

HSQC HYGIENE CHEK®

Food Safety Review



STRICTLY PRIVATE AND CONFIDENTIAL

COMPANY:	Marwell Preservation Trust	ADVISOR:	Ryan Hannay
UNIT:	Squirrel Snacks Kiosk	REF:	
ADDRESS:	Colden Common Winchester , Hants	E-MAIL	Robertm@marwell.org.uk
POST CODE:	SO21 1JH	DATE OF VISIT:	29th May 2014
CONTACT ;	Mr Robert Meaney	POSITION:	Operational Catering Manager F&B Manager
TELEPHONE:	01962 777916	FAX:	01962 777511
SCOPE OF REVIEW:	Food Safety Audit		
		REASON FOR REVIEW:	Quarterly review

SUMMARY:

This was a positive visit in light of the fact the unit had not been inspected for several months. The daily checks were being carried out with the exception of Tuesday's cleaning schedule checks for that day earlier in the week.

Frequent hand washing practice should continually be enforced to all staff particularly after handling money and before handling food. General cleanliness was too a high level although underneath and behind the Turbo Fan oven and the coffee machine a notable build of dirt and debris was in evidence. Key action points from previous years remain.

See key action points in pursuance of good hygiene practice :-

KEY ACTION POINTS:

- Look to replace wooden shelving as soon as practicable.
- Ensure the fly killer is operational at all times.
- Ensure all of the standard due diligence checks and records are undertaken.
(Tuesday's cleaning schedule had not been signed off for that week)
- Clean underneath and behind the Turbofan oven and coffee machine

HYGIENE ASSESSMENT MARK: 94%

REPORT TO: Mr Robert Meaney
Robertm@marwell.org.uk

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HYGIENE CHEK SCHEDULE

COMPANY: Squirrel Snacks Kiosk

Date: 29th May 2014

Checklist
Ref No:

Observations/Recommendations

Action
Time

1	<u>STRUCTURE/FABRIC:</u>	
1.1	Walls The walls had been repainted with a suitable white food grade finish to facilitate ease of cleaning.	R
1.2	Floors Look to replace any worn or loose junction tiling as and when required.	C
1.3	Ceilings No major issues.	R
1.4	Windows No issues noted.	R
1.5	Doors No issues noted.	R
1.6	Ventilation No issues noted.	R
1.7	Lighting Diffusers/ shatterproof fittings had been fitted to the lights to reduce the risk of glass contamination in the event of breakage.	R
1.8	Refuse Facilities In line with operational requirements in the unit.	R
1.9	Water/Drainage No major issues were reported at the time of the review. A hot water system was in situ.	R R
2.	<u>FACILITIES & EQUIPMENT</u>	
2.1	Equipment All equipment was observed to be in good condition and fit for purpose. However look to replace wooden shelving.	R/B
2.2	Refrigeration Equipment Defrost the freezers regularly to ensure efficient equipment operation.	C
2.3	Storage Storage space was limited therefore low stocking levels were maintained.	R/A

- A+ Legal/Immediate Action Required
- A Recommend Priority Action
- B Action Within 6 Months
- C Future Consideration
- R Reference

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2.4 Toilet/Washing Facilities

Only 1 x sink was available for hand and equipment washing – designated for hand washing.

A

2.5 Workflow

Space was limited - it is important therefore to maintain low stocking levels and to remove any redundant equipment etc.

R

3 HACCP SYSTEMS/PRACTICES

3.1 Suppliers

Controlled by the Site Office –update validation/ certification as required.

R/A

3.2 Food Delivery

Controlled by the Site Office – lapses in recent records were noted.

R/A

3.3 Dry Food Storage

Products were stored off the floor to facilitate cleaning and to reduce contamination risks.

R

Consider replacing the wooden shelving to the dry stores to stainless steel.

C

3.4 Refrigeration/Freezer Food Storage

Retail stock was stored in chest freezers. Defrost /clean the freezers on a regular basis. Temperatures were recorded. 2 x daily on the front of house equipment and the back of house freezers. Ensure these checks are carried out and recorded.

R

3.5 Date Coding of Foods

Retail stock was date coded and labelled by the manufacturers/ suppliers – in line with labelling requirements.

R

3.6 Out of Date Foods /Stock Rotation

No out of date foods observed, but see 3.5 relating to date coding.

R

3.7 Low Temperature Control/chiller/freezer

Chill and freezer temperatures were recorded in line with the HACCP Review. Ensure that back of house freezer temperatures are recorded on a daily basis.

R

3.8 Food Preparation/Cross Contamination

Minimal handling / preparation was carried out on site at this unit. Vinyl gloves and tongs had been provided.

R

3.9 Cooking/Reheating of Food

No cooking was carried out at this unit.

A microwave was in situ. Ensure that where any item of food is reheated for public consumption a record is maintained.

R

3.10 Cooling of Food

Not applicable in this unit.

R

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3.11	Holding Temperature Holding temperatures are taken daily and were available for perusal.	R
3.12	Traceability Invoice /Delivery note details had been included on the Goods In Records to facilitate traceability.	R/A
3.13	Monitoring & Recording Monitoring procedures were now implemented in line with the HACCP Review. All recording sheets should be posted on the wall as a visual reference to staff.	R/A
3.14	HACCP Manual & documentation Ensure that all due diligence documentation is maintained as specified and filed for reference purposes, freezer temperatures, cleaning checklists, probe calibration etc. It is imperative that these records be carried out and recorded daily for due diligence purposes.	R
4	<u>CLEANING:</u>	
4.1.	Refuse & Waste Control Continue to monitor waste control carefully to reduce the risk of pest activity.	R
4.2	Food Contact Equipment Ensure all food contact equipment such as the microwave are regularly cleaned and signed off on the cleaning schedule. The are underneath the Turob Fan was soiled with debris and this needs to be periodically cleaned and added to schedule. The area behind the coffee machine also required regular cleaning. Failure to ensure these areas are covered could result in cockroach activity.	R/A A
4.3	Equipment Continue to monitor attention to detailed cleaning in areas such as under the coffee machine, lower shelves, under microwave etc. Ensure that the chest freezers are defrosted on a regular basis to maintain the efficiency of the equipment.	R R/A
4.4	Structure Continue to monitor standards in less visible (floor edges, under/behind equipment i.e microwave and shelves) and high level areas carefully.	R
4.5	Cleaning Programme/Nominated Supplier A cleaning schedule /checklist system was in place and signed off on a daily basis to monitor standards.	R

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4.6	Utensil/Crockery Cleanliness – Service Standards Regular inspections should be carried out on equipment and utensils to identify any damage which could present a contamination hazard.	R
4.7	Chemical Storage Chemicals were generally stored under the sink.	R
4.8	Pest Control System Latham Pest Services was the nominated site Pest Controller – follow up any proofing requirements to prevent pest ingress. Records of visits should be filed for reference purposes in the unit.	R
5	<u>SAFETY SYSTEMS:</u>	
5.1	Dangerous machinery Remove and replace the out of date CO2 extinguisher.	R
5.2	First Aid/Accident reporting A first aid kit was located in the site office.	R
5.3	Risk Assessments Risk assessments had been reviewed by the Company health and safety inspector. This assessment was held on the computer database and a copy was filed in the Catering Manager's office.	R R
5.4	Safety Clothing Ensure that PPE is issued and used as required.	R
5.5	COSHH Ensure that datasheets are updated as required and filed for reference purposes. Update signed training records accordingly.	R
6	<u>MANAGEMENT & TRAINING:</u>	
6.1	Hygiene & HACCP Training Status An updated Training Status record should be filed in the office for reference purposes.	R/A
6.2	Training Records Signed training records should be filed for reference purposes.	R/A
6.3	Staff Awareness All staff operating the kiosk need to fulfil the recording requirements.	R
6.4	Management Awareness Plan to address issues highlighted in the Key Action Points.	R

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6.5	Emergency Action Procedure Systems were in place Ensure that the relevant documentation is implemented if required – i.e. complaints and Incident reporting procedures.	R
7	<u>PERSONAL HYGIENE:</u>	
7.1	Requirements to wash hand basin Only 1 x sink was available for equipment and hand washing. This contained all the Statutory provisions.	R
7.2	Personal Cleanliness Reinforce frequent hand washing procedures.	R/A
7.3	Protective Clothing No major non conformances reported	R/A
7.4	Cleanliness of Staff areas No issues to report.	R

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HYGIENE CHEK® SAFE SYSTEMS REVIEW

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UNIT: Squirrel Snacks Kiosk
DATE OF REVIEW: 29/5/2014

MARKING SCHEME

- 0 At least one major or several major non compliances requiring URGENT ACTION
 - 1 Further action required with one or more major non compliances requiring action within time frame
 - 2 One or more non compliances (no major) requiring time scale for remedial action
 - 3 Some attention required to achieve best practice
 - 4 Best practice achieved
- From 0 to -20 Deduction for Professional Assessment

1	STRUCTURE & FABRIC		4	CLEANING	
1.1	Walls	4	4.1	Refuse & Waste Control	4
1.2	Floors	4	4.2	Food Contact Equipment	3
1.3	Ceilings	4	4.3	Equipment	3
1.4	Windows	4	4.4	Structure	3
1.5	Doors	4	4.5	Cleaning prog/Nominated Supplier	4
1.6	Ventilation	4	4.6	Utensil/Crockery Cleanliness	4
1.7	Lighting	4	4.7	Chemical storage	4
1.8	Refuse Facilities	4	4.8	Pest control system	3
1.9	Water/Drainage	4		Sub Total	28
	Sub Total	36	5	SAFETY SYSTEMS	
2	FACILITIES & EQUIPMENT		5.1	Dangerous machinery	4
2.1	Equipment	4	5.2	First Aid / Accident Reporting	4
2.2	Refrigeration/Equipment	4	5.3	Risk Assessments	4
2.3	Storage	3	5.4	Safety clothing	4
2.4	Toilet/Washing facilities	3	5.5	COSHH	4
2.5	Workflow	3		Sub Total	20
	Sub Total	17	6	MANAGEMENT & TRAINING	
3	HACCP SYSTEMS/PRACTICES		6.1	Hygiene & HACCP Training status	4
3.1	Suppliers	4	6.2	Training records	4
3.2	Food Delivery	4	6.3	Staff Awareness	3
3.3	Dry Food Storage	4	6.4	Management Awareness	4
3.4	Refrigeration/Freezer Food Storage	4	6.5	Emergency action procedure	4
3.5	Date Coding of foods	4		Sub Total	19
3.6	Out of date foods/Stock Rotation	4	7	PERSONAL HYGIENE	
3.7	Low temp control/chiller/freezer	4	7.1	Requirements to wash hand basin	3
3.8	Food Prep/Cross Contamination	4	7.2	Personal cleanliness	4
3.9	Cooking/Reheating of Food	4	7.3	Protective clothing	4
3.10	Cooling of Food	4	7.4	Cleanliness of staff areas	4
3.11	Holding Temperature	4		Sub Total	15
3.12	Traceability	4			
3.13	Monitoring & Recording	2			
3.14	HACCP Manual & Documentation	4			
	Sub Total	54			
				TOTAL 200	189
				TOTAL MARKS AWARDED ÷ 2	94.5
				PROFESSIONAL ASSESSMENT	0
				HYGIENE ASSESSMENT RATING	94