



EAST CAMBRIDGESHIRE DISTRICT COUNCIL

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This matter is being dealt with by:

Telephone: 01353 665555
E-mail: [REDACTED]
My Ref: 19/00052/FOOD
Your ref

17th June 2019

Dear Sir/madam

Food Safety Act 1990 (As Amended)

**General Food Regulations 2004; Food Safety and Hygiene (England) Regulations 2013
Regulation (EC) No 178/2002 and 852/2004**

**Re: Chartwells at Swaffham Bulbeck Church Of England Primary 84 High Street Swaffham Bulbeck
Cambridge CB25 0LX**

I refer to my food hygiene inspection of the above premises carried out on the 14th June 2019.

The matters detailed below require your attention. This letter confirms the things you need to do to comply with the law and the relevant legislation is listed under each item. Some items may be listed as recommendations and these are included to give you advice in support of your business, but they are not requirements in law.

Food hygiene and safety

1. The outer door on the oven had smashed and broken glass had been left in the casing. See photograph 1. Despite this food was being cooked in the oven at the time of my visit. The glass fragments may cause contamination of food and must be removed as a matter of urgency. (*Regulation (EC) No 852/2004 Annex II Chapter IX Para 3*). I received an email from the school later the same day informing me that the broken glass had been removed.

Repair or replace the oven as soon as possible to ensure it is in good order, repair and condition as to minimise risk of contamination. (*Regulation (EC) No 852/2004 Annex II Chapter V Para 1(b)*).

2. The following issues were noted that may cause contamination or cross contamination:
 - All of the coloured chopping boards were worn;
 - During preparation, jacket potatoes were placed onto the food safety logbook instead of using the appropriate chopping board on a work surface;
 - Storage of raw foods, e.g. eggs and unwashed salad, vegetables and fruit above ready to eat foods, e.g. cheese, prepared fruit and salad etc in the kitchen refrigerator;
 - Use of the probe without disinfecting it first and between uses;
 - Use of cleaning cloths for up to 2 days;
 - Food handlers were seen to turn off the taps at the wash hand basin with their hands;
 - At first, the main food handler was not wearing any protective clothing;

Food must be protected against any contamination. Ensure controls are put in place to reduce the

risk of cross contamination. These must include:

- Purchase a new set of chopping boards and ensure when boards are scored they are replaced, as necessary;
- Use of plastic colour coded chopping boards appropriately for the preparation of different foods, for example red for raw meat, yellow for cooked, brown for vegetables, green for salad etc;
- Storage of raw foods below or separately from ready to eat foods;
- Thoroughly clean and disinfect the probe before use and between uses;
- Food handlers must turn off the tap with paper towel or their elbow;
- The cloths used for cleaning must be thoroughly washed, disinfected and dried as often as necessary to prevent contamination, not just after a set timescale or when they look dirty. Damaged cloths etc must be thrown away;
- Ensure food handlers wear appropriate protective clothing. This must be changed after carrying out tasks which may contaminate it such as preparing raw food etc. it is recommended that you use disposable plastic aprons when preparing raw foods;

(Regulation (EC) No 852/2004 Annex II Chapter IX Para 3).

3. At the time of the inspection a trolley containing the main food handlers equipment was sited directly in front of the wash hand basin in the kitchen thus making the wash hand basin impossible to use. See photograph 2. Wash hand basins must be accessible at all times to allow staff to maintain a high degree of personal cleanliness. You must relocate the trolley to allow access to the wash hand basin. Ensure that regular hand washing takes place. *(Regulation (EC) No 852/2004 Annex II Chapter I Para 4 and Chapter VIII Para 1).*
4. The paper towel dispenser above the wash hand basin was empty. Ensure hygienic hand drying facilities are readily available at the wash hand basin during operations. *(Regulation (EC) No. 852/2004 Annex II, Chap. I, Para 4).*
5. The blue disposable roll for cleaning and wiping spills etc was located on a shelf and a suitable dispenser had not been provided. See photograph 3. The blue disposable roll may be dropped or fall onto the floor or collect dirt and bacteria from where it is sited and handling which is unhygienic and presents a risk of contamination. You must provide a suitable dispenser or holder for the blue disposable roll. *(Regulation (EC) No 852/2004 Annex II Chapter IX Para 3).*
6. It is recommended that single-use cloths are used e.g. paper towel, kitchen roll wherever possible, and thrown away after each task. This will make sure that any bacteria picked up by the cloth will not be spread. The use of disposable, single use cloths provides a reliable way of ensuring cleaning and disinfection regimes do not present a cross contamination risk.
7. At first, the kitchen was small and there was limited access to worktops and equipment. An example of the effect of this is detailed in item 3 above. However after the shutter was opened up and the hot trolley and smaller preparation trolley was moved, this provided more room and freed up the wash hand basin. It is recommended that the kitchen is opened up as much as possible to allow for more working space.

Structure

8. The following areas were dirty and required cleaning at the time of my visit:-
 - The bottom shelf in the dry storage cupboard;
 - Hard to reach areas such as underneath and behind equipment, particularly floor/wall junctions;

Thoroughly clean the above mentioned areas/items and maintain them in a clean condition.

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

9. The centre preparation trolley was damaged, uneven and could not be moved easily for cleaning. Repair or replace the trolley to ensure it is in good order, repair and condition. The equipment must be installed to allow adequate cleaning of the equipment and surrounding area. (Regulation (EC) No 852/2004 Annex II Chapter I Para 1, Chapter I Para 2(a) and Chapter V Para 1(d)).
10. Cleaning equipment such as a mop, bucket, floor brush and cleaning chemicals were being stored in adhoc places around the kitchen. These items must be stored in an area away from where food is handled so that the risk of food contamination is minimised. (Regulation (EC) 852/2004 Annex II Chapter I Para 10).

Confidence in management/control procedures

11. The Compass logbook and compliance pack were available at the premises. Records were being kept in the food safety logbook and were up to date.

However, I have the following comments to make in respect of your written system:

- Food handlers were not aware of the safety first folder. It was in its case underneath the wash hand basin, with other items stored around it;
- Food handlers have not yet completed training on the system;
- There were examples of where procedures were not being followed, including potential contamination of ready to eat food, cleanliness and damaged equipment at the premises, see items above;
- Probe calibration records had not been completed for some time;

Ensure the documented system is implemented. Ensure staff receive appropriate training on the system and that they are applying the procedures within your documented system, in order to comply with the legislation. (Regulation (EC) No 852/2004 Article 5). It is recommended that copies of food handlers training records are kept on the premises for staff reference and inspection purposes.

12. Probe thermometers should be checked for their accuracy. Please note that calibration may be done as follows: pure water and ice mixture should measure between -1°C to $+1^{\circ}\text{C}$, and pure boiling water should measure between 99°C and 101°C . If your thermometer appears not to be working correctly it should be replaced or sent for service. An appropriate record of these checks should be kept in the Compass food safety logbook.

Any legal requirements relating to cleaning, temperature control and practices require your attention immediately. Other items should be completed within the next three months.

A **re-visit** will take place in approximately **three months** when it is expected that all legal requirements will have been attended to. Should you fail to attend to these items within this period formal action will be considered. Please be aware that your business will not be issued with a new food hygiene rating after this re-visit.

Your Food Hygiene Rating

Confidence in management/ control procedures	10
Compliance with food hygiene and safety procedures	15
Compliance with structural requirements	10
Food hygiene rating	2
IMPROVEMENT NECESSARY	

Please find enclosed your sticker for display. Your rating will be published after the appeal period of 21 days or if you have not appealed, within 28 days of your receiving your rating at www.food.gov.uk/ratings.

Please remove and destroy any existing certificate and stickers on display. Continuation to display old stickers and certificates can constitute an offence under Trading Standards legislation. Stickers and certificates remain the property of the local authority and all rights are reserved.

If you consider that the rating given is unjust, you may appeal by submitting the appropriate appeal form to the Senior Environmental Health Officer (Commercial) within 21 days of the day you are informed of your rating.

A web link to information on the scheme including template forms for lodging an appeal, 'right to reply' or requesting a re-visit (re-rating visit) is available at <http://www.eastcambs.gov.uk/food-safety/national-food-hygiene-rating-scheme>

Note: From 01 April 2018 re-rating visits will no longer be free. You will be charged a fee before the re rating visit.

Should you require any further information or advice or wish to discuss these matters, please do not hesitate to contact me on the details at the head of this letter. If you have any comments regarding the inspection or advice issued, please contact [REDACTED], Senior Environmental Health Officer, on 01353 665555.

Yours faithfully

[REDACTED]
Environmental Health Officer (Commercial)

Cc [REDACTED]
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