

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><u>Temperature Control</u> The temperature of the savoury pasties and sausage rolls being stored in the display refrigerator were too high. Such foods are likely to support the growth of food poisoning bacteria or the formation of toxins and must not be stored above 8°C. You must either adjust or service the refrigerator. If the refrigerator is not able to hold high-risk foods at or below 8°C, it must be replaced.</p> <p><u>Note:</u> You took the decision to dispose of the savoury pasties and sausage rolls at the time of my visit.</p>	Immediately
2.	<p><u>Equipment: Wooden Display Boards</u> Some of the wooden food display boards were damaged in that cracks were appearing at the ends of boards and it was also noted that the food was being displayed directly on the boards i.e. without any barrier between the food and the board.</p> <p>You must remove any deteriorated boards from use.</p> <p>Serving food on wooden boards without a barrier between the food and the board surface is not appropriate as wood is porous and so cannot be effectively cleaned and disinfected. If you continue to use wooden boards for displaying food, there should be an appropriate cleansable or single use barrier between the food and the display equipment e.g. greaseproof paper or other food safe barrier, so as to minimise the risk of food contamination.</p>	Immediately Ongoing
3.	<p><u>Equipment: Chopping Boards</u> Chopping boards were left to drain behind the sink taps after cleaning. This is not appropriate storage and puts the boards at risk of being contaminated after they have been cleaned.</p> <p>Thoroughly deep clean and sanitise all the boards and thereafter store them in a suitable manner in which they are not exposed to contamination between uses.</p>	Immediately
	Refer to Schedule (B) – Recommendations.	

Compliance with Structural Requirements

No	Item	Timescale
1.	<p><u>Cleaning: Chest Freezers</u> The door seals and internal rims of the chest freezers in the first floor store room were not clean.</p> <p>Thoroughly clean (and disinfect) door seals and internal rims of the chest freezers and thereafter maintain in a clean condition.</p>	1 week
Refer to Schedule (B) – Recommendations.		

Confidence in Management/Control Procedures Compliance

No	Item	Timescale
1.	<p><u>Written Food Safety Management</u> You are using the Safer Food Better Business manual (SFBB) as your written food safety management system and rather than using the SFBB diary, you are using a simple diary to note what food has been produced each day, for stock control purposes and any problems and corrective actions taken.</p> <p>As discussed during my visit, as you are using SFBB as your written system, you need to either use the SFBB diary pages or include in your own daily records:</p> <ul style="list-style-type: none"> • Confirmation that the “Opening” and “Closing” checks have been completed and • Signed verification each day that: <p>“Our safe Methods have been followed/ supervised today”. (As detailed in the SFBB diary).</p> <p>Also in not using the SFBB diary, you are not carrying out the regular review. You must ensure that the four weekly review sheets of the SFBB pack are regularly completed and kept up to date. If any changes are identified you must update the relevant sections of your SFBB pack.</p> <p>As the person responsible for food safety you must ensure that your food safety management system is being fully and effectively implemented.</p> <p>These records will form an important part of future inspections and must be accurate and kept up to date. You should be able to show how you meet this requirement on my next inspection or revisit.</p>	Ongoing
Refer to Schedule (B) – Recommendations.		