

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.	Your pies and batch cooked products were left to cool at room temperature in the kitchen . This slows down the cooling process and presents ideal conditions for food poisoning bacteria to grow. Hot food which is to be cooled before storage or sale must be cooled as quickly as possible before being placed in the refrigerator. We discussed several cooling techniques, aim to cool within 90 minutes.	Immediately
2.	<p>The cleaning product being used is not suitable because it does not meet the BS EN Standard (see note below). You must change to a product that complies with the BS EN Standard and ensure it is used in accordance with the manufacturers' instructions.</p> <p>Note:- The two official standards for how effective a product is against a range of micro-organisms are:-</p> <ul style="list-style-type: none"> • BS EN 1276:1997 updated by BS EN 1276:2009 • BS EN 13697:2001 <p>These standards demonstrate that a disinfectant is capable of reducing the levels of a range of bacteria, including <i>E. coli</i> under a set of specified conditions e.g. at a particular temperature, dilution and contact time. You should be able to confirm by looking at the label, that the new product meets the BS EN Standard, or if it is not clear from the label, contact the suppliers or the manufacturer for confirmation.</p>	Immediately
3.	<p>A tub of natural yoghurt was found on your premises which was past its use-by date. The use-by date is the date until which the manufacturer of the food guarantees it is safe to eat. Food sold beyond its use-by date may be of poor quality or unfit. It is an offence to sell or expose for sale food with an expired use by date. You must check your stock daily and dispose of any out of date food.</p> <p>It is likely that this yoghurt was not for sale to members of the public as it did not seem to be on the menu, however if food is not for members of the public it must be clearly marked or stored separately.</p>	Immediately
4.	You were keeping your pork pies out of temperature control on the bar (and although you were only keeping small numbers out for short periods of time) you had no way of monitoring what pies had been out and for how long. Introduce a way of monitoring the time that pies are kept out for.	Immediately
5.	Your fridge thermometer was broken, it was reading -18 ⁰ C, although your cook was reading it in ⁰ F, so she thought that 0 ⁰ F was acceptable. You need a new fridge thermometer, and to check your fridges regularly with a calibrated probe, you also need to retrain your staff and ensure that they understand the basics (see point 8.).	Immediately

Compliance with Structural Requirements		
No	Item	Timescale
6.	The Russell Hobbs microwave (micro 3) was rusty at the front when you open the door, repair or replace the microwave to ensure that the surface is smooth and easy to clean.	3 months

Confidence in Management/Control Procedures Compliance		
No	Item	Timescale
7.	One of your probes was broken, it was jumping between 4-25 ⁰ C, you should be calibrating your probes on a regular basis to ensure that they are accurate, we discussed how to calibrate the probes using the boiling water and ice techniques, it is recommended that these are done on a monthly basis and a record kept of your checks.	Ongoing
8.	It is suggested that staff that prepare open high risk foods or handle food and have a supervisory role must have training to a level equivalent to the Chartered Institute of Environmental Health (CIEH) Level 2 Award in Food Safety in Catering within 3 months of starting work.	3 months
9.	Although you were monitoring your kitchen fridges and your daily monitoring records were excellent, you were not monitoring the temperature of the fridge behind the bar, ensure that this is checked on a daily basis, either include it in your opening and closing checks or have a separate checklist for behind the bar.	Immediately

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