

## 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)**

#### Management

No	Item	Timescale
1.	<p>During the visit to your premise the Safer Food Better Business (SFBB) manual was provided for inspection and it was noted that the diary section of the manual was being completed to a good standard. However, some of the “Safe Methods” at the front of the manual (<b>Cross – contamination, Cleaning, Chilling, Cooking and Management</b>) were not completed/ not available for inspection.</p> <p>As discussed with your staff during my visit , the following needs to be addressed:</p> <ul style="list-style-type: none"><li>▪ Complete the Safe Method sections at the the front of the manual or provide the Safe Methods of the manual for inspection.</li><li>▪ Detail the frequency that Extra Checks are carried out.</li></ul> <p>All relevant staff must be trained in the Safe Methods recorded in your manual and the staff training records must be completed and kept up to date as any new employees are trained.</p> <p>The arrangements you put in place in your particular business and the need for them to work and be applied properly by staff are your responsibility as a food business operator. You also are responsible for keeping your system up to date and reviewing it from time to time.</p> <p>You should be able to explain how you meet this requirement on my next inspection or revisit.</p>	<b>1 month</b>
2.	<p>You informed me that your waste oil is collected, however your staff were unable to show that it is collected by a contractor who is properly authorised to take away used oil.</p> <p>If you produce waste cooking oil as part of your catering business, (for example as a chip shop or other takeaway outlet or restaurant), then you must ensure that it is stored properly, that none is allowed to spill and that it is collected by an authorised collector who will take your waste to an authorised site for recovery or disposal.</p> <p>You must provide evidence to show that you dispose of your waste oil in a responsible manner e.g. a receipt from an authorised collector.</p>	<b>1 month</b>

**Hygiene**

No	Item	Timescale
1.	The blade of the heavy duty can opener was encrusted with food which would cause contamination of the food in the next tin opened. This part of the can opener must be cleaned and sanitised regularly.	<b>Prior to next use</b>

**Structure**

No	Item	Timescale
1.	The floor covering in the first floor store room was dirty around and between the two chest freezers. Thoroughly clean the floor and maintain in a clean condition.	<b>1 week</b>