

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.	<p>It was noted that Quiches in the freezer were past their use by date. It is not good practice to freeze foods with a use by date. This is because the appropriate shelf life of the product may become unclear, especially if after defrosting the product becomes confused with similar items that have not been frozen.</p> <p>However if you wish to continue with this practice you should;</p> <ul style="list-style-type: none"> • Make sure that there is as great a shelf life as possible on the product e.g. by freezing on the day of purchase • Keep a note of the day of freezing and defrosting • Ensure use as soon as possible after defrosting in accordance with any period recommended by the manufacturer. • Ensure that the food is never frozen after the use by date has expired 	Immediately
2.	You had some sausages and black pudding on the side at room temperature, these should be stored in the fridge.	Immediately
3.	It was noted that a pan of chicken curry that had been cooked in the morning was left on top of the stove and was left out at room temperature throughout service, you should either keep it hot (63 ⁰ C or above or cool it as quickly as possible and keep it cold). Don't keep food at room temperature.	Immediately
4.	You are handling raw meat on the side which you were also using for ready-to eat food. Without delay, you must permanently designate an area for raw meat production which is completely separate for those areas used for ready-to-eat food. The designation of physically separate surfaces and equipment for raw and ready-to-eat foods is the only reliable means of adequately controlling E. coli O157 cross-contamination.	Immediately

Compliance with Structural Requirements

No	Item	Timescale
5.	Access to your wash hand basin was cluttered, clear this area and ensure that it is kept clear so that the wash hand basin is easily accessible.	Immediately

Confidence in Management/Control Procedures Compliance

No	Item	Timescale
6.	You were using the Safer Food better Business pack as your written food safety management system, and although your daily checks were mostly up to date you seemed to be missing your daily records for Fridays. Ensure that you carry out and record your opening and closing checks every day (including Fridays).	Immediately

Timescale: - Immediately: 1 Week: 2 Weeks: 3 Weeks: 1 Month: 2 Months: 3 Months