

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
	No Contraventions Noted	

Compliance with Structural Requirements

No	Item	Timescale
	No Contraventions Noted	

Confidence in Management/Control Procedures Compliance

No	Item	Timescale
1.1	Please ensure that the food registration form that I left on site is completed and returned in the pre-paid envelope. I had previously supplied the store with a registration form and a low risk questionnaire but they had not been returned as requested.	Immediately
1.2	<p>It was noted that the Food Safety Record booklet has had a very sporadic completion record over the last 6 months. It was noted that the last entry was 8th August 2018.</p> <p>It was also noted that the Store housekeeping check sheet has not been completed all week prior to the inspection. I was advised that checks had been carried out but not recorded.</p> <p>As I am sure you are aware all food businesses are required to implement a written food safety management system. Whilst it is clear that there are satisfactory policies in place, evidenced by the provision of the above recording logs, you must ensure that the monitoring of those controls is effectively documented on a daily basis.</p> <p>Please note, guidance from the Food Standards Agency advises that if food businesses continually fail to implement or <u>maintain</u> a Food safety Management System, a score of 20 will be applied to the Confidence in Management Section.</p> <p>The default Food Hygiene Rating Score for premises with 20 in any section is 1.</p> <p>If on your next inspection there are ongoing issues with daily recording this score is likely to be applied. Please ensure that daily controls are properly recorded as per your policy.</p>	Immediately