

## 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
	There were no contraventions noted at the time of the inspection.	

#### Compliance with Structural Requirements

No	Item	Timescale
1.1	The ceiling to the pie room and bakery was greasy. Please de-grease, deep clean and thereafter maintain in a clean condition. I was informed that this has been done since the last inspection, in which case, you need to increase the frequency of cleaning so as to prevent a future reoccurrence.	<b>3 Months</b>

#### Confidence in Management/Control Procedures Compliance

No	Item	Timescale
1.2	Whilst SFBB safe methods have been completed and the diary pages are up-to-date, the records mainly reflect checks carried out by the shop front staff and not the business as a whole. SFBB Safe Methods relate to all business activities and the records confirming checks and monitoring carried out must also refer to ALL business activities.	<b>Immediately</b>
1.3	The SFBB system is not currently undergoing a review. Please ensure that the system is reviewed at correct intervals, for example; when there is a change in staff, process or product, or at least at a 3 month frequency until other frequency is deemed appropriate. This was mentioned to you at your previous inspection.	<b>Immediately</b>