

Food Hygiene Audit

Client:	Beales Hotels West Lodge Park Hotel Cockfosters Road Hadley Wood Herts EN4 0PY	Date:	19 th November 2010
Manager:	David Seeward	Consultant:	Nick Tilley
Area(s) Inspected:	Food and Beverage Operation	Telephone:	07951 164 843
Distribution:	Andrew Beale David Seeward CSC	TOTAL	91%

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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Director

INTRODUCTION

The overall standards of food safety management continue to be very good, with CCPs' controlled to a high standard.

Further the new kitchen equipment will help improve the overall fabric and function of the kitchen operation.

Please use this report as an action plan to address the issues identified.

Well done.

Any Enforcement Issues Outstanding No, but a visit is probably due in the near future.

		Score	Out of	COMMENTS	PIRORITY	ACTION BY	DATE
Ref	FOOD SAFETY MANAGEMENT	20	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.	To note		
A3	Use of Records –Used to monitor critical control points, record flow and corrective actions evident.	5	5	Improve the photocopy quality, it is difficult to read. Good use of records seen.	To note To note		
A4	Use of Cleaning Schedule – Evident and in use.	2	2				
A5	Internal Auditing – Undertaken as specified and actions implemented.	2	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	A number of fridge/ freezer door gaskets are split. These should be replaced. One chest freezer lid is broken and needs to be repaired.	P3 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	Some wall tiles to replace in the dry store.	To note		
B7	Water Supply - potable, sufficient control of ice, cleanliness of equipment, contamination risks identified.	0	1	Ice scoops need to be kept in a sanitised solution and not in the ice machine; e.g. behind the bar.	P1		
	CLEANING	18	20				
C1	Structure – Cleanliness of Walls, floors and ceilings.	1	3	The overall standard of cleaning was considered to be very good. Please ensure that equipment in the pantry (skirting removed) and behind the bar is pulled out and the floor areas cleaned.	P1		
C2	Equipment – General cleanliness of all food contact equipment and utensils.	4	4	To ensure that the freezers are defrosted.	To note		
C3	Food Contact Surfaces – General cleanliness and evidence of sanitiser use on all food contact surfaces.	4	4				

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.	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	11	13				
D1	Changing Areas Provision - facilities available, evidence of use, clean, serviced, tidy, in good repair.	0	1	This area must be kept tidy, please use the lockers.	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)	4	4	The current level of hygiene training is being reviewed and appropriate staff are booked on courses.	To note		
D4	Training Records – Available and up to date	0	1	Please ensure that all certificates are available in the training record folder.	P2		
5	Hand Hygiene Disciplines – Facilities available and evidence of use.	2	2				
D6	Wash Hand Basin – Available, soap provided and clean.	1	1				
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	28	30				

E1	Use of Suppliers - only nominated suppliers used, regular checks /accreditation. Evidence of supplier auditing.	1	1	Supplier checks are currently under review.	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.	3	3	Very good standards of storage were seen.	To note		
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	3	3	Good controls in place.	To note		
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	0	2	One cooling record for the 22 10 10 was seen to be longer than 90 mins. Need to check temperature and record not longer then 90mins.	P1		
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/Buffets – 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	Recommend that the probes are number referenced so that when checking the accuracy they can be cross referenced on the record form.	To note		

	PEST CONTROL	5	5				
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				
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	One wheelie seen overloaded and lid not shut.	P1		
G3	Waste Transfer Notes – Records in place and up to date	1	1				