

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>Food safety management is not new and much of it has in fact been a requirement since 1995, the only difference now is that your system for ensuring safe food relevant to your business along with associated routine monitoring records needs to be documented. You will need to do this to show compliance with 'HACCP principles' that are now a requirement under the Hygiene Regulations which apply to your business.</p> <p>In order to comply with this requirement, I suggest that you follow the guidance issued by the Food Standards Agency "Safer Food Better Business" (SFBB) for Caterers, which will guide you through how to comply and provide the necessary documentation. During the visit to your premises we briefly discussed the SFBB manual and I left you with the telephone number to order a free manual (0845 606 0667)</p> <p>As discussed you need to:</p> <ul style="list-style-type: none">▪ Complete the "Safe method" sections at the the front of the manual (Cross – contamination, Cleaning, Chilling, Cooking and Management);▪ Complete the diary section of the manual on a daily basis;▪ Record any Extra Checks you carry out e.g. surveying your premises for pest activity, deep cleaning, probe thermometer checks etc.;▪ Complete the Four Weekly Reviews. <p>Your written food safety management system must be a continuous system and therefore needs to be completed daily.</p> <p>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, especially whenever your menu changes.</p> <p>You should be able to show how you meet this requirement on my next inspection or revisit.</p>	Two months

Hygiene		
No	Item	Timescale
1.	<p>The wash hand basin in the kitchen was not in regular use i.e. it was dry at the time of the visit and also contained a number of utensils.</p> <p>I was informed that the pot wash sink was being used to wash hands. The hand wash basin must be emptied, kept clean and available for use at all times for washing hands.</p>	Ongoing
2.	<p>Although I was informed that you used disinfectant on the work surfaces, none could be found during the visit. All surfaces/equipment which comes into contact with high risk foods must be disinfected. Ensure that you have adequate supplies of disinfectant at all times.</p>	Immediately
3.	<p>The door seals of the refrigerator and freezer units were dirty. Clean the door seals of all the refrigerator and freezer units and maintain in a clean condition.</p>	Immediately
4.	<p>Various foods including two sacks of potatoes and one sack of onions were being stored outdoors at the time of the inspection. This may result in contamination of the food. Food and drink should be stored in food rooms that are pest proof and capable of being kept clean.</p>	Immediately
5.	<p>The condition of the yellow chopping board has deteriorated and the board can no longer be thoroughly cleaned/disinfected. Do not use the yellow chopping board and remove from the premises. You must make regular checks of all equipment to ensure that it is maintained in good condition so that it can be adequately cleaned and disinfected and does not pose a risk of contamination.</p> <p>NB: The yellow chopping board was disposed of during the visit.</p>	Immediately
6.	<p>The ice-making machine in the cellar was dirty. It should be switched off, emptied, then thoroughly cleaned and disinfected, paying particular attention to the door seals to avoid the risk of contamination.</p>	Immediately
7.	<p>The condition of the larger white microwave has deteriorated and can no longer be thoroughly cleaned/disinfected. Do not use the larger white microwave and remove from the premises.</p>	Immediately
8.	<p>The work surface used for preparing potatoes was missing the stainless steel top, so was not easy to keep clean or disinfect. The surface should be repaired or renewed with smooth, washable and non-toxic materials. Unsealed wood is not suitable.</p>	Immediately

Structure		
No	Item	Timescale
1.	<p>Food businesses must take all reasonable precautions to prevent food pests, namely rats, mice, cockroaches and flying insects gaining entry into food storage and preparation areas. This is to prevent the contamination of foodstuffs.</p> <p>Any gaps and holes to external doors, windows, pipes, drains etc. must be filled or covered with a solid, durable material in order to minimise pest entry points into food preparation and storage areas.</p> <p>There was a small gap to the base of the main kitchen door. Remove the gap to prevent pest access.</p>	One week
2.	<p>The plastic strip curtain to the main kitchen door was not adequate to prevent pest access as, during the visit a small number of flies were seen in the main kitchen. In order to maintain effective insect proofing damaged/ inadequate screens must be repaired or replaced.</p> <p>Until such time that the door can be adequately proofed you must keep the main kitchen door closed and ensure that there is adequate ventilation provided.</p>	Ongoing