

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	<p>Staff were not aware of the <i>E. coli</i> guidance which stipulates that a contaminated surface must be cleaned and disinfected in 2 stages, even when using a chemical sanitiser. This means that the cleaning method is not effective in the removal of <i>E. coli</i> O157 and other pathogens.</p> <p>Cleaning and disinfection methods should now consist of a two stage process.</p> <p>Stage 1: General clean using a detergent. This stage involves the physical removal of dirt, grease and food debris from surfaces and equipment. General cleaning should always be completed by rinsing to ensure thorough removal of all residues.</p> <p>Stage 2 : Disinfection Disinfection can only be successfully carried out on thoroughly clean surfaces. Disinfectants that are capable of killing harmful bacteria, should be applied after general cleaning to reduce microbial contamination to an acceptable level. All disinfectants must meet BS EN 1276 or BS EN 13697 and be used in accordance with manufacturer’s instructions, specifically contact times and dilution rates (if in doubt check with chemical supplier).</p> <p>It is no longer acceptable to use a sanitiser in a one stage cleaning process, but it can be used in a 2 stage process, with initial use of the sanitiser acting as a detergent cleaner.</p> <p>As discussed the second stage should ideally be carried out using disposable paper towel to reduce the risk of cross contamination.</p> <p>Although paper towel was used for drying hands and was available via the C Fold dispenser on the wall it would be better if a centre feed blue roll type dispenser was available for the use of general cleaning.</p>	Immediately
1.2	<p>Liquid soap was available at the wash hand basin but the bottle being used was dirty and represented a risk of contamination via ‘Contact Points’.</p> <p>Ideally liquid soap should be dispensed from a suitably constructed wall type dispenser with refillable pouches. This will help reduce the exposure to the dirty bottle during routine hand washing. Please install a dispenser by the wash hand basin.</p>	2 Weeks

1.3	<p>The cold water tap at the wash hand basin was broken and cold water was not available for hand washing.</p> <p>Wash hand basins must be supplied with adequate hot and cold or appropriately mixed running water.</p> <p>Repair the tap.</p>	2 Weeks
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Compliance with Structural Requirements

No	Item	Timescale
1.4	<p>The wash hand basin was dirty at the time of the inspection. Please ensure that the basin is kept clean at all times to reduce the risk of cross contamination.</p>	Immediately and Ongoing
1.5	<p>The Crypto Peerless planetary mixer in the kitchen was in a poor state of repair by the attachment hub/gear assembly plate.</p> <p>The surface was badly pitted and corroded and was shedding paint particles. Furthermore, the central rotor arm with a visible locking nut was leaking oil from the gear assembly.</p> <p>Both the paint and the oil are contaminants that could potentially fall in to the mixing bowl.</p> <p>Similar issues were raised with a planetary mixer on your last inspection.</p> <p>As discussed the mixer should be effectively repaired so as not to cause any further problems or replaced. Until such time as this has been carried out it should not be used.</p> <p>Clearly this is an important part of the kitchen's equipment and is used virtually every day. Considering that the summer holidays are due to start this week I would expect this to have been remedied by the beginning of term in September.</p> <p>It was also noted that a lack of a double electrical socket in this area required the electrical cable to be stretched across the pedestrian walkway when the mixer is in use. Please install enough electrical outlets to ensure the safe use of equipment.</p>	Start of Autumn Term

Confidence in Management/Control Procedures Compliance

No	Item	Timescale
1.6	<p>Daily log book was up to date and completed but the Chartwells Food Safety Policy Booklet with review dates could not be found on the premises. Please ensure that all documentation is available for inspection at all times.</p>	Ongoing