



Public Protection (food & safety)

Food Premises Inspection Report

Name of business:	Kofra
Address of food business:	4 Unthank Road Norwich NR2 2RA
Date of inspection:	27/11/2018
Risk rating reference:	18/01027/FOOD
Premises reference:	14/00103/FD_HS
Type of premises:	Coffee Shop
Areas inspected:	All
Records examined:	SFBB, Temperature control records, Cleaning schedule
Details of samples procured:	None
Summary of action taken:	Informal
General description of business:	Coffee Shop

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

Food Information Regulations 2014

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 5 - a very good standard



1. Food Hygiene and Safety

Food hygiene standards are high. You demonstrated a very good standard of 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. Some minor contraventions require your attention. **(Score 5)**

Hand-washing

Observation Hand washing was managed well and wash-hand basins were well stocked with hand cleaning material.

Poor Practices

Contravention At the time of inspection cleaning products were stored on the top of the small freezer under the counter. Ensure that the cleaning products are re-located and stored in a safe place away from food.

Personal Hygiene

Contravention It was noted that staff were not wearing over-clothing while serving. You must ensure that an apron is worn while serving behind the server.

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. The minor contraventions require your attention. **(Score 5)**

Facilities and Structural provision

Observation I was pleased to see the premises had been well maintained and that adequate facilities had been provided.

Cleaning of Structure

Contravention At the time of inspection it was noted that the mastic to the wash hand basin was damaged. Ensure that you re-place the mastic to the wash hand basin so the surface is smooth and easy to clean.

3. Confidence in Management

A food safety management system is in place and you demonstrate a very good standard of compliance with the law. Food hazards are understood properly controlled managed and reviewed. Your records are appropriate and generally maintained. Your staff are suitably supervised and trained. You have a good track record. There are some minor contraventions which require your attention. **(Score 5)**

Allergens

Legal Requirement Legislation requires food businesses to provide allergy information about ingredients in the food you supply. This applies to food sold from all catering outlets.

Information You can obtain more information from the Trading Standards website: www.norfolk.gov.uk/business/trading-standards/ask-for-allergens-campaign/advice-for-businesses