

Food Hygiene Audit

Client:	Beales Hotel Cornet Way Hatfield AL10 9NG	Date:	11 th January 2012
Manager:	Chris Hall	Consultant:	Nick Tilley
Area(s) Inspected:	Food and Beverage operation	Telephone:	07951 164 843
Distribution:	Tony King Chris Hall CSC	TOTAL	75%

REPORTS AIMS AND IMPLEMENTATION PROCESS

This report assesses the standards you are achieving in compliance with both legal and company's policy requirements and contains observations of food production procedures, food safety management practices and documentation evaluated on the day of the audit. . The format is laid out as an action plan with priorities suggested:

- P1 Immediate action required
- P2 Action within 2 weeks
- P3 Action within 2 months
- P4 Consider action in medium term (within 6 months) or for future planned refurbishment

The advice it contains will also help protect the company against food-related incidents and associated business risks. Therefore it should be considered in your best interests to ensure recommendations are implemented.

Only highly qualified and experienced assessors of food production systems will be employed as auditors.

Using this risk based format together with a detailed scoring standards guide the report is able to ensure the highest possible standard of audit consistency. However CSC cannot be held responsible for any failure to comply with recommendations in this report.

It is the policy of CSC to support you in maintaining and improving standards within your operation and therefore further advice can always be sort by contacting the above consultant or the CSC office on the above details.

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INTRODUCTION

The overall standards of food safety management were considered to be okay, but as can be seen by the reduced score, there is a need to re-focus on standards to bring them back to where they were.

Use of documents was generally good but there was confusion on the policy and haccp plans. Further there is a need to improve storage disciplines and some detail cleaning.

Any Enforcement Issues Outstanding No.

		Score	Out of	COMMENTS	PRIORITY	ACTION BY	DATE
Ref	FOOD SAFETY MANAGEMENT	12	20				
A1	FH Policy – available, up to date, implemented, and staff awareness	1	3	The policy offered on site is not the food safety policy that was initially issued. There is no date, not signed off and no respective forms attached. Further to this Chef was not aware of the company HACCP document which could not be located. Please issue the current company document is available as at present the policy version is confusing.	P2		
A2	Hazard Analysis – Up to date and reflects operation. Review Procedure in place	2	5	See A1 above. Records were seen available for the CCPs' onsite.	P2		
A3	Use of Records –Used to monitor critical control points, record flow and corrective actions evident.	4	5	Generally very good, but please ensure that daily records are initialled by the chef monitoring and recording.	P1		
A4	Use of Cleaning Schedule – Evident and in use.	2	2				
A5	Internal Auditing – Undertaken as specified and actions implemented.	0	2	No internal auditing checklist was seen completed. This should be carried out.	P2		

A6	Food Samples Taken – Sample taking procedures in place and up to date (if appropriate)	2	2				
A7	GMO Policy – In place and compliant with current company policy.	1	1				
	STRUCTURE/EQUIPMENT/WORK FLOW	5	7				
B1	Structure – general structure in good state of repair and well maintained.	0	1	Recommend that the drink dispense area walls are re-painted. The Altro coving behind the bin and around the manhole cover near the hot plate counter is in disrepair and should be made good.	To note P2		
B2	Equipment – maintained and kept in good repair	1	1	The walkin chiller door is sticking to the floor.	To note		
B3	Workflow – Separation issues, natural workflows avoiding cross contamination potential	1	1				
B4	Fabric - maintained and kept in good state of repair, able to be cleaned and sanitised.	1	1				
B5	General Maintenance – procedures in place and works completed	1	1				
B6	Services - lighting, ventilation, drainage, access for cleaning, effective and adequate	1	1				
B7	Water Supply - potable, sufficient control of ice, cleanliness of equipment, contamination risks identified.	0	1	The ice machine in the dispense area needs to be cleaned. Ice scoops must be stored in a sanitised solution.	P1 P1		
	CLEANING	13	20				
C1	Structure – Cleanliness of Walls, floors and ceilings.	1	3	General cleaning in the kitchen was considered to be okay but there is a need to improve detail: slicer, Bonzer tin opener, hand touch areas, mop bucket, corners, coving, grill of blast chiller, dishwasher canopy; etc.	P1		
C2	Equipment – General cleanliness of all food contact equipment and utensils.	2	4	See C1 above.	P1		

C3	Food Contact Surfaces – General cleanliness and evidence of sanitiser use on all food contact surfaces.	2	4	See C1 above.	P1		
C4	Cleaning Equipment - suitability and condition stored safely away from food.	1	1				
C5	Use of Wiping Cloths – Available and in use.	2	2				
C6	Correct chemicals - Ensure correct product in use. Evidence of documented cleaning schedule operating.	1	1				
C7	Use of Sanitiser – Available and being used.	1	2	Please ensure that the sanitiser bottle is labelled.	P1		
C8	Dishwasher Temperatures – Adequate for effective cleaning.	2	2				
C9	Use of Sinks - for washing up - sufficient, effective process, segregation to prevent contamination.	1	1				
	PERSONNEL HYGIENE	11	13				
D1	Changing Areas Provision - facilities available, evidence of use, clean, serviced, tidy, in good repair.	1	1				
D2	Toilet Provision – Adequate facilities, cleanliness and in good repair	2	2				
D3	Training Levels - commensurate with work activity and policy training aware of CCP's. Induction. Manager's level 3, staff level 2 and up to date (within 3 years)	3	4	High risk food handlers should attend a level 2 course within three months of starting. Two Chefs are booked to attend the course. Certificates were not available as they were locked in the GM cabinet and the key was not available.	To note		
D4	Training Records – Available and up to date	1	1				
D5	Hand Hygiene Disciplines – Facilities available and evidence of use.	1	2				
D6	Wash Hand Basin – Available, soap provided and clean.	1	1				
D7	Medical Screening – Staff medical questionnaires up to date	1	1	Locked in GM cabinet.	To note		
D8	General Standards - dress, Headwear (where applicable), Jewellery, cuts dressed, first aid facility.	1	1	Good standards seen. Head wear should be considered for chefs.	To note		

	CONTROL OF CRITICAL POINTS	26	30				
E1	Use of Suppliers - only nominated suppliers used, regular checks /accreditation. Evidence of supplier auditing.	1	1	When were suppliers last appraised of their hygiene standards.	To note		
E2	Delivery Procedures - regular checks, return procedure clear, temperature checks of high risk food, date coding checks. Decanting procedures.	2	2				
E3	Goods-In Storage - Stored securely and temperature controlled where required	1	1				
E4	Ambient Stable Storage – Stored securely, safe access.	1	1				
E5	Chill Food Storage - temperature control, in date, date system used, stock rotation, Records and up to date.	1	3	When labelling please include the production date, ensuring that the day of production is included on the 72 hours; some dates seen incorrect. Storage in the walkin chiller needs to improve: Trayed tartlets were seen uncovered, Creme Brulee was portioned in glass tumblers and placed in dirty boxes, Please improve de-boxing.	P1 P1		
E6	Frozen Food Storage - - temperature control, in date, date system used, stock rotation, Records and up to date.	0	1	When home freezing please attach an additional label on the product with: Delivery date: Frozen down date: Defrost date (allowing 24 hrs): Disposal date (allowing 48 Hrs):	P1		
E7	Contamination Risks – Physical, chemical and biological	2	3	Please tidy up the shelf opposite the cooking range; reduce the risk of physical contamination.	P1		
E8	Defrosting Procedure - records/checks completed. Use of equipment controls.	1	1				
E9	Cooking Procedure - - measures to ensure adequate heat treatment or reheating monitoring and recording procedures,	3	3				
E10	Cooling Procedure - cooled quickly and adequately controlled and monitored, use of measures to achieve cooling within 1½ hours	2	2				
E11	Re-heating Procedure - measures to ensure adequate heat treatment or reheating monitoring and recording procedures. (above 82°C in Scotland)	3	3				

E12	Service Procedure - - food served hot or cold as required (63°C or below 8°C).	2	2				
E13	Transportation Procedure – Food Protected and controlled during transportation	1	1				
E14	Display of Food/Bufkets – Protection from contamination, supervised, 4 or 2 hour rule used.	2	2				
E15	Nut Allergy Control - allergen Policy in place and compliant to legislation	1	1				
E16	Probes Calibrated – and in good working condition.	3	3	Probes checks seen.	To note		
	PEST CONTROL	4	5				
F1	Contract on Site - Contractor effective, pest record book up to date, available, recommendations actioned	0	1	Pest report was not able to be located.	P2		
F2	Contract points actioned – all key points actioned	1	1				
F3	Evidence of Pests - no evidence of, no risk of contamination from pest baits/insecticide, droppings	1	1	No issues identified.	To note		
F4	Pest Proofing - no harbourage / accumulations	1	1				
F5	Electric Fly Killers – In place, in good repair, no risk of contamination from fly debris.	1	1				
	WASTE MANAGEMENT	4	5				
G1	Internal Arrangements - controlled, tidy, clean lidded bins, emptying procedures.	2	2				
G2	External arrangements and bin area - controlled, tidy, clean lidded bins, emptying procedures.	1	2	The backyard are needs to be tidied; e.g. leaves, broken pallets etc.	P1		
G3	Waste Transfer Notes – Records in place and up to date	1	1				