

## 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 new Hygiene Regulations which apply to your business.</p> <p>During the visit to your premise the Safer Food Better Business (SFBB) manual was provided for inspection, therefore I know you are familiar with this type of written food safety management system. However, the SFBB manual is not currently being implemented or maintained to a satisfactory standard, as you have not completed the "Safe Methods" at the front of the manual and the diary section has been allowed to lapse. Additionally, when the diary was being used, only one date per month was being entered. Your written food safety management system must be a continuous system and therefore needs to be completed daily and be reviewed as necessary.</p> <p>As discussed during my visit you need to address the following:</p> <ul style="list-style-type: none"><li>▪ Complete the "Safe method" sections at the the front of the manual (<b>Cross – contamination, Cleaning, Chilling, Cooking and Management</b>);</li><li>▪ Complete the diary section of the manual on a daily basis;</li><li>▪ Record any Extra Checks you carry out e.g. surveying your premises for pest activity, deep cleaning etc.;</li><li>▪ Complete the Four Weekly Reviews.</li></ul> <p>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>	<b>Two months</b>

<b>Hygiene</b>		
<b>No</b>	<b>Item</b>	<b>Timescale</b>
1.	<p>It was noted that the hand wash basin in the main kitchen was not in regular use i.e. it was dry at the time of the visit. I was informed that the other sink was being used to wash hands. Regular hand washing is important for personal cleanliness. All staff should be reminded of the need for this prior to starting or returning to work, and specifically:</p> <p>(a) After using the toilet;  (b) After handling rubbish;  (c) After smoking;  (d) After taking a break;  (e) After handling raw food.</p> <p>You must use the designated hand wash basin provided.</p>	<b>Ongoing</b>
2.	The door seals of the refrigerator and freezer units throughout the premises were dirty. Clean the door seals of all the refrigerator and freezer units and maintain in a clean condition.	<b>Immediately</b>
3.	Evidence of flies was found in the storage area near the rear door and in the main kitchen as a number of flies were observed on the sticky insect strips hanging from the ceilings. These pests carry food poisoning bacteria and can contaminate food and food surfaces that they land on. The windows in the main kitchen and the rear door were left open and provided easy access for these pests. The windows and rear door must either be kept closed and an alternative means of ventilation provided, or must be fitted with insect-proof screens which can easily be removed for cleaning.	<b>Immediately</b>
4.	The condition of the green, blue and brown chopping boards has deteriorated and these boards can no longer be thoroughly cleaned/disinfected. Do not use the green, blue and brown chopping boards and remove from the premises.	<b>Immediately</b>
5.	The ice-making machine 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.	<b>Immediately</b>
6.	<p>The door seal of the upright white freezer unit in the dry store area was split. Renew the door seal.</p> <p>NB: I was informed that a replacement door seal is currently being sourced.</p>	<b>2 months</b>
7.	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>Immediately</b>

<b>Structure</b>		
<b>No</b>	<b>Item</b>	<b>Timescale</b>
1.	The floor covering in the dry store area was dirty especially at floor/wall junctions below the dried goods storage shelving. Thoroughly clean the floor and maintain in a clean condition.	<b>Immediately</b>
	Structural conditions were observed to be very good at the time of the inspection.	