

Schedule (A) – Legal Requirements

Work you must do to comply with the law

Timescales (in bold) must be complied with. (IF YOU ARE HAVING DIFFICULTY IN COMPLYING WITH THE TIMESCALES LISTED THEN YOU MUST CONTACT THE OFFICER IMMEDIATELY TO AVOID FURTHER ACTION BEING TAKEN)

Compliance with Hygiene and Safety Procedures

No	Item	Timescale
1	I have no adverse comments	

Compliance with Structural Requirements

No	Item	Timescale
1	<p>I note you have recently built a new kitchen and that it is still not 100% complete. Please ensure you install a separate wash hand basin as we discussed during the inspection. This must be provided with hot and cold or mixed water and suitable drainage.</p> <p>I believe at this stage this should be able to be installed relatively easily.</p>	Action immediately.

Confidence in Management/Control Procedures Compliance

No	Item	Timescale
1	<p>I believe your Safer Food Better Business pack was destroyed in the fire that took place at your premise. Before you start to trade again please download a new pack for caterers from :- www.food.gov.uk . The pack will need to be completed and kept in the kitchen.</p> <p>I also include the E.coli safe methods insert which you can add to the pack. This includes items such as British Standard Disinfectant etc that you need. A full list of appropriate disinfectants can be obtained from www.disinfectant-info.co.uk</p>	Action immediately.
2	<p>As a business serving unpackaged food, you are required by law to provide information about the allergenic ingredients used in the food that you serve or sell .You should be able to demonstrate that you have assessed all foods at your business for food allergens. The easiest way of doing this is to develop a food allergen chart.</p> <p>A food allergen chart is a quick information guide that shows which allergens are in foods available from your business. If you use standard recipes and don't vary ingredients in your dishes, your allergen chart will be an accurate information tool for staff to refer to when they receive customers queries about allergens in certain foods.</p> <p>I enclose a Food allergen chart which will help you. However more information is available on the food standard agency web</p>	Action immediately.

	site including some free training.	
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