

Considerations when installing an oven in a school canteen facility

Schools wishing to install an oven need to consider the following prior to purchase and when installing:

Accountability

- The oven will need to be leased or purchased by the school and all associated costs will be the responsibility of the school.
- The oven would not be covered under the general maintenance contract. All costs associated with the maintenance and upkeep of the oven will be the responsibility of the school.

Prior to purchase

The school should consider the following prior to purchasing an oven:

- Consultation with the local Asset Management Unit about the viability of your proposal.
- The availability of an adequate electrical supply for the oven in accordance with the manufacturer's recommendations.
- The costs of securing a licensed electrical contractor to conduct installation. Schools would have to incur this cost.
- The design of the oven for the intended use. Commercial equipment may be more suitable for larger canteens. An oven (usually domestic scale) which does not exceed 8KW does not require a

Planning and consultation prior to purchase and installation of an oven in an existing facility is important.

commercial hood, however adequate ventilation is essential. Larger ovens require a range hood for mechanical ventilation. The school/installer should employ the services of a competent engineer to calculate the extraction requirements of the specific oven to be installed. These calculations should be retained on site for future reference. The requirements for additional power outlets and all builders works associated with the installation are the responsibility of the school. Requirements outlined in the *Food Premise and Equipment Standard* www.foodstandards.gov.au in relation to installing an oven. The installed oven must not encroach on existing food preparation areas and should have adequate ventilation to remove fumes, smoke, steam and vapours.

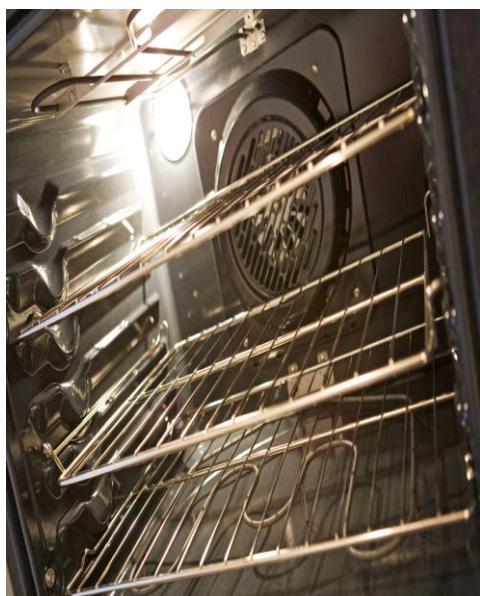
- Recommendations from the manufacturer for the placement of the oven with detailed dimensions.
- The need to provide a safe and healthy canteen environment to meet

Work Health and Safety requirements.

- Operating and maintenance instructions should be available.
- Raw foods need preparation areas separate from the 'heat and serve' food products preparation areas prior to cooking. The *NSW Food Authority* provides advice for raw food preparation requirements such as:
 - cleanable work surfaces
 - cleanable ceilings, walls and floors
 - hand washing and drying facilities
 - adequate facilities to allow for storage of raw food produce
 - adequate garbage disposal facilities to allow for effective removal of waste food.

Operation

- Potential users of the oven need to be instructed in its operation and this information should be recorded and regularly updated.
- Canteen managers should train all staff, including volunteers, who are required to operate the oven *safely* and continue to supervise them until they are confident and competent to undertake the task required of them.
- Operating instructions need to be concise and readily available.
- The oven manufacturer's information should be readily accessible such as:
 - Serial number
 - Model and make
 - Testing and maintenance guidelines and schedules.
- A summary of appropriate Work Health and Safety considerations should be visible.



Risk assessment plan

A risk assessment plan developed collaboratively with the school and canteen operators should consider the following information:

- Measures to ensure that cross contamination between raw and cooked produce cannot occur.
- Access to written operating procedures for all users.
- Awareness by users of temperature, hot parts etc, whilst in operation. Signage identifying associated risks is encouraged.
- Securing of leads or electrical cords away from the working environment.
- Provision of adequate fire safety equipment which is in line with relevant Australian Standards.
- Procedure for responding quickly if the oven is not operating properly or needing repair (broken light, dial, indicator, electrical fault) to avoid potential injury.
- Risks due to excessive use, intermittent use or use for which the oven is not designed.
- Securing the oven in a stable and fixed position.
- Provision of adequate lighting.

A risk assessment plan is developed collaboratively between the school and canteen operator.

For further information about:

- planning for purchase and installation of an oven for your school canteen, contact your regional asset management officer
- workplace health and safety considerations, contact the *Workplace Health and Safety* support staff in your regional office
- the *Healthy School Canteen Strategy* and food safety and hygiene, contact your regional student welfare consultant and visit www.schools.nsw.edu.au/studentsupport/studentwellbeing/schoolcanteen/index.php

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