



Public Protection (food & safety)
Food Premises Inspection Report

Name of Business:	St Andrews Parent & Toddler Group
Address of food business:	St Andrews Church, Church Lane, Norwich, NR4 6NW
Date of Inspection:	21 May 2013
Inspection Reference	13/00404/FOOD
Type of Premises:	Caring premises
Areas Inspected:	Main kitchen
Records Examined:	SFBB (partly completed)
Details of Samples Procured:	None
Summary of Action Taken:	Informal

Introduction to the Report

The report has been divided into three sections representing the areas we score you against. Each section begins with a *summary* of what was observed. The score you have been given for each section is indicated. Details of how these scores relate to your overall food hygiene rating are shown in the table at the front of the report. You can use the table to see what factors have influenced your score; where you have done well and where improvements can still be made.

There may be an additional section covering health and safety concerns which fall outside the scope of the national food hygiene rating scheme.

Timescale for Compliance

All Notices must be complied with by the date on the Notice. If no Notice is served you must still deal with contraventions within a reasonable time. As a guide to compliance, contraventions to do with cleaning, temperature control and poor practice should be dealt with straight away. Those items which relate to structural repairs, training and the provision/review of your food safety management system should be completed with within the next 2 months. Health and safety contraventions should be dealt with within 3 months unless otherwise indicated. Urgent matters must be dealt with straight away.

The Law

The report relates to the following legislation:

Food Safety Act 1990 (as amended)

Regulation (EC) No 178/2002 applied by The General Food Regulations 2004 (as amended)

Regulation (EC) No 852/2004 and No 853/2004 applied by Regulation 17(1) of the Food Hygiene (England) Regulations 2006.

Health and Safety at Work Etc. Act 1974 and related regulations.

This report may include matters which do not comply with the law (**Contravention**) matters which are not required by the law but which we recommend as good practice

(**Recommendation**) guidance on best practice (**Information**) and, to balance the report, observations of current practice (**Observation**).

You may carry out alternative works to those in the report, but only if they are equally effective in securing full compliance with the law. Before undertaking alternative works, you are strongly advised to discuss the matter with me.

Please Note

My inspection was not intended to identify every contravention of the law and only covers those areas, practices and procedures examined at the time. The report concentrates on the principle risks. If it fails to mention a particular item this does not mean you have necessarily complied with the law.

FOOD SAFETY

Please note that this is not a formal Hygiene Improvement Notice that requires you to do work. Nevertheless, if you do not comply with this informal request, formal action will be considered. Any contraventions should be given priority. It is in your interests to act now to secure compliance.

How we calculate your Food Hygiene Rating

Compliance Area	You Score					
Food Hygiene and Safety	0	5	10	15	20	25
Structure and Cleaning	0	5	10	15	20	25
Confidence in management & control systems	0	5	10		20	30
Your Total Score	0 – 15	20	25 – 30	35 – 40	45 – 50	> 50
Your Worst Score	5	10	10	15	20	-
Your Rating is	5	4	3	2	1	0

Your Food Hygiene Rating is 4 – a good standard



Food Hygiene

Summary:

Full compliance with legal requirements. All necessary control measures in place to prevent cross-contamination. Safe food handling practices and procedures demonstrated. **(Score 0)**

Personal Hygiene

1. I recommend that volunteers preparing food and drink wear protective over-clothing to cover their personal clothing and hair. **(Recommendation)**

Temperature Control

2. I was pleased to see that the temperature of the fridge was below 5°C. **(Observation)**

Practices

3. I was pleased to see that you had incorporated good practices, such as: exclusive use of equipment and colour coded cleaning cloths, and you also had a good disinfection procedure in case of illness. **(Observation)**

Structure and Cleaning

Summary:

Full compliance with legal requirements. Structure and equipment clean and well maintained. No repairs or improvements identified. Evidence of effective pest control and waste disposal provision. **(Score 0)**

Cleaning

4. I was pleased to see that the premises were clean and tidy. **(Observation)**

Maintenance

5. I was pleased to see that structural repairs had been carried out. **(Observation)**

Confidence in Management

Summary:

Evidence of some non-compliance with legal requirements. Generally satisfactory food safety controls in place. You are progressing towards a written food safety management system. Contraventions require attention. **(Score 10)**

Documented Food Safety Management System

6. The following management sections in your SFBB pack / documented food safety management system were either missing or incomplete. **(Contravention):**
- Daily diaries not completed.
 - No training records.
7. I was pleased to see that you had incorporated some very good operational practices. **(Observation)**