

## 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	Please provide a hygienic method of hand drying at the kitchen wash hand basin. The current hot air dryer is not suitable. Paper towels provided in the appropriate dispenser is the best method.	<b>Action within 1 week</b>
2	A member of staff was observed handling salad with a gloved hand. This glove is taken off and on as the staff member was waiting on without hand washing. Please ensure tongs are used for handling salad items.	<b>Action immediately</b>
3	Salad items were prepared in large amounts and these were brought in and out of the fridge for each service. Please ensure only small amounts are kept out of refrigeration for one service period only. I recommend that a saladette would be a useful addition for your kitchen to keep the salad fresh and safe.	<b>Action immediately</b>
4	Discussions with you revealed that you make your own burgers on site but these are made on the table which is also used when taking out joints of meat from the oven. Whilst I appreciate there is minimum risk of cross contamination it is always safer to use a separate areas for the handling of raw food and ready to eat foods permanently and label the area as this. With this in mind please identify a separate area within the kitchen for the production of burgers.  I enclose the up to date E.coli fact sheet published by the food standards agency which will help you.	<b>Action Immediately.</b>
5	Whilst you were using an appropriate sanitiser you were not leaving it on for long enough to kill the germs. Please ensure the staff are instructed to follow the contact times correctly.	<b>Action immediately</b>

#### Compliance with Structural Requirements

No	Item	Timescale
1	More detailed cleaning is required beneath and behind pieces of equipment and at the wall/floor junctions.	<b>Action immediately and ongoing</b>
2	Please re-instate the staff toilet off the kitchen area by removing the old washing machine and cleaning the area completely. It is good practice for catering staff to have their own toilet facilities away from those of members of the public. This is good infection control practice.	<b>Action within 1 week.</b>
3	The dish washer trays were found to be dirty. Please deep clean these and keep in a clean condition. If they can not be cleaned please replace.	<b>Action within 1 week.</b>
4	The shelving in the bar area requires sealing/replacing to ensure that you can adequately clean the area and where necessary disinfect.	<b>Action within 2 months.</b>

**Confidence in Management/Control Procedures Compliance**

<b>No</b>	<b>Item</b>	<b>Timescale</b>
1	Please review your Safer Food Better Business with the current E.coli and Vac Pack guidance in mind. You may consider changing how you work once you have considered these pieces of guidance.	<b>Action within 1month.</b>
2	Please review your allergen information, checking that recipes/ingredients have not changed. This should undergo frequent reviews.	<b>Action immediately.</b>
3	Free allergen training is available on line at <a href="http://www.food.gov.uk">www.food.gov.uk</a> which I would advise that all food handlers undertake.	<b>Action within 3 months.</b>