

Public Protection (food & safety)

Food Premises Inspection Report

Name of Business:	Staff Association Lounge
Address of food business:	Norwich City College, 5 Ipswich Road, Norwich, NR2 2LJ
Date of Inspection:	4 September 2015
Risk Rating Reference	15/00516/FOOD
Inspection Reference	EH15/27727
Type of Premises:	
Areas Inspected:	All
Records Examined:	Safer Food Better Business
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 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 19(1) of the Food Safety and Hygiene (England) Regulations 2013.

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

How we calculate your new 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 5 – a very good standard



This space is reserved for your Right of Reply

- You have a 'right to reply' in respect of this food hygiene rating. This allows you to explain what improvements you have made or to offer an explanation for the standards we found at the time of this inspection.
- Full details and the form can be downloaded: www.norwich.gov.uk/foodhygieneratings

This space is reserved for the results of your Re-rating Inspection:

- You can request a re-visit to re-rate your business if you have rectified the contraventions identified in this letter.
- You can make one request for a re-visit per statutory inspection period. If we are satisfied with the evidence you provide we will make an unannounced revisit and give you a new food hygiene rating based on the level of compliance that is found at the time of the re-visit
- Your rating could go up, down or remain the same.
- Your new rating will be displayed here and on your website listing
- Full details and the form can be downloaded: www.norwich.gov.uk/foodhygieneratings

General description of the business

A not for profit Staff Association Cafe serving staff and their guests with teas, coffees and cakes and providing a daily hot meal cooked and prepared using standard catering practices.

Food Hygiene

Summary:

Food hygiene standards are excellent. You demonstrated full compliance with legal requirements. You have safe food handling practices and procedures and all the necessary control measures to prevent cross-contamination are in place. **(Score 0)**

Hand-washing

1. I recommend that you keep a laminated copy of the 3-stage hand cleaning poster above the wash hand basin. **(Recommendation)**
2. I was pleased to see that you had an elbow operated tap. **(Observation)**

Temperature Control

3. I was pleased to see that you were monitoring and recording the temperatures of foods. **(Observation)**
4. When hot-holding soup remember to ensure this is held at or above 63 degrees Celsius rather than relying on monitoring its temperature just prior to service. **(Information)**

Structure and Cleaning

Summary:

The structure, facilities and standard of cleaning and maintenance are all excellent and you demonstrated full compliance with the law. You have effective pest control. Procedures are in place to rectify any problems as they arise. There is good provision for waste disposal. **(Score 0)**

Cleaning

5. I recommend that you use the cleaning schedule in the Safer Food Better Business pack. **(Information / Recommendation)**

Confidence in Management

Summary:

A food safety management system is in place and you comply fully with the law. Hazards to food are understood, properly controlled, managed and reviewed. Your records are appropriate

and being maintained. All your staff are suitably supervised and trained. You have a very good track record. **(Score 0)**

Documented Food Safety Management System

6. I was pleased to see you had Safer Food Better Business in place and that it was working well. **(Observation)**

Proving Your Arrangements are Working Well

7. I was pleased to see that you could demonstrate a working food safety management system. **(Observation)**
8. I recommend that: **(Recommendation)**
- You may find using colour-coded day dots for date labelling foods easier than writing out date labels.
 - You tidy up your SFBB pack which was rather dishevelled.

Allergies

9. I was pleased to see you had identified and listed allergy-causing ingredients on the food you sold. You can obtain more information from the Trading Standards website: www.norfolk.gov.uk/abc **(Observation)**