

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	A tub of coleslaw 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 You must check your stock daily and dispose of any out of date food.	Immediately and Ongoing

Compliance with Structural Requirements

No	Item	Timescale
1.2	The cavity of the oven in the kitchen is dirty and requires deep cleaning.	2 Weeks
1.3	The ceiling intake fan and surrounding wall and ceiling are dirty and required cleaning.	2 Weeks
1.4	Please keep the 'Air Pots'/Coffee Butlers stored off the floor in the kitchen.	Immediately
1.5	Do not store the 'Slush' cartons on the floor. Food products should be stored off the floor so that they are not at risk of contamination.	Immediately

Confidence in Management/Control Procedures Compliance

No	Item	Timescale
1.5	<p>The monthly probe checks documentation was last completed on 10/11/2016.</p> <p>The Weekly Management Audit sheets were last completed on the 10th March 2016.</p> <p>There was no daily temperature sheet available for week commencing 16th October 2017.</p>	

	<p>If you intend to provide these recording sheets for your staff to use then it is important that the appropriate controls are monitored and completed as per the frequencies identified in your management system.</p>	
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