

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
	There were no contraventions noted at the time of the inspection	

Compliance with Structural Requirements

No	Item	Timescale
	There were no contraventions noted at the time of the inspection	

Confidence in Management/Control Procedures Compliance

No	Item	Timescale
1.1	You are using SFBB as your implemented written system. Diary pages are being kept and are up-to-date, however, the safe methods were not available to see at the time of the inspection. Please ensure that the safe methods are fully completed, implemented and available for inspection at all times.	Immediately