

## **Public Protection (food & safety)**

### **Food Premises Inspection Report**

Name of Business:	Elim Fellowship
Address of food business:	Elim Pentecostal Church, Trory Street, NR2 2RH
Date of Inspection:	16/05/2017
Risk Rating Reference	17/00283/FOOD
Premises Reference	12/00064/FD_HS
<hr/>	
Type of Premises:	Catering
Areas Inspected:	Main Kitchen, Cellar
Records Examined:	SFBB, Cleaning schedule
Details of Samples Procured:	None
Summary of Action Taken:	Informal
General Description of business	Voluntary Church groups offering cooked foods to members of the local community in need

### **Relevant 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

### **What you must do to comply with the law**

The report may include **Contraventions** - matters which do not comply with the law . You must address all of the contraventions identified; failure to do so could result in legal action being taken against you.

As a guide, contraventions relating to cleaning, temperature control and poor practice, should be dealt with straight away.

Contraventions relating to structural repairs, your food safety management system and staff training, should be completed within the next 2 months.

Health and safety contraventions should be dealt with within 3 months unless otherwise stated.

To assist you the report may also include **Observations** of current practice, useful **Information, Recommendations** of good practice and reminders of **Legal Requirements** .

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

## FOOD SAFETY

### How we calculate your Food Hygiene Rating:

The food safety section has been divided into the three areas which you are scored against for the hygiene rating: 1. food hygiene and safety procedures, 2. structural requirements and 3. confidence in management/control procedures. Each section begins with a summary of what was observed and the score you have been given. Details of how these scores combine to produce your overall food hygiene rating are shown in the table.

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	15	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 3 - a generally satisfactory standard



## **1. Food Hygiene and Safety**

Food hygiene standards are generally satisfactory and maintained. There is evidence of some non-compliance with legal requirements. Some lapses are evident however generally you have satisfactory food handling practices and procedures and adequate control measures to prevent cross-contamination are in place. The contraventions require your attention; although not critical to food safety they may become so if not addressed.

**(Score 10)**

### **Contamination risks**

**Contravention** Non food items such as staples were stored in kitchen cupboards, there is a risk that these could fall into food and cause harm. All non-catering/food items should be removed from the kitchen.

**Legal Requirement** At all stages of production, processing and distribution, food must be protected from any contamination likely to render it unfit for human consumption, injurious to health or contaminated in such a way that it would be unreasonable to expect it to be consumed in that state.

### **Hand-washing**

**Contravention** The following evidence indicated hand-washing was not suitably managed:

- You need to have a separate sink for washing hands.

**Recommendation** Designate the half sink for hand washing and the main sink for washing utensils and food (after disinfecting the sink).

**Recommendation** Use disposable paper towels to dry hands rather than tea towels. This will prevent hands from potentially becoming contaminated when using a reuseable cloths.

### **Personal Hygiene**

**Contravention** Food handlers were not wearing aprons or other specific clean clothing for working in the kitchen.

### **Temperature Control**

**Contravention** The following evidence indicated there was a risk of bacteria growing on food:

- The fridge in the kitchen was not keeping food below 8°C. The dial was adjusted during the visit but you must monitor the temperature to ensure that it remains below 8°C.

**Recommendation** In addition to visual checks that food is cooked, occasionally verify that the core temperature of cooked and reheated foods, particularly larger items such as joints of meat reaches at least 75°C for 30 seconds (or other equivalent time/temperature combination e.g. 80°C for 5 seconds).

### Unfit food

**Contravention** The following food was of a reduced quality and if sold may not be of the standard demanded by the consumer:

- Several items in the fridge and freezer in the cellar were past their best before date. Food which is past its best before date may of a reduced quality and should not be used.
- There were mouldy onions and grapes in the fridge in the cellar.

**Observation/Recommendation** You should have a system in place to identify when open or prepared foods need to be used by or discarded to ensure that food is fit for consumption. I recommend you label open/prepared foods with the day and/or date that food should be thrown away. This should either be 2 days after the day of opening/production e.g. if food is opened/produced on Monday it should be used by the close of business on Wednesday; or in accordance with the manufacturers instructions e.g. keep for a maximum of 5 days after opening.

## **2. Structure and Cleaning**

The structure facilities and standard of cleaning and maintenance are all of a good standard and only minor repairs and/or improvements are required. Pest control and waste disposal provisions are adequate. The minor contraventions require your attention. **(Score 5)**

### Cleaning of Structure

**Contravention** The following structural items were dirty and require more frequent and thorough cleaning:

- inside of cupboards
- inside fridges
- seals to the chest freezer

**Observation** The kitchen had been well maintained.

## Facilities and Structural provision

**Observation** Numerous non-food items were stored in the kitchen cupboards. To aid efficient cleaning and provide additional space for storage of food items I strongly recommend you remove all non essential items and equipment.

### **3. Confidence in Management**

There are generally satisfactory food safety controls in place although there is evidence of some non-compliance with the law. You are progressing towards a written food safety management system. The contraventions require your attention; although not critical to food safety they may become so if not addressed. **(Score 10)**

## Food Hazard Identification and Control

**Contravention** The following matters demonstrated that you have not identified hazards to food (such as bacteria growing on food, bacteria surviving in cooked food and cross-contamination) or the methods of control at critical points in your operation:

- The fridge was not operating at the correct temperature

**Contravention** The Safe Methods in your Safer Food Better Business (SFBB) pack are intended to show you have identified the hazards to food and what you must do to control them. The following Safe Methods were either missing from your SFBB pack or had not been completed appropriately:

- Cross-contamination
- Cleaning
- Chilling
- Cooking

## Proving Your Arrangements are Working Well

**Contravention** The Management sections in your Safer food Better Business (SFBB) pack are intended to demonstrate you are in day-to-day control of the hazards to food. The following Management sections were either missing, incomplete or not up-to-date:

- The daily diary and or four-weekly reviews
- The cleaning schedule
- Your Suppliers and/or Contacts lists
- Staff training records
- The cleaning schedule

**Information/Recommendation** Your cleaning schedule should include all the items which need to be cleaned and the frequency. To ensure that items which are not cleaned daily are done e.g. walls, cupboards etc. I recommend you create a tick sheet

so that these can be signed off as and when they are completed. This will help to ensure standards are maintained by all groups/individuals using the kitchen.

**Recommendation** I recommend that the opening and closing checks are laminated and displayed in the kitchen so each group can refer to them easily.

**Recommendation** Every groups that uses the kitchen should follow the same safe methods and sign the diary on the day they use it to confirm that they have followed system.

### Traceability

**Legal Requirement** If food is produced at home on a regular/consistent basis the person supplying the food should register with us. We would then inspect their kitchen to confirm that they are producing/supplying food safely.

### Training

**Information** Details of the food safety and Safer Food Better Business training courses we offer can be found on our website [www.norwich.gov.uk](http://www.norwich.gov.uk)

**Legal Requirement** Once you have completed the Safer Food Better Business pack all staff should be shown the pack and trained in the safe procedures you have identified.

**Legal Requirement** Although the kitchen is used by several different groups of people, there should be a person appointed/nominated to check and monitor that the systems are being followed by all groups and to address any problems e.g. making sure food is being labelled and in date, cleaning is being done, facilities are maintained, diary is completed, temperatures recorded etc. It would be helpful if this activity was recorded in the diary section.

### Infection Control / Sickness / Exclusion Policy

**Guidance** Public Health England recommends that food handlers known or suspected to be suffering from a food-borne infection or gastrointestinal illness stay away from work until symptom-free for 48 hours.

### Allergens

**Contravention** You have not yet identified the allergens present in the food you prepare.

**Legal Requirement** Caterers must provide allergy information on all unpackaged food they offer/sell. The potential for cross-contamination by allergens must also be made known to consumers. You can obtain more information from the Trading Standards website [www.norfolk.gov.uk/abc](http://www.norfolk.gov.uk/abc) or at [www.norwich.gov.uk/foodbusinessadvice](http://www.norwich.gov.uk/foodbusinessadvice)

**Recommendation** Make a chart listing all your meals together with the 14 allergens (if present). Bring the chart to the attention of your customers and food handlers.

## **HEALTH & SAFETY**

### **Matters of evident concern**

**Legal requirement** Anyone with control of non-domestic premises (for example a community hall) has legal responsibilities under health and safety law to take reasonable measures to ensure the premises, access to it and any equipment or substances provided are safe for people using it, so far as is reasonably practicable.

**Contravention** The following matters were of immediate concern:

- The cellar is used daily and items have to be carried or passed down to get them into or out of the cellar. The access to the cellar is extremely difficult to navigate due to the very low height of the doorway, which causes you to stoop whilst trying to walk down steep stairs.
- The nosing of the stairs is not clearly defined. It should be of a contrasting colour or material to make the edge clearly visible.
- There is only one hand rail to stairs. Also when people are carrying items they are unable to grasp the rail and are at increased risk of falling.
- The persons undertaking the catering who use the cellar to store food are older and may therefore be at greater risk of falling/sustaining injury.
- Overall there is a credible risk of becoming unbalanced and falling and similarly when exiting the cellar there is a risk of banging your head or back if straightening up too early, any of which could result in serious personal injury.

**Legal Requirement** The stairs should be improved so far as is reasonably practicable to comply with the current building regulations for stairs found in Approved Document K at [www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/443181/BR\\_PDF\\_AD\\_K\\_2013.pdf](http://www.gov.uk/government/uploads/system/uploads/attachment_data/file/443181/BR_PDF_AD_K_2013.pdf)

**Legal Requirement** You must make a suitable and sufficient assessment of the risks to the health and safety of any employees and to persons not employment who may be affected by your work e.g. volunteers, visitors, members of the public etc. If you have 5 or more employees you must record the significant findings of your risk assessment.

**Information** Guidance on how to carry out a risk assessment can be found on the Health and Safety Executive website [www.hse.gov.uk/risk](http://www.hse.gov.uk/risk) and in their leaflet INDG163 'A brief guide to controlling risks in the workplace'.

**Recommendation** Undertake a thorough review of how the kitchen is used and make use of all the available space is utilised to store items which need to be accessed daily or on a regular basis. Consider whether other such items can be stored elsewhere in the building.