

**Enquiries to:**

Contact Name: Joanna Duncombe

Job Title: Senior Food Safety Officer

**T:** 01223 457848**E:** Joanna.Duncombe@cambridge.gov.uk**Refuse and  
Environment**

Mr [REDACTED]  
Trinity College  
Trinity Street  
Cambridge  
CB2 1TQ

19th January 2015

Our Ref: WK/201363165

Dear Mr [REDACTED]

**The Food Safety & Hygiene (England) Regulations 2013**  
**Regulation (EC) No. 852/2004 on Hygiene of Foodstuffs**  
**Trinity College, Trinity Street, Cambridge, CB2 1TQ**

I refer to my visit to the above premises on 19th January 2015. The following matters listed in Schedule "A" require your immediate attention and should be completed within 3 months, or within the time period specified for that item.

Schedule B lists those matters that, though not legally required, are considered to be good working practice. You should view these recommendations as important guidance for developing safe practices.

This authority operates the national Food Hygiene Rating Scheme. This is designed to help consumers choose where to eat out or shop for food by giving them information about the hygiene standards in food outlets at the time they are inspected to check compliance with legal requirements. Details of how ratings are calculated are enclosed.

On the basis of the standards found at the inspection your rating has been calculated as follows:

Compliance with food hygiene and safety procedures	0
Compliance with structural requirements	5
Confidence in management/control procedures	0
Your total score is the addition of the three above scores; this, and the highest score out of the three, contributes to your overall rating, please see ' <b>Food Hygiene Rating scheme - how your rating is calculated</b> ' attached to this letter	
Food hygiene rating	

A sticker showing your rating is enclosed. You can tell your customers how good your hygiene standards are by putting the sticker up in the window or on the door. If you do not have a suitable glass surface, you could fix the sticker onto a transparent

Trinity College, Trinity Street, Cambridge, CB2 1TQ

surface before fixing that onto a wall or other surface. Please destroy the sticker showing your previous rating as only one rating – the most recent rating - should be displayed. To continue to display a previous rating may constitute an offence under the Consumer Protection from Unfair Trading Regulations 2008. Your rating will also be published on the Food Standards Agency's website at [food.gov.uk/ratings](https://www.food.gov.uk/ratings) between two and four weeks from receiving this letter.

## **Safeguards**

If you think that the rating is wrong or unfair – in other words it does not reflect the hygiene standards at the time of your inspection – you have 14 days from the date you were informed of your rating in which you can **appeal** against this. You should appeal in writing to the Lead Officer for Food, Mr Frank Harrison, Commercial Team Leader, but I would recommend that you get in touch with me first so that I can help you to understand how your rating was worked out.

If you have improved hygiene standards since your inspection, or if there were unusual circumstances at the time of the inspection that might have affected your food hygiene rating, you have a '**right to reply**' so that you can explain this to potential customers that look up your rating online.

If you make the improvements to hygiene standards that are highlighted in your inspection report, you can **request a re-visit** with a view to giving you a new and higher food hygiene rating.

More information about these safeguards and to obtain the forms to; request a revisit, submit a right to reply or to lodge an appeal, can be found on Cambridge City Councils website at [cambridge.gov.uk/food-hygiene-ratings](https://www.cambridge.gov.uk/food-hygiene-ratings) and can be returned to Cambridge City Council via post to the address at the bottom of the front page of this letter or via email to [env.health@cambridge.gov.uk](mailto:env.health@cambridge.gov.uk) Alternatively, please contact me and a hard copy of the appropriate forms can be sent to you.

Under the Freedom of Information Act 2000 this letter is accessible by the public and therefore it is the intention of Cambridge City Council to publish all inspection reports on its website in the near future. Disclosures of such information shall be in accordance with the Data Protection Act 1988.

## **Where may I get further information?**

If you have any questions or concerns about your inspection report or about your food hygiene rating, please contact me via my details at the top of the front page of this letter

Yours sincerely,

Joanna Duncombe  
Senior Food Safety Officer

## Food Hygiene Rating scheme - how your rating is calculated ([cambridge.gov.uk/food-hygiene-ratings](http://cambridge.gov.uk/food-hygiene-ratings))

### Your inspection

At inspection, the food safety officer will check compliance with the legislation on food hygiene. Three areas will be assessed and a score given for each area determined by officers using guidance. These are:

- how hygienically the food is handled – how it is prepared, cooked, cooled, stored, and what measures are taken to prevent food being contaminated with bacteria
- the condition of the structure of the premises including cleanliness, layout, lighting, ventilation, equipment and other facilities
- how you manage and record what you do to make sure food is safe using a system like Safer food, better business

Criteria	Score					
How hygienically the food is handled	0	5	10	15	20	25
Condition of structure	0	5	10	15	20	25
How you manage and document food safety	0	5	10		20	30
<b>Total score</b>	<b>0</b>					<b>80</b>
<b>Level of compliance</b>	<b>High</b>					<b>Low</b>

### Your food hygiene rating

The rating given depends on how well the business does overall – the total score. It also depends on the area(s) that need improving the most - the business may do better in some areas and less well in others.

To get the top rating, you must score no more than 5 in each of the three areas. All businesses should be able to get the top rating. You will automatically get a new rating at each planned inspection.

Total score	0 – 15	20	25 – 30	35 – 40	45 – 50	> 50
Highest permitted individual score	5	10	10	15	20	-

### Improving your food hygiene rating

Cambridge City Council has developed resources & advice to help you improve your food hygiene rating, please visit [cambridge.gov.uk/starting-a-food-business](http://cambridge.gov.uk/starting-a-food-business) to access the resources or to download the Food Standards Agency - Safer Food Better Business pack.



Safer food, better business

To get the best possible rating, here's what you can do now:

- Look at your last food hygiene inspection report to check that you've taken all of the actions needed to ensure that you meet legal requirements. If you can't find your last report, contact us and we will be able to give you a copy.
- At your next inspection, if you don't get the top rating and you have queries about the improvements you need to make to get a better rating, then the food safety officer should be able to give you advice.
- Make sure that you and your staff continue to comply fully with all aspects of food hygiene law.

### How to request a revisit following your programmed statutory food hygiene inspection

As the food business operator of the establishment you have a right to request a re-visit for the purposes of re-rating if you have taken action to rectify the non-compliances identified at the time of inspection. There is a procedure to follow and a form that needs to be completed and submitted to make a request for a revisit. To make a request for a revisit, please use the prescribed form, which can be downloaded from [cambridge.gov.uk/food-hygiene-ratings](http://cambridge.gov.uk/food-hygiene-ratings) or alternatively if you do not have access to the online form, please contact the officer who undertook your inspection (contact details at the top of the front page of this letter) and a form can be sent out to you. Please return the completed form to: Mr Frank Harrison, Commercial Team Leader, Cambridge City Council, PO BOX 700, CB1 0JH or send it as an email attachment to [env.health@cambridge.gov.uk](mailto:env.health@cambridge.gov.uk)

## **Food Safety**

### **Schedule A – Legal Requirements**

1. As discussed during the inspection, the floor in the pot wash room, particularly around the large pot washing machine, was badly scored making cleaning difficult. It must be repaired/replaced and left in a sound condition which is easy to clean. As discussed, due to how busy the kitchen is these repairs may not be carried out for several months. Please email me on [Joanna.duncombe@cambridge.gov.uk](mailto:Joanna.duncombe@cambridge.gov.uk) to keep me informed of the planned date for the repairs.

*EC Regulation 852/2004, Annex II, Chapter I, Para 1*

2. Replace the missing filter in the extraction canopy above the pressurised cooker in the kitchen.

*EC Regulation 852/2004, Annex II, Chapter 1, Para 5*

3. Clean the floor in the pastry freezer to remove the build-up of loose food debris. Ensure this is cleaned regularly.

*EC Regulation 852/2004, Annex II, Chapter I, Para 1*

## **Food Safety**

### **Schedule B – Recommendations**

#### **New regulations are coming into force in December that require you to provide information to customers relating to allergens**

Since 13 December 2014, new legislation (the EU Food Information for Consumers Regulation 1169/2011) requires food businesses to provide allergy information on food sold unpackaged, in for example catering outlets, deli counters, bakeries and sandwich bars. There are also changes to existing legislation on labelling allergenic ingredients in pre-packed foods. Guidance has been developed to help businesses meet these new requirements and if you follow the web link below, you can print off resources to help you comply with the new regulation. Please visit the website below for further advice:

[cambridge.gov.uk/allergen-training](http://cambridge.gov.uk/allergen-training)

#### **New webpage – Starting a Food Business**

You can obtain useful information from our 'Starting a Food Business' Webpage, including printable kitchen signage and information regarding our new online training courses that are available.

[cambridge.gov.uk/starting-a-food-business](http://cambridge.gov.uk/starting-a-food-business)

Trinity College, Trinity Street, Cambridge, CB2 1TQ

If your business uses Safer Food Better Business (SFBB) as a food safety management system, you can now find examples on the new webpage of the detail required in relation to the Food Standards Agency - E.coli O157 guidance. You can now download the SFBB packs and diary refill pages in a print friendly version by accessing this webpage. The SFBB pack can be completed electronically by editing the document once downloaded if you should wish to do so, however please make sure it is available at all times on your premises to be witnessed by an authorised officer on request and that you keep up to date with the daily diary and four weekly review pages. Please note that the SFBB pack and diary are no longer available in a hard copy format.

### **Training Courses – Taught courses and Online courses offered by Cambridge City Council**

Please visit our training webpage for the courses offered by Cambridge City Council, we are an approved Chartered Institute of Environmental Health (CIEH) training centre and eLearning distributor. Courses are available covering the topics; Health & Safety, First Aid, Fire, CoSHH, Manual Handling, Licensing and Environmental Awareness. A full list of all of the training courses that are available can be found by visiting our webpage at:

[cambridge.gov.uk/training](http://cambridge.gov.uk/training)

If you are interested in receiving training for your employees we offer discounts on group bookings on our taught courses, which are already competitively priced. At your request, we may also arrange a training course to take place at your place of work, as long as there are enough candidates and the premises is suitable to provide training. Please visit the webpage for further details or to make an enquiry.

You may use other training providers available.