

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	Sanitisers: Your sanitiser must meet British Standard Kite Mark BS - EN 1726/13697 or equivalent, for sanitising general surfaces and equipment in your business. Hand gels must meet BS - EN 1500.	Immediately

Compliance with Structural Requirements

No	Item	Timescale
2.1	No Issues Raised:	

Confidence in Management/Control Procedures Compliance

No	Item	Timescale
3.1	Allergens Control: 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 catering, and your responsibilities. www.food.gov.uk/allergens on successful completion of the course you will be entitled to print off a certificate for your business.	2 Weeks
3.2	Food Policy: Staff training records should be completed for all staff,full or part time working in the business. Each member of staff should be fully conversant with your policy and understand their individual duties for your policy to be effective. Further information can be gained from the bottom of this letter regarding the website link with the FSA - food policies.	2 Weeks