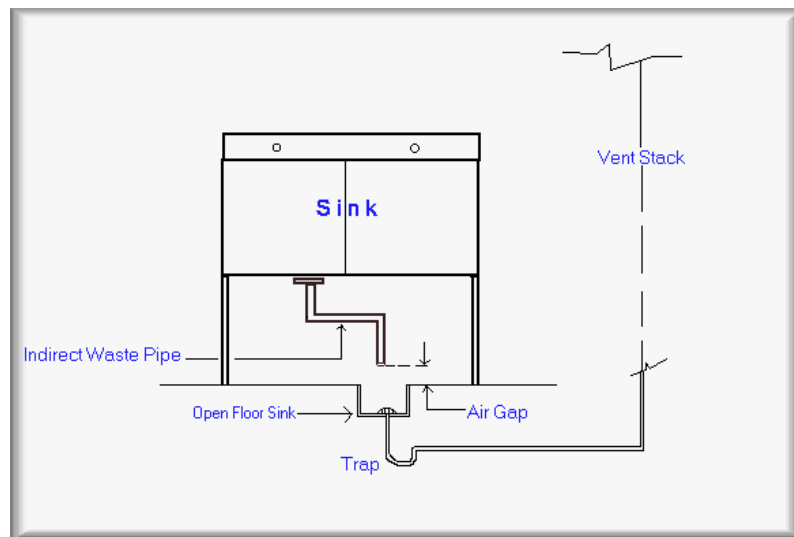


Fig. 1 Indirect Waste

4.1 Sinks

(a) Hand washing

Hand sinks are required in all food preparation areas and waiter dish drop off areas for wait staff. They must be easily accessible and conveniently located (within 25 ft.) in all areas where food is handled and **used exclusively for hand washing**. Liquid soap and paper towels in dispensers are to be located at the hand wash sink.

(b) Warewashing

A 3-compartment sink with drain board or a 2 compartment sink with high level spray arm and drain board are used for utensil and pot-washing. The compartments must be large enough to accommodate the largest utensil/equipment. A commercial dishwasher is optional but recommended for washing plates and cutlery in restaurants.

(c) Food Preparation

A separate sink for processing food (washing, thawing, soaking, etc) shall be provided in those establishments where food undergoes such treatments.

(d) Service (Mop) Sink

This is used for supplying and disposing of water used for cleaning floors, etc. It must be located so that food and equipment will not be contaminated and within easy access to the kitchen.

e) Bar Sinks

The following sinks are required in a full service bar:

- Ice sink
- 3 compartment sink with dual drain boards
- Hand sink

Commercial glass washers are optional, however you can substitute the 3 compartment sink with a glass washer if 2 or more mechanical washers and a dump sink are provided.

Note: Sinks shall be sufficiently spaced so that splash from the hand, dishwashing and service sinks do not contaminate food preparation surfaces and preparation sinks.



Fig. 2 Food Establishment Sinks

4.2 Floor Drains

Provide floor drains to prevent flooding in areas where plumbing fixtures are located and if the operation requires pressure washing of floors, walls and equipment.

4.3 Dipper Wells

Running water dipper wells are required to store scoops for dipping hard ice cream.

4.4 Water Heater

Water heaters must be suitably sized to provide a sufficient supply of hot water at all times to the facility. Wherever possible, locate the tank type heaters out of the kitchen and warewashing areas as they can provide harborage for cockroaches.

5.0 Equipment

5.1 Refrigeration

Establishments must provide enough refrigeration and freezer units to accommodate your menu and service volume. Overloading of refrigerators is not allowed, so consider all cooling, pre-chilling and, thawing processes. Shelving must be non-corrosive and allow adequate separation of raw meats, seafood and poultry from other foods.

Only commercial grade (NSF or equivalent) refrigeration is acceptable. They must be capable of holding food at 40°F or below and equipped with accurate indicating thermometers.

5.2 Cooking and Hot Holding

These must be commercial grade (NSF or equivalent) and adequate for the preparation, storage or display of food. All cooking equipment producing moisture, fumes, vapors or excessive heat will require ventilation to the outside via a hood and duct system in accordance with the Bermuda Building Code. It is recommended that cooking equipment be mobile to allow easy cleaning.

5.3 Food Preparation Work Surfaces

Stainless steel tables and counters for food preparation must be located away from dirty areas such as pot washing. Position prep areas between the bulk storage and main cooking line. Where possible, cooked and raw food should be prepared at separate work stations equipped with it's own hand basin.

It is recommended that color coded cutting boards be used to help prevent cross contamination.

5.4 Sneeze Guards

These are necessary to prevent contamination of exposed food by customers in self service areas (salad bars, buffet lines, exposed condiment areas)

6.0 Storage

6.1 Dry Storage

There must be a designated area for storage of dry goods provided with adequate shelving so that food and single service items are a minimum of 6" above the floor. No storage areas are to be located under exposed drain pipes, water lines or in restrooms or intervening spaces (between the restroom and food area)

6.2 Shelving & Racks

Non corrosive metal or plastic shelving approved for food storage is recommended. Shelving units should be mobile if possible to allow easy cleaning.

6.3 Chemicals

Provide sufficient space so that all chemicals can be stored separate from the food and food ingredients.

6.4 Employee Storage (dressing/locker room)

Provisions shall be made for a room with lockers and hangers for the storage of employee personal belongings located outside of any room where food is handled or open food is stored.

7.0 Lighting and Ventilation

7.1 Lighting

At least 50 foot candles of lighting are required in food handling areas, 20 foot candles in customer self-service and grocery areas, as well as inside refrigeration equipment and in hand washing, warewashing, storage and restrooms. These levels should be checked using a light meter. Light bulbs shall be shielded or shatter resistant in areas where there is exposed food or clean equipment or utensils.

7.2 Ventilation

An adequate supply of clean air must be provided and maintained in a commercial kitchen. Where exhaust hoods or fans are used, it is important that an equal amount of exhausted air is replaced at the same rate.

Equipment such as stoves, ovens, refrigerators and ice machines contribute significantly to the heat load in the room. Imbalances will create excessive heat, odors and humidity that may negatively impact worker health and performance and cause refrigeration to work harder to maintain safe storage temperatures. The Bermuda Building Code provides minimum standards for the food establishment ventilation system.

To prevent complaints of noise and fumes, locate the exhaust fan motors away neighboring properties, especially residences.

All openable windows and doors used for ventilating the food establishment shall be screened to prevent the entrance of insects.

8.0 Finishes

8.1 Walls and Ceilings

The Public Health (Food) Regulations 1950 require the walls and ceiling of any room used in a food establishment to be finished in a light color. To promote easy cleaning, walls should be finished with a hard, durable, cleanable surface.

8.2 Floors

The finish used on floors must be able to resist damage caused by the use of strong cleaning chemicals and the constant movement of equipment and supplies. It must also be non slip but the finish must be smooth enough to prevent the retention of dirt. Where tiles are used, set grout lines thin but of sufficient width to replace individual tiles in case of damage.

Where floors are regularly mopped and washed such as in the food prep and cooking areas, use covered tiles for the floor wall/ joint.

8.3 Plumbing and Utility Services

Exposed and surface mounted plumbing pipes and electrical conduit collect food debris and provide harborage for cockroaches. **Encase these services in the walls.**

8.4 Wood

Bare wood is not an acceptable finish for any equipment in food preparation areas. Where service counters are constructed of wood, it should be finished with a durable easily cleanable material

8.5 Joints

It is required that all open joints and seams be caulked neatly (e.g. between paneling, woodwork and where equipment is attached to walls) to prevent cockroach harborage.

9.0 Bathrooms

9.1 Intervening Spaces

No bathroom shall open directly into any room where food is stored, prepared, served or displayed. A ventilated intervening space as shown in Fig. 3 will be necessary to meet this requirement.

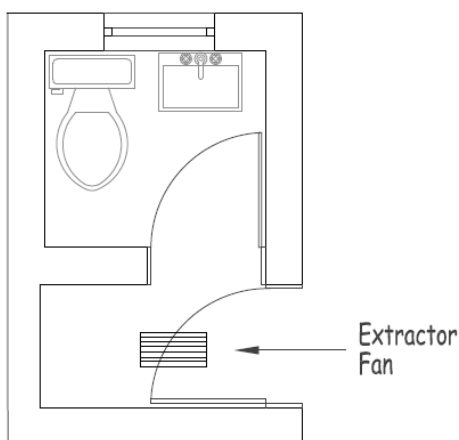


Fig. 3 Ventilated Intervening Space

9.2 Staff

At least one bathroom is provided in a food establishment for staff use. Where the number of mixed sex employees exceeds 5, separate male and female facilities shall be available.

9.3 Patrons

Refer to the chart below for recommended fixture numbers for washrooms.

Food Premises Not Serving Liquor

Seating Capacity	Male			Female	
	Toilet (wc)	Urinal	Basin	Toilet (wc)	Basin
1 - 10	Not required				
11 - 24	1 toilet and 1 basin				
25 - 50	1		1	1	1
51 - 150	1	1	1	1	1
151 - 210	1	2	2	2	2

Food Premises Serving Liquor

Seating Capacity	Male			Female	
	Toilet (wc)	Urinal	Basin	Toilet (wc)	Basin
Up to 30	1	1	1	1	1
31 - 90	1	1	1	2	1
91 - 150	1	2	1	2	1
151 - 210	1	2	2	3	2
211 - 270	2	2	2	4	2

10.0 Garbage

Storage of garbage and recyclable matter

Food premises must have facilities for the storage of garbage and recyclable matter that:

- adequately contain the volume and type of garbage and recyclable matter on the food premises;
- enclose the garbage or recyclable matter, if this is necessary to keep pests and animals away from it; and
- are designed and constructed so that they may be easily and effectively cleaned.

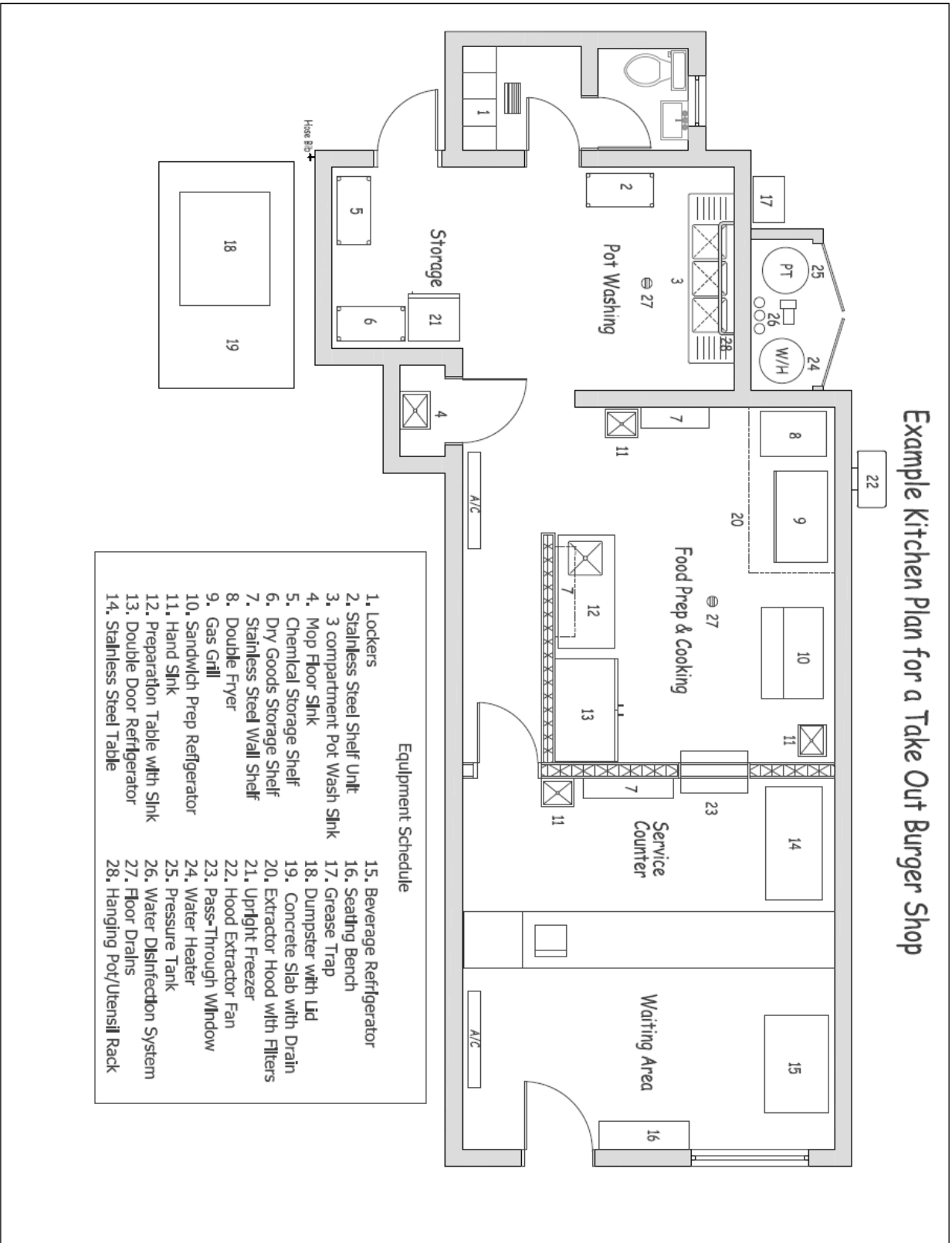


Fig. 4 Example Layout of a Take Out Shop