

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
1.1	Sanitisers: Your sanitiser must meet British Standard Kite Mark BS - EN – 1726/13697 or equivalent, for sanitising general surface and equipment in your business.	Immediately

Compliance with Structural Requirements

No	Item	Timescale
2.1	Cleaning Issues: Clean the following items/equipment and maintain them in a clean condition: <ul style="list-style-type: none"> • In-depth is required underneath the glass display chiller unit. • Floor- wall joins/corners. • Underneath the coffee machine on the counter. • The 'expelair' fan unit above the cooker. • The cooker top, internal aspect of the oven and oven doors. • The holding fridge in the café - kick marks on the front of the fridge door. 	2 Weeks

Confidence in Management/Control Procedures Compliance

No	Item	Timescale
3.1	Allergens Control: The Food Standard's Agency (FSA) provide an online allergen course for food businesses to complete giving a better understanding of allergens from manufacturing through to retailing and your responsibilities. www.food.gov.uk/allergens on successful completion of the course you will be entitled to print off a certificate for your business.	2 weeks
3.2	Cleaning Schedule: Adjust your cleaning Schedule to take into account the cleaning issues raised in schedule A. I noted cleaning had been signed off as completed on your sheet and not been done to a satisfactory standard, staff will need retaining in this area.	Immediately