

HSQC HYGIENE CHEK® Food Safety Review



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Tel: 08458 387 487 website: www.hsqc.com

COMPANY:	Marwell Wildlife	ADVISOR:	Ryan Hannay
UNIT:	Bush Tucker Bites	REF:	
ADDRESS:	Colden Common Winchester , Hants	E-MAIL	
POST CODE:	SO21 1JH	DATE OF VISIT:	29 th May 2014
CONTACT ;	Mr Simon Cox	POSITION:	Head of Commercial Operations Head of Catering Operations Assistant Catering manager
	Mr Robert Meaney	FAX:	01962 777511
	Mr Daniel Gatehouse	REASON FOR REVIEW:	Monthly review
TELEPHONE:	01962 777916		
SCOPE OF REVIEW:	Food Safety Audit		

SUMMARY:

This was a very positive review particularly in light of the fact that the unit had not been audited for a considerable time. Please note however some areas overlooked by the cleaning team.

Follow up the Key Action Points in line with Good Catering Practice :-

KEY ACTION POINTS:

- The seal to fridges 3 and 4 were damaged and required replacing.
- Paper towels and soap dispenser required cleaning.
- Top of water and milk fridges required cleaning.

HYGIENE ASSESSMENT MARK: 96%

REPORT TO: Robert Meaney

Robertm@marwell.org

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HYGIENE CHEK SCHEDULE

COMPANY: Marwell : Bush Tucker Bites

Date: 29th May 2014

Checklist
Ref No:

Observations/Recommendations

Action
Time

1	<u>STRUCTURE/FABRIC:</u>	
1.1	Walls Finished to a good standard with PVC cladding. Frequency should be identified to carry out high level cleaning of harder to reach areas.	R
1.2	Floors Finished to a good standard with non slip, heavy duty altro fabric which was easy to clean.	R
1.3	Ceilings No major issues reported. See 1.4 below.	R
1.4	Windows Roof lights were shut at the time of the audit, but if left open for ventilation in warmer weather, review the provision of suitable screening to prevent pest ingress. Cobwebs have previously been noted to this area and a frequency to clean high level hard to reach areas should be documented.	R
1.5	Doors No issues noted.	R
1.6	Ventilation Review the provision of an extractor fan to assist ventilation above the oven . However the roof lights were opened when the weather permitted – 1.4.	R/A
1.7	Lighting Diffusers had been fitted to reduce the risk of glass contamination in the event of breakage.	A
1.8	Refuse Facilities Food grade pedal operated bins had been acquired to facilitate personal hygiene.	R/A
1.9	Water/Drainage Mains potable water supply. Consider reducing the hot water temperature to the wash hand sink.	R B

A+ Legal/Immediate Action Required

A Recommend Priority Action

B Action Within 6 Months

C Future Consideration

R Reference

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2.	<u>FACILITIES & EQUIPMENT</u>	
2.1	Equipment Equipment was generally observed to be satisfactory for its purpose.	R
2.2	Refrigeration Equipment All refrigeration equipment was in good condition and functioning correctly at the time of review. 2x daily temp checks were being recorded. The seal to some of the fridges were broken and seals to other chiller units required cleaning.	R
2.3	Storage Low stocking levels were being maintained throughout the unit given the limited space available.	R
2.4	Toilet/Washing Facilities There was a separate designated food prep sink. 2 x wash hand basins were in place. It was understood that staff were using the customer portable toilet facility. In this case there should be Wash hand signage clearly posted.	R
2.5	Workflow Generally well organised, but space restrictions were evident in the service area and Dry Storage space was limited, but had been reorganised to improve the workflow.	R
3	<u>HACCP SYSTEMS/PRACTICES</u>	
3.1	Suppliers Controlled by the Site Office. Review /Update supplier validation as required. Ensure that relevant accreditation / certification and/ or Due Diligence questionnaires are provided by all nominated suppliers and filed for reference purposes.	R/A
3.2	Food Delivery Controlled by the Site Office. Ensure all records are maintained.	R/A
3.3	Dry Food Storage Due to space limitations low stocking levels were maintained in the unit. Satisfactory.	R
3.4	Refrigeration/Freezer Food Storage Separate chills had been provided/ designated and low stocking levels were noted at the time of the audit.	R
3.5	Date Coding of Foods Continue to ensure opened sauces and relishes that have a reduced shelf life once opened are stored with a Use By Date.	R

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3.6	Out of Date Foods /Stock Rotation No issues identified during this review.	R
3.7	Low Temperature Control/chiller/freezer Chill and freezer temperatures were being recorded 2 x daily. Spot checks carried out at the time of the audit confirmed compliance. Equipment was regularly being cross checked with the probe.	R
3.8	Food Preparation/Cross Contamination Ensure worn chopping boards are replaced to facilitate cleaning.	R
3.9	Cooking/Reheating of Food Core temperatures were achieving 75C and recorded.	R/A
3.10	Cooling of Food No issues noted.	R
3.11	Holding Temperature Hot holding temperature records were available for examination. All equipment was working satisfactorily at the time of the audit.	R
3.12	Traceability Invoice no's were recorded on the Goods In Records to facilitate traceability. – Site Office. Ensure these do not lapse.	R
3.13	Monitoring & Recording Ensure that all monitoring procedures are implemented in line with the HACCP Review to support due diligence – i.e. probe calibration checks, supplier validation, Training Records etc	R/A
3.14	HACCP Manual & documentation A copy of the HACCP Review should be filed in the unit for reference purposes. This should keep the staff aware of HACCP and will facilitate due diligence recording.	R/A

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4	<u>CLEANING:</u>	
4.1.	Refuse & Waste Control Provision in place – bagged waste was collected on a daily basis. Keep bins lidded when not in use. Pedal operated lidded bins were required. The wooden brooms/cleaning utensils had now been replaced with plastic.	R/A R
4.2	Food Contact Equipment Continue to monitor carefully. Ensure that temperature probes are used and kept clean when not in use.	B
4.3	Equipment Continue to monitor attention to detailed cleaning i.e. hand contact points, lower shelves in the Service area, the can opener, inside chills and chill seals etc. Chiller seals damaged to fridges 3 and 4.	R/A
4.4	Structure Monitor less visible areas carefully. The area to the side of the dairy chiller highlighted on previous reviews was clean, however other hard to reach areas had a build up of dirt and debris noted such as underneath the utensil sink and behind the coffee machine in the servery area.	R/A
4.5	Cleaning Programme/Nominated Supplier The cleaning schedule was satisfactory and signed off at the end of the day. Look to expand where possible and make more specific by including every item of equipment.	R
4.6	Utensil/Crockery Cleanliness Regular inspections should be carried out on utensils to identify any damage which could present a contamination hazard, such as the portable fan that has been included on the cleaning schedule. A glass breakage procedure should be in place.	R R
4.7	Chemical Storage Chemicals were stored under the sink in a separate container.	R
4.8	Pest Control System Latham Pest Services was the nominated Pest Controller – ensure that inspections are carried out, records are filed and bait boxes are sited accordingly. Consider fitting fly screening to the roof lights to prevent pest ingress. Ideally a copy of the manual would be retained at Bushtucker. HSQC have suggested to plant some bait boxes to the internal of each kiosk to assess nocturnal levels of rodent activity.	R/A R C R R/C

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5	<u>SAFETY SYSTEMS:</u>	
5.1	Dangerous machinery No issues noted.	R
5.2	First Aid/Accident reporting In place.	R
5.3	Risk Assessments Risk assessments were carried out by the Trusts Health and Safety Officer - a copy of the Risk assessment was filed in the Catering Manager's office.	R
5.4	Safety Clothing PPE was available where required.	R
5.5	COSHH Chemical Supplier- datasheets should be updated and filed for reference purposes. Update signed training records as required.	R
6	<u>MANAGEMENT & TRAINING:</u>	
6.1	Hygiene & HACCP Training Status An updated Training Status record should be filed for reference purposes.	R/A
6.2	Training Records Signed training records should be filed for reference purposes – especially for all statutory training.	R/A
6.3	Staff Awareness Ensure that staff are familiar with the HACCP Systems. This would be more of a visual aid if the stages of the HACCP were laminated and posted on the wall in the relevant areas. It was understood that the schedule was signed off at the end of the day as opposed to during. This is satisfactory provided that the clean as you go policy is maintained throughout the day.	R
6.4	Management Awareness Good.	R
6.5	Emergency Action Procedure In line with Company Procedures – Customer Complaints/ Incident forms should be completed if required.	R

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7	<u>PERSONAL HYGIENE:</u>	
7.1	Requirements to wash hand basin Continue to ensure that the correct provisions are in use at all wash hand points. Monitor hot water temperature.	R/A
7.2	Personal Cleanliness Reinforce frequent hand washing/sanitising requirements.	R/A
7.3	Protective Clothing Vinyl gloves/ hand sanitising should be actioned for high risk prepping.	R
7.4	Cleanliness of Staff areas Ideally provide suitable lockers for storage of staff personal belongings.	R

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HYGIENE CHEK® SAFE SYSTEMS REVIEW

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UNIT: Marwell BushTucker Bites

DATE OF REVIEW: 29.5.14

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	4
1.3	Ceilings	4	4.3	Equipment	3
1.4	Windows	3	4.4	Structure	4
1.5	Doors	4	4.5	Cleaning programme/Nominated Supplier	4
1.6	Ventilation	3	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	30
	Sub Total	34	5	SAFETY SYSTEMS	
2	FACILITIES & EQUIPMENT		5.1	Dangerous machinery	4
2.1	Equipment	3	5.2	First Aid / Accident Reporting	4
2.2	Refrigeration/Equipment	3	5.3	Risk Assessments	4
2.3	Storage	4	5.4	Safety clothing	4
2.4	Toilet/Washing facilities	3	5.5	COSHH	4
2.5	Workflow	4		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	4
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	20
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	4			
3.14	HACCP Manual & Documentation	4			
	Sub Total	56			
				TOTAL 200	192
				TOTAL MARKS AWARDED ÷ 2	96
				PROFESSIONAL ASSESSMENT	0
				HYGIENE ASSESSMENT RATING	96

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