

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	<p>Disinfection: E. Coli Guidance:</p> <p>You must be aware of the <i>E. coli</i> guidance which stipulates that a contaminated surface must be cleaned and disinfected in 2 stages, even when using a chemical sanitiser. This means that the cleaning method is not effective in the removal of <i>E. coli</i> O157 and other pathogens</p> <p>Cleaning and disinfection methods should now consist of a two stage process.</p> <p>Stage 1: General clean using a detergent. This stage involves the physical removal of dirt, grease and food debris from surfaces and equipment. General cleaning should always be completed by rinsing to ensure thorough removal of all residues.</p> <p>Stage 2: Sanitising Disinfection can only be successfully carried out on thoroughly clean surfaces. Disinfectants that are capable of killing harmful bacteria should be applied after general cleaning to reduce microbial contamination to an acceptable level. All disinfectants must meet <i>BS EN 1276</i> or <i>BS EN 13697</i> and be used in accordance with manufacturer’s instructions, specifically contact times and dilution rates (if in doubt check with chemical supplier).</p> <p>Using a sanitizer twice: Sanitise once to clean and a second time to sanitise your general catering equipment and surfaces such as chopping boards, It is no longer acceptable to use a sanitiser in a one stage cleaning process, but it can be used in a 2 stage process, with initial use of the sanitiser acting as a detergent cleaner. As discussed the second stage should ideally be carried out using disposable paper towel to reduce the risk of cross contamination.</p> <p>Hand wash Gels: Hand Wash Gels must meet <i>BS EN 1500</i>, for hand washing.</p>	Ongoing

Compliance with Structural Requirements		
No	Item	Timescale
2.1	<p>Cooking Room:</p> <ul style="list-style-type: none"> • Clean underneath work surfaces paying attention to floor/wall joins and exposed pipework in the cooking room. • The ice machine internal roof area should be free from mould. <p>+</p> <ul style="list-style-type: none"> • The water boiler used to cook meat joints should be cleaned after used and not left standing and cleaned when required again for use. <p>Pastry Ovens:</p> <ul style="list-style-type: none"> • The double pastry ovens should be cleaned internally and externally on a regular basis. • Internal waste bins should be cleaned regularly and have tight fitting lids to reduce flying insects entering the business in warmer weather. <p>Passage:</p> <ul style="list-style-type: none"> • The secondary toilet door should remain shut at all times to reduce any toilet smells entering the cooking room and adjacent labelling room of the first floor. 	Immediately

Confidence in Management/Control Procedures Compliance		
No	Item	Timescale
3.1	<p>Allergens Control:</p> <p>The Food Standard's Agency (FSA) provide an online allergen course for food businesses to complete giving a better understanding of allergens, from manufacturing through to your catering responsibilities on www.food.gov.uk/allergens</p> <p>On successful completion of the course you will be entitled to print off a certificate for your business from the Food Standards Agency.</p>	Ongoing
4.1	<p>Food Policy:</p> <p>Whist you have HACCP and pre-requisite controls regarding the Butchers section and cooked meats section of your business staff should have completed training records for their duties. Make sure that you complete the training records with regards to individual staff duties within your policy this applies to both full and part time staff that work within your business.</p>	Ongoing

4.1	<p>Food Policy Continued:</p> <p>Staff should be aware of your catering policy and receive induction training regarding their duties for the policy to be effective.</p> <p>Staff should sign and date their training record as training progresses.</p> <p>You have 2 distinctive businesses, the Butchery & Cooked Meats and a large Delicatessen. I suggested looking at SFBB Catering for your cooked meat operation and the SFBB Retail policy for the Delicatessen shop area in line with your HACCP principles for your Butcher section.</p>	Ongoing
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