

Food Hygiene Audit

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| Client: | Beales Hotels West Lodge Park Hotel Cockfosters Road Hadley Wood EN4 0PY | Date: | 11 th January 2012 |
| Manager: | David Seeward | Consultant: | Nick Tilley |
| Area(s) Inspected: | Food and Beverage operation | Telephone: | 07951 164 843 |
| Distribution: | Andrew Beale David Seeward CSC | TOTAL | 81% |

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 sought by contacting the above consultant or the CSC office on the above details.

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Director

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Chartered Environmental Health Practitioner
Chartered Safety and Health Practitioner
Director

INTRODUCTION

The overall standards of food safety management have slipped slightly this audit. There is a need to focus on areas such as better detail cleaning, encouraging hand washing, completing training for the high risk food handlers and care when handling food by waiting staff.

Any Enforcement Issues Outstanding No, Last visit achieved 4 stars, which is a very good result.

| | | Score | Out of | COMMENTS | PRIORITY | ACTION BY | DATE |
|------------|---|-----------|-----------|---|----------------|-----------|------|
| Ref | FOOD SAFETY MANAGEMENT | 18 | 20 | | | | |
| A1 | FH Policy – available, up to date, implemented, and staff awareness | 3 | 3 | Policy seen on site and well implemented. | To note | | |
| A2 | Hazard Analysis – Up to date and reflects operation. Review Procedure in place | 5 | 5 | Main CCPs' seen controlled, monitored and recorded. | To note | | |
| A3 | Use of Records –Used to monitor critical control points, record flow and corrective actions evident. | 5 | 5 | Good use of records seen. Please ensure that the cooling records are signed off weekly. | To note | | |
| A4 | Use of Cleaning Schedule – Evident and in use. | 2 | 2 | | | | |
| A5 | Internal Auditing – Undertaken as specified and actions implemented. | 0 | 2 | A formalised internal audit should be considered. | To note | | |
| 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. | 1 | 1 | | | | |
| B2 | Equipment – maintained and kept in good repair | 0 | 1 | One chest freezer lid is broken and needs to be repaired. | P3 | | |
| 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 | | To note | | |
| B6 | Services - lighting, ventilation, drainage, access for cleaning, effective and adequate | 1 | 1 | The larger part of the walkin chiller lightly is considered to be slightly too dim. This should be reviewed and lightly levels improved. | To note | | |
| B7 | Water Supply - potable, sufficient control of ice, cleanliness of equipment, contamination risks identified. | 0 | 1 | The main ice machine needs to be cleaned and the handle to the hatch repaired. Ice scoops need to be kept in a sanitised solution. | P1/P3 P1 | | |
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| | CLEANING | 13 | 20 | | | | |
| C1 | Structure – Cleanliness of Walls, floors and ceilings. | 1 | 3 | The overall standards of cleaning within the kitchen are were considered to be okay, but there is a need to improve a lot of detail; hand touch areas, low level, covings, floor around legs and casters etc. | P1 | | |
| C2 | Equipment – General cleanliness of all food contact equipment and utensils. | 2 | 4 | See C1 above. | To note | | |
| C3 | Food Contact Surfaces – General cleanliness and evidence of sanitiser use on all food contact surfaces. | 2 | 4 | See C1 above. | To note | | |
| C4 | Cleaning Equipment - suitability and condition stored safely away from food. | 0 | 1 | The cleaning equipment; e.g the blue headed brooms seen in the kitchen need to be kept clean. | P1 | | |
| C5 | Use of Wiping Cloths – Available and in use. | 2 | 2 | | | | |

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|-----------|--|----------|-----------|--|----------------|--|--|
| C6 | Correct chemicals - Ensure correct product in use. Evidence of documented cleaning schedule operating. | 1 | 1 | | | | |
| C7 | Use of Sanitiser – Available and being used. | 2 | 2 | Sanitiser seen available. | To note | | |
| 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 | 8 | 13 | | | | |
| | | | | | | | |
| D1 | Changing Areas Provision - facilities available, evidence of use, clean, serviced, tidy, in good repair. | 0 | 1 | Please tidy up and the area needs to be ventilated to rid the “off” smell. | P1 | | |
| 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) | 2 | 4 | Some certificates seen. Andrew McDowell and the two Krystians are booked on a course. Vince and lee need to attend and Terre needs to provide her certificate. | P2/3 | | |
| D4 | Training Records – Available and up to date | 1 | 1 | | | | |
| D5 | Hand Hygiene Disciplines – Facilities available and evidence of use. | 1 | 2 | Encourage chefs to wash hands between tasks. The chef producing the Sandwiches demonstrated hand wash very well. | P1 | | |
| D6 | Wash Hand Basin – Available, soap provided and clean. | 0 | 1 | To ensure that the moly roll holder has molyroll provided. | P1 | | |
| D7 | Medical Screening – Staff medical questionnaires up to date | 1 | 1 | | | | |
| D8 | General Standards - dress, Headwear (where applicable), Jewellery, cuts dressed, first aid facility. | 1 | 1 | | | | |

| | CONTROL OF CRITICAL POINTS | 27 | 30 | | | | |
|-----|--|-----------|-----------|--|--|--|--|
| E1 | Use of Suppliers - only nominated suppliers used, regular checks /accreditation. Evidence of supplier auditing. | 1 | 1 | Supplier checks are currently under review, with questionnaires sent. Do the responses need to be assessed? | To note | | |
| E2 | Delivery Procedures - regular checks, return procedure clear, temperature checks of high risk food, date coding checks. Decanting procedures. | 2 | 2 | Good records seen. | To note | | |
| 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. | 2 | 3 | Very good standards of storage were seen. When labelling product with the 72 hour rule, this includes the day of production. | To note P1 | | |
| E6 | Frozen Food Storage - - temperature control, in date, date system used, stock rotation, Records and up to date. | 1 | 1 | | | | |
| E7 | Contamination Risks – Physical, chemical and biological | 1 | 3 | Good controls in place. Keep glassware to a minimum; e.g. pint glasses for drinks. Waiting staff seen picking up and plating biscuits without washing hands. Suggest tongs are provided. | To note P1 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 | Good records seen. | To note | | |
| E10 | Cooling Procedure - cooled quickly and adequately controlled and monitored, use of measures to achieve cooling within 1½ hours | 2 | 2 | Good records seen. | To note | | |
| 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/Bufets – Protection from contamination, supervised, 4 or 2 hour rule used. | 2 | 2 | | | | |

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|-----|--|----------|----------|--|----------------|--|--|
| E15 | Nut Allergy Control - allergen Policy in place and compliant to legislation | 1 | 1 | | | | |
| E16 | Probes Calibrated – and in good working condition. | 3 | 3 | Probe checks seen. | To note | | |
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| | PEST CONTROL | 5 | 5 | | | | |
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| F1 | Contract on Site - Contractor effective, pest record book up to date, available, recommendations actioned | 1 | 1 | | | | |
| 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 | | | | |
| F4 | Pest Proofing - no harbourage / accumulations | 1 | 1 | The back door fly screen is slightly open. This must be kept in a closed position. | To note | | |
| F5 | Electric Fly Killers – In place, in good repair, no risk of contamination from fly debris. | 1 | 1 | | | | |
| | | | | | | | |
| | WASTE MANAGEMENT | 5 | 5 | | | | |
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| 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. | 2 | 2 | | | | |
| G3 | Waste Transfer Notes – Records in place and up to date | 1 | 1 | | | | |