Acti n Plan			
Premises	Shapla Restaurant	Reference	04/00700/MIXED
Address	60 West Street Alresford Hampshire SO24 9AU		
Date of Visit	15 December 2025	**Date of Report**	18 December 2025
Inspector	XXXX	**Email**	XXXX@winchester.gov.uk

Food Hygiene and Safety	
Requirements	
1	**Sanitiser not readily available**
At the time of the inspection when asking what sanitiser was used the kitchen staff struggled to locate the sanitiser. It was not in a convenient place nor readily available for use. Also, staff were not sure of the correct contact time. Quoting 2 minutes when the Tesco anti-bacterial has a contact time of 5 minutes. You must ensure that you have a supply of sanitiser on site at all times, and make sure staff are using it and are aware of the correct contact time. ***Regulation (EC) No 852/2004 Annex II Chapter V Para 1(a)***	
Date for compliance	Immediately

2	**Onions stored in shed**
Onions were being stored in the outdoor shed in which the door was open at the time of the inspection. As well as the shed was not fully pest proofed due to poor structural repair. This may result in contamination of the food. Food and drink should be stored in food rooms that are pest proof and capable of being kept clean. The shed was also in a dirty condition and had a bike stored within. Remove the onions and store inside the premises until the shed is repaired and cleaned. ***Regulation (EC) No 852/2004 Annex II Chapter IX Para 2***	

Date for compliance	Immediately

3	**Dirty tea towel**
Dirty tea towels were being used on the surfaces/underneath chopping boards. Tea towels and cloths must be kept clean, disinfected and replaced regularly. ***Regulation (EC) No 852/2004 Annex II Chapter IX Para 3***	
Date for compliance	Immediately

4	**Uniform not being worn**
It was noted that your chef was not wearing suitable and clean over-clothing even though it had been provided to him. You must ensure that all persons working in food handling areas wear suitable, clean, and where appropriate, protective clothing. ***Regulation (EC) No 852/2004 Annex II Chapter VIII Para. 1***	
Date for compliance	Immediately

Recommendations	
5	**Uncovered tubs of spices**
All food should be kept covered to prevent any possible risk of contamination. Food should be properly wrapped or stored in clean, lidded, washable containers. There were a few tubs of unlabeled spices being stored on the shelving under the cookline. These should be lidded and labelled.	

6	**Unlabelled food items in the freezer**
You should label your food when placing into the freezer the date that it has been frozen and the new use by date. You explained that usually frozen food is used within a week. So you could put a one month shelf life on frozen products.	

7	Defrosting foods
There were two bowls of frozen fish left on the side of the pot wash sink to thaw at room temperature. It was said this was for staff consumption only. However, this practice encourages the growth of food poisoning bacteria. I recommend you thaw food in covered containers in the refrigerator overnight.	

Structure	
Requirements	
8	**Dirty wash hand basin & dirty spoon within the bowl**
The wash hand basin to the entrance of the kitchen was dirty inside the bowl and the surrounding area. Also, it had a dirty spoon inside the bowl of the wash hand basin. Thoroughly clean the wash hand basin and leave in a clean condition. Wash hand basins must be designated for use and dirty equipment should not be put into the basin. ***Regulation (EC) No 852/2004 Chapter 1 Para 4***	
Date for compliance	One day

9	No soap or means of hand drying to wash hand basin
There was no soap (or hygienic hand drying facilities, for example paper towels) at the wash hand basin in the middle of the kitchen. Wash hand basins must be provided with soap (and hygienic hand drying facilities) at all times. You have two wash hand basins. Both must be fully supplied at all times. ***Regulation (EC) No 852/2004 Annex II Chapter I Para.4***	
Date for compliance	One day

10	Water too hot to adequately wash hands
The hot water to the wash hand basin at the entrance of the kitchen was too hot to adequately wash your hands. You must look into getting the temperature reduced or installing a mixer tap so that staff can adequately wash their hands in warm water. ***Regulation (EC) No 852/2004 Annex II Chapter I Para.4***	

Date for compliance	One month

11	**Kitchen Cleaning**

All areas where food is prepared and stored must be clean and capable of being kept clean. This is so that pests are not attracted into your premises and the risk of food being contaminated by dirt is minimised.

The standard of cleaning to the structure of the kitchen was very poor and required immediate improvement. The whole kitchen requires a deep clean but particular areas noted are:

- Cookline – underneath the cookline equipment, walls, ceilings including cable trunking, plug sockets and cctv camera.
- Floor/wall junctions around the whole kitchen particularly down the sides of equipment such as fridges, hot cupboards and wash hand basins.
- The ceiling in the kitchen required cleaning in a number of places.
- Door frames and doors throughout the kitchen were in a dirty condition - Copper pipes around the kitchen

Regulation (EC) No 852/2004 Annex II Chapter I Para 1

Date for compliance	One week

12	**Floor damage – kitchen, shed and basement**

The flooring throughout the premises had areas of damage. Floor damage was noted within the kitchen where the lino had been ripped by the steps, the lino flooring coming away from the wall junction by the fridges in the cookline, the basement flooring in a number of places and also the shed flooring was damaged.

Renew or repair the floor covering in these areas and leave in a sound easy to clean condition.

Also, remove the mat under the beer kegs to assist with cleaning.

Regulation (EC) No 852/2004 Annex II Chapter II Para. 1(a)
Regulation (EC) No 852/2004 Annex II Chapter 1 Para 1

Date for compliance	Three months

13	**The shed**

The condition of the outside storage shed was poor. Both in cleanliness and structural condition. The shed must be thoroughly deep cleaned, repaired where required and then the wood sealed so that the shed is impervious, non-absorbent, and washable. ***Regulation (EC) No 852/2004 Annex II Chapter 1 Para 1***

Date for compliance	Three months

14	**Dirty canopy**
The canopy filters in the kitchen were in a dirty/greasy condition on the inside. They must be thoroughly cleaned and maintained in a clean condition. ***Regulation (EC) No 852/2004 Annex II Chapter I Para 1***	
Date for compliance	One week

15	**Door fly chains tied up and door left open**
The insect fly chains to the back door of the kitchen were being tied up while the door was left open, thus not being effective for the purposes of preventing flying insects into the premises. In order to maintain effective insect proofing the door chains must not be tied back. ***Regulation (EC) No 852/2004 Annex II Chapter II Para 1(d)***	
Date for compliance	Immediately and ongoing

16	**Door seals dirty**
The door seal of the refrigerators/freezers in the premises were dirty, particularly the large white chest freezer. Review all fridge/freezer seals to ensure they are clean and in good condition. ***Regulation (EC) No 852/2004 Annex II Chapter V Para 1(a)***	
Date for compliance	One day

17	Equipment cleaning

There were several pieces of equipment and hand contact surfaces around the kitchen that were dirty. The following must be thoroughly cleaned (and disinfected) and maintained in a clean condition:

- Fridge/freezer handles (particularly the fridge opposite the cookline)
- Microwave handle
- Plug sockets
- The cookline equipment – including the sides and undersides
- The inside of the cupboards under the cookline equipment
- Walk in fridge floors and shelving
- Grooves of the hot cupboards as well as the inside
- Cutlery holder
- Outside of containers used to store prepped food, including the handles.

Also remove the blue plastic lining from the microwave.

Regulation (EC) No 852/2004 Annex II Chapter V Para 1(a)

Date for compliance	One day

18	Kitchen shelving condition

The wall shelving above the large white chest freezer had tape over the shelving to cover the exposed wood. The covering was in a poor condition and cannot be kept clean. This covering should be replaced with one that is impervious, non-absorbent, and washable.

Regulation (EC) No 852/2004 Annex II Chapter I Para 1

Date for compliance	One month

19	Walk in fridge handle

The door handle of the walk-in refrigerator in the premises was damaged and taped. This cannot effectively be kept clean and must be repaired/replaced.

Regulation (EC) No 852/2004 Annex II Chapter V Para 1

Date for compliance	Three months

20	Wooden shelving in basement
The wooden shelving within the basement storage area was unsealed wood. This requires sealing or covering so that it is impervious, non-absorbent, and washable. ***Regulation (EC) No 852/2004 Annex II Chapter I Para 1***	
Date for compliance	One month

21	Mouldy walls
The walls within the basement were mouldy in areas. These must be cleaned and treated appropriately. ***Regulation (EC) No 852/2004 Annex II Chapter I Para 1***	
Date for compliance	Three months

22	Worn chopping boards
The condition of a number of the chopping boards were worn and can no longer be thoroughly cleaned/disinfected. These must be replaced. ***Regulation (EC) No 852/2004 Annex II Chapter V Para 1(c)***	
Date for compliance	Two weeks

23	Cardboard on shelf
Remove the cardboard on the shelving underneath the cookline in the kitchen. It cannot be kept clean and harbours dirt and bacteria. ***Regulation (EC) No 852/2004 Annex II Chapter II Para 1 (f)***	
Date for compliance	One day

24	Damaged scoop
One of the plastic scoops found in the bin of four (in the basement) was cracked and cannot be adequately cleaned. Replace the scoop for a new one and dispose of the cracked scoop. ***Regulation (EC) No 852/2004 Annex II Chapter V Para 1(c)***	
Date for compliance	One day

Recommendations	
25	**Walk in freezer defrost**
There was a large build up of ice within the walk-in freezer. You should defrost the freezer. From looking at the formation of the ice it appears you may have a leak. I recommend getting this looked at to prevent further build up and to ensure the freezer is working effectively.	

26	**Bin lids not closed**
At the time of my inspection, your refuse containers were overflowing and as a result the bin lids would not shut. I strongly recommend you increase the frequency of collection or the number of refuse containers provided. You said it doesn't normally get that full however you also stated you are not that busy even during the festive period so I would not have expected the bins to be as overfull as they were.	

Management	
Requirements	
27	**Incomplete SFBB**
The SFBB had been completed, however I noted that one page had not been filled in. This was the chilled storage page. As you have chilled storage this is relevant to your business and must be completed. ***Regulation (EC) 852/2004 Article 5 Paras 1 and 2***	
Date for compliance	One day

28	**SFBB not followed**

Your ***Safer Food Better Business pack*** does not reflect what is being done in practice by employees in the kitchen. You must carry out your operations in line with your management system.

It was clear that kitchen staff were not following the cleaning schedule as this and the diary had been signed to say that both daily cleaning and weekly deep cleans had been completed. For example, records indicated that the deep clean had been completed the day prior to the day of our inspection. However, the standards of cleaning found during the inspection were poor and do not indicate that a deep clean had occurred the day prior.

Regulation (EC) 852/2004 Article 5 Paras 1 and 2

Date for compliance	Immediately and ongoing

29	**Staff not implementing date coding controls**

Staff were not following the SFBB regarding date coding. Both yourself and your staff stated that the date gun is used to label prepared food and a 2/3 day shelf life given. However, food had been prepped on 14/12/2025 were labelled with a use by of 19/12/2025 which is a 6 day shelf life (day of preparation plus 5). Food prepared on the 14/12/2025 should be given a use by of 16/12/2025 (day of preparation plus 2).

You must ensure that staff are properly trained and are aware of the controls they need to carry out. Staff must also be supervised and checked as necessary, so you are sure that all controls that are critical to food safety are being properly implemented and maintained.

Regulation (EC) 852/2004 Article 5 Paras 1 and 2

Date for compliance	Immediately and ongoing

30	**Traceability**

Unlabelled food was found on the premises including raw meat. At time of the inspection there were a umber of raw meat items in plastic carrier bags that did not have any identifying labels to show what they were of where they were from.

All food placed on the market for sale must be adequately labelled or identified to assist in its traceability. You should retain relevant documentation and information from your suppliers about the food you have in stock. For example, labelling from the outer boxes, including batch codes, use-by or best-before date and the address of the manufacturer. You should also keep invoices for the supplies and make them available at the premises. This will provide evidence that you are purchasing your foods from reputable suppliers and the information would be needed in the event of a problem with a product.

Regulation (EC) No. 178/2002 Article 18

Date for compliance	Immediately and ongoing

Recommendations	
31	**Delivery temp checks**
There was no system of delivery checks in operation. I recommend you carry out quality checks on all stock deliveries, and in the case of chilled or frozen food deliveries, ensure that all products are received at the correct temperatures.	

32	**Probe calibration**
Please note that probe thermometers should be checked regularly for accuracy. As a helpful reference in doing your own checks; pure water and ice mixture should measure between -1^0C to $+1^0$C, and pure boiling water should measure between 99^0C and 101^0C. If your thermometer appears not to be working correctly it should be replaced or sent for service. For further advice refer to the manufacturers instructions and your Safer Food Better Business.	

33	**Cooked food temperature checks**
I recommend you check your cooking process is adequate by periodically checking the centre temperature of the food using a probe thermometer. It is advisable to keep a record of your checks.	

34	**Cleaning schedule**

A cleaning schedule was available however it was not specific enough to assist the kitchen staff in what they are required to clean.

As discussed one way to help draw up an effective cleaning schedule is to walk through your premises and make a list of everything that needs cleaning. For each item, or group of items, write down what you do on your cleaning schedule.

You may find it helpful to go through the following examples:

High-priority cleaning
Items that come into contact with food
Work surfaces and chopping boards

Equipment e.g. knives

Fridges

Equipment with moving parts e.g. food mixers, slicers and processors

Sinks and soap dispensers

Re-usable cloths and work clothes

Ice machines

Frequently touched items
Rubbish bins, broom and mop handles

Door handles, taps, switches and controls

Can openers, telephones

Other cleaning

Floors, walls, ceilings

Storage areas and freezers

Waste areas and drains

Microwaves, ovens, dishwashers, hot-holding and display cabinets

Self-service and staff areas

Include details on:

How you clean the item(s)

What chemicals you use

What equipment you use

How often you clean the item(s)

35	**Training on cleaning schedule**

Train staff on the cleaning schedule, so they know what they have to do, and when. It is a good idea to review your schedule to make sure that it covers the right things. It is important to write down how you do your cleaning, so you can show what you do. It is also useful for staff to be able to check how they should clean things, so you may wish to put your cleaning schedule on the wall. Review your schedule regularly and check that all cleaning is being done properly.