

Action Plan			
<b>Premises</b>	The Little Kitchen Bean And Bar	Reference	XXXXXX
<b>Address</b>	The Little Kitchen Bean And Bar High Street Twyford Winchester SO21 1NH		
<b>Date of Visit</b>	14/03/23	<b>Date of Report</b>	14 March 2023
<b>Inspector</b>	XXXXX	Email	eh@winchester.gov.uk

Food Hygiene and Safety			
Requirements			
1	<b>Chopping boards</b>		
A number of your chopping boards are heavily scored / stained and can no longer be effectively cleaned. Replace all worn chopping boards			
<b>Date for compliance</b>	Immediate		
 			

2	<b>Sanitiser</b>
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There were two different brands of sanitiser available in the kitchen which I was told are used as part of a 2 stage cleaning process. Staff were however not too sure on the contact time required by these sanitises. One required only 60 seconds while the other required 5 minutes. Not leaving the sanitiser on the surface for the stated contact time may mean that it is not reducing bacteria to an acceptable level. Ensure staff are always aware of the appropriate contact times. It may be easier to stick to one product at a time.

<b>Date for compliance</b>	Immediate
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<b>3</b>	<b>Trays</b>
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A pile of trays being used to serve customer orders were found to be visibly dirty. Trays should be cleaned each time they are used.

<b>Date for compliance</b>	Immediate
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<b>Structure</b>
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<b>Requirements</b>
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<b>1</b>	<b>Kitchen and equipment cleaning</b>
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Cleaning throughout the kitchen is poor. The following are examples of where attention to cleaning is required:

- Behind and beneath equipment
- External surfaces of equipment
- Seals of fridges/freezers
- Wash hand basin and taps
- Internal surfaces of the oven
- Wheels of equipment
- Ceiling
- Handles of equipment

Carry out a deep clean of the kitchen. Your kitchen and equipment must be maintained in a clean condition at all times.

<b>Date for compliance</b>	Immediate
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<b>2</b>	<b>Extraction canopy</b>
The filters in the extraction canopy were particularly dirty and filled with grease. It was unclear when these were last cleaned. Also the underside of the extraction ducting was particularly greasy as shown in the picture below. You must thoroughly clean the filters and the internal/external surfaces of the extraction canopy and duct work. Depending on the complexity of the ducting you may require the services of an external contractor. It is also worth noting that cleaning of the extraction system is often a requirement of insurance policies.	
<b>Date for compliance</b>	Immediate



### 3 Store room

The store room is not in a clean condition. The following areas are examples of where cleaning is required:

- Internal and external surfaces of the fridge and freezers
- Fridge seals
- Floor
- Behind and beneath equipment

By maintaining this poor standard of cleaning in the store room, you are risking rodents being attracted to your site. It also makes it very difficult for staff and your pest contractor to monitor for signs of pest infestation. There is also a lot of rubbish down behind your fridges and freezers which poses a fire risk.

Carry out a deep clean of the storage areas and maintain in a clean condition at all times.

<b>Date for compliance</b>	Immediate
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<b>4</b>	<b>Drinks area</b>
The area where your coffee machine is located is in poor condition where much of the paint has flaked and worn away leaving a bare wooden surface. Repair/repaint the area to leave in a sound condition that is easy to clean.	
<b>Date for compliance</b>	Immediate
<b>5</b>	<b>Bin area</b>
Some rubbish and old equipment was found around the bin storage area. Clean and tidy this area and maintain in a clean condition at all times.	
<b>Date for compliance</b>	Immediate
<b>6</b>	<b>Fryer</b>
The rubber feet on your deep fat fryer appear to have melted, and the rubber is now soft and sticky to the touch. Repair/replace the feet on your deep fat fryer.	
<b>Date for compliance</b>	Immediate



<b>Management</b>	
<b>Requirements</b>	
<b>1</b>	<b>Food Safety Management System</b>
<p>You are using the Safer Food Better Business pack as your documented system at this site, which you have supplemented with some additional monitoring records. While the paperwork in the main had been completed, it is clear that the system is not working in the way that it should for the following reasons:</p> <ul style="list-style-type: none"><li>• The kitchen and store room were in a poor state of cleanliness</li><li>• Cleaning tasks had been signed off on your opening /closing check sheets, but clearly had not actually been done</li><li>• The staff training record only contained the names of people that no longer work at the premises</li><li>• New staff are not shown the Safer Food Better Business pack</li><li>• There is no indication to show that the pack has ever been reviewed</li></ul> <p>Review the Safer Food Better Business pack completely to ensure that it reflects your current operation. Train all staff in the procedures contained within the pack and get all staff to sign the training section to confirm that this has been done. Ensure all staff are aware of where to find the pack and what they are responsible for completing. A periodic review of the system should be made to ensure that it is up to date. The system should also be updated when any relevant changes are made to the business. Your date of review should be recorded.</p>	
<b>Date for compliance</b>	2 weeks
<b>2</b>	<b>Management</b>
<p>During discussions with staff it became apparent that there has been a lack of consistency with staff at this site for some time, which may explain some of the standards that were found. I am however concerned that there appears to be a lack of management involvement at this business. Had management compliance checks been implemented these issues would likely have been identified sooner. Ultimately it is the responsibility of the food business operator to ensure that food hygiene legislation is being complied with.</p> <p>I recommend you implement regular management checks at this premises so that standards are monitored on a regular basis.</p>	
<b>Date for compliance</b>	Immediate

<b>3</b>	<b>Allergen information</b>
<p>You have a file behind the counter containing various food allergen matrix sheets. I was told that a combination of the information in this folder and suppliers websites are used when advising customers about allergens in their food. The folder appeared a little messy and included details of food you no longer serve. As a customer, the state of this folder would give me little confidence that the information was accurate.</p> <p>Carry out a complete review of your allergen file to ensure that it is up to date and accurate. For reference, you should record the date when the review was completed.</p>	
<b>Date for compliance</b>	2 weeks

<b>Recommendations</b>
<b>Temperature monitoring</b>
Use a temperature probe to monitor your fridges or freezers, this will give you a more accurate record of the temperature in the fridge than the digital display. You may want to do in between pack tests or you can place a dummy food in the fridge which is just used for temperature monitoring e.g. block of jelly or water.