

REPORT OF VISIT



Environmental Health, Business Compliance Team, Wakefield One, PO Box 700, Burton Street, Wakefield WF1 2EB - TEL: 0345 8 506 506 - EMAIL: food@wakefield.gov.uk

NAME/ADDRESS DETAILS	
Date and Time:	<u>30/10/25 1pm</u>
Business Name:	<u>Food Safety Officer</u>
Business Address:	<u>Norfolk Estate</u> <u>Wakefield</u>

Copy to be sent to Head Office?	☐ YES ☐ NO ☐ N/A
Copy to be sent to Head Office?	☐ YES ☐ N/A
Person seen:	<u>[Redacted]</u>
Purpose of the visit:	☒ Inspection ☐ Complaint ☐ Sampling
☐ Advice ☐ Revisit ☐ FHRS rescore	

OFFICER DETAILS	
Name:	<u>[Redacted]</u>
Role:	<u>Food Safety Officer</u>
Telephone:	<u>[Redacted]</u>
Email:	<u>[Redacted]</u>

SUMMARY OF ACTION TAKEN BY OFFICER	
☐ Advice only ☐ Primary authority inspection plan ☐ Verbal Warning ☐ Written Warning ☐ Caution administered	
☐ Voluntary Closure ☐ Emergency Prohibition Notice ☐ Hygiene Improvement Notice(s)	
☐ Other notices please specify <u>Mentorian Cafe Rating (2)</u>	☐ Consider Legal action
FINDINGS OF THE VISIT	
<u>1) You failed to register your business in the manner we require ie 28 days before commencement of trading.</u>	
<u>2) Complete safe methods in FBR & Bug Diary</u>	
<u>3) Designate hand wash basin</u>	
<u>4) LETTER TO FOLLOW</u>	
<u>left FRS & Rescore</u>	
Signature of recipient:	<u>[Redacted]</u>
Date:	<u>30/10/25</u>
Signature of Officer:	<u>[Redacted]</u>

NOTES: The Officer has listed their findings from this visit above. Items marked Contraventions must be complied within the specified timescales, if you fail to rectify these you may be subject to further legal action. A list of the regulations contravened is found overleaf. If a revisit is indicated then an officer will revisit to check on compliance after the date specified. Items marked recommendation are items which you are advised to address to prevent any future hygiene issues. Where the Officer has marked a 1, 2 or 3 in the Food Hygiene Rating Scheme category box, these are the matters that have affected your food hygiene rating score and must be addressed before you request a rescore under the scheme. You are reminded that the visit may not cover all parts of the business or every activity undertaken. It remains your duty to identify, assess and control all food safety risks. Failure of an officer to mention a hazard or control measure does not imply compliance with all legislation.

West Yorkshire Food Lead Officers Group – Official Food Control Aide Memoire

Inspecting Officer: [REDACTED]		Date and start time 30/10/25 1PM	
Type of intervention	☒ Full Inspection ☐ Partial Inspection ☐ Audit ☐ Revisit ☐ Complaint ☐ FHRS rescore ☐ Other	Job Number	WK/ 803890
DETAILS OF BUSINESS	Trading Name and address: Meridian Cafe, Nostell Estate, Wakefield.		
	FBO name and home/registered office address: Neo FBO [REDACTED]		
	Tel No: [REDACTED]		
	Emergency/Out of Hours contact: [REDACTED]		
Person interviewed:		Email:	
Registration Form Details Correct?: Yes ☐ No ☒ Action taken: key completed			
Number of outlets: 1	No. of meals/day: 30	Vulnerable Groups? Yes ☐ No ☒	
Notification given prior to this visit? Yes ☐ No ☒ (If yes, why?)			
When to inspect (note opening times, prep. times, preferred time/day to inspect, seasonal business etc) 830-3		Are other premises supplied? NO	
Function catering/business lunches/festivals etc.? YES ☐ NO ☒			
Type of food business: cake			
Business scope Small 0-10 employees ☒ Medium 11-50 employees ☐ Large 51+ employees ☐			
Is there a Primary Authority Partnership in Place? Yes ☐ No ☒			
Primary Authority and contact details:			
Inspection Plan ☐ NIS ☐ Feedback required to PA? Yes ☐ No ☐ Enforcement notification? Yes ☐ No ☐			
Summary of last inspection (include risk rating, FBO, complaints, rescores etc)			
Rationale for audit and areas focussed on:			
Types of food/ processes/menu: (inc. high risk activities eg rare burgers, any outside catering etc):			
Vacuum Packing ☐ Sous-vide ☐ Cook/Chill (non caterer) ☐ Small Scale meat prod. (non approved) ☐			

IMPORTED/EXPORTED FOODS - Third Country Imports FNoAO (product and origin) PoAO (product and EU number or supplier/importer/CVED details) Raw Meat (health marks) Processed meats (identification marks) Exports?

Source/Supplier of Game (venison, pheasant, etc)

Animal Feed registration with Trading Standards? N/A ☐ Yes ☐ No* ☐ *refer to

DutyOfficer@wyjs.org.uk

Control of CROSS CONTAMINATION Sources

Is raw and ready to eat food handled by the business?

Yes ☐

No ☐

If no, move on to next section

Cleaning & disinfection
(type, contact time, dilution, temp range, how often made up, BS/EN1276:1997 or BS EN 13697:2001 cloths in use (types of cloths, colour coded, shared use, washing).)

Sanitiser

Processing/preparation areas
(where are processes carried out, adequate space for different tasks?, dual use worktop, disinfection of chopping boards/knives, colour coding; storage of equipment)

only Bacon & Saus

Dual use of complex equipment
(vacuum packer, slicer, mincer, food processor; storage containers)

(note: seek voluntary agreement to cease; service of HEPN if non-cooperative)

Staff risks from raw to RTE controlled? (hand washing, aprons, separate staff, time)

Approved

Storage of packing materials
Protected from contamination?

Chilled storage of raw meat, and unwashed fruit/vegetables
(covering, drips etc)

Frozen storage (raw meat, can it be separate)

Food washing (what is washed, raw/cooked, disinfection) separate sinks?

PREMISES

Suitability, maintenance and cleanliness of premises and equipment (eg kitchen inc ventilation, lighting, stores, external areas and vehicles)

Changing facilities/Sanitary Accommodation (toilet lobby, ventilation)



Wash hand basins (location, number, soap, towels, hot and cold water)

No WTB -
Advised to use 1/2 sink

Facilities for washing food and equipment/dishwasher working correctly (jet cycles/temp)

1 sink + Dishwasher

OBSERVATION OF FOOD SAFETY MANAGEMENT SYSTEM

Step	Comments (inc. critical limits where appropriate, discussion with appropriate member of staff)
Suppliers meat/fish/dairy suppliers: Reputable/approved/health marks? Traceability adequate? Procedures Documents Meets Requirements of Reg 178? Yes ☐ No ☐	Little Bakes Cafe Bateson Beacon Factory Paul Wade Foods
Purchase & Delivery Date checks/temp checks/condition	
Storage (dry/chilled/frozen) Stock rotation/ temperature/ separation/records	OOD Food

Preparation Time/temperature, hand washing, overclothing; colour coded equipment, separation raw and rte,	
Defrosting Safe methods followed?	
Cooking Safe method? Time/probe check >75°C, visual checks? Probe calibration? Records?	No records
Cooling Blast chiller? <90 mins? Safe method? Records?	Served 2-3 hrs (14) 90 mins
Re-heating What foods? Only once? Temp >75°C? Records?	
Hot Hold What foods? <2 hours or >63°C? Records?	only beer & Tostitos
Cold Service (e.g. buffet) Safe method? <8°C or < 4 hours if for service? Food covered? Stock control?	
Transport Clean/refrigerated/separate food/waste Suitable? Number of vehicles etc.	✓
Thermometer used (probe wipes, calibration)	
Buffets Allergens Timing Hot food?	
Ice Machine (incl. scoop/bucket)	
Other matters:	

COMMENTS ON IMPLEMENTATION OF FOOD SAFETY MANAGEMENT SYSTEM:

SFBB ☐ Own system ☐ No documented system ☐ Meets good hygiene practice/meets Article 5 flexibilities? ☐

Is system in use up to date? Yes ☐ No ☐
No ☐

Is it appropriate/implemented effectively? Yes ☐

Is the person responsible for the HACCP suitable trained? Yes ☐ No ☐

SFBB:

Pack been read and understood,
Does it cover all processes (e.g. outside catering include info on safe transport/temp. control?) safe methods adhered to, staff trained in SFBB safe methods, opening and closing checks carried out, cleaning schedule effectively implemented, diary completed correctly, 4 weekly reviews carried out and recorded, any other monitoring records?

Comments on correct implementation

SFBB
Safe Methods not completed
No diary or log
No records

Own system:

1. Identification of hazards,
2. identification of critical control points,
3. establishment of critical limits at CCPs,
4. establishment of effective monitoring procedures,
5. establishment of corrective actions,
6. establishment of verification & reviewing procedures,
7. Maintenance of documents and records: all up to date; corrective actions taken and recorded etc.?
Is the system suitable for the type of business

Comments on correct implementation

Yes ☐ No ☐

Traceability and Recall Procedures

Procedures
Documents
Procedures tested?
Meets Requirements of Reg 178?

Will the business provide meals for people with allergies?No ☐ If no, move to next sectionYes but all purchased in pre-prepared/wrapped and directly handed to customer ☐Yes will make or directly handle foods for persons declaring food allergies on the premises ☐ **If yes continue:**

If Yes, summarise the controls applied and assess against the points listed below;

- Written procedure for allergy free preparation available?
- Is person with overall responsibility for allergen info/taking orders?
- Procedure for communicating to the kitchen from point of sale?
- Evidence of staff awareness/training/supervision or instruction?
- Can staff demonstrate when asked how to prepare a dish which doesn't contain allergens?
- Staff wash hands before and after handling allergens?
- Kitchen Procedures :
- Storage of ingredients (Air-tight containers/separate), Ingredients clearly labelled with allergen or kept in original packaging?; Containers not reused for other types of ingredients?; Re-useable containers washed thoroughly before reuse?; Dedicated scoops for each ingredient?; Scoops and utensils thoroughly washed before re-use?;
- Are/Can allergy free foods be prepared in a separate area or separated in time/made to order?
- All equipment washed in a dishwasher or with detergent at high temp to remove trace allergens (where possible/customer advised may not remove all trace)?
- Is there a precautionary statement in place i.e. "We cannot guarantee...."

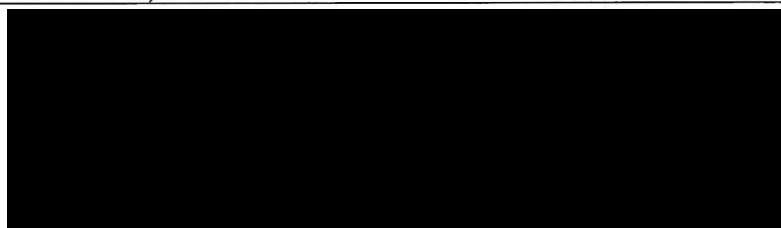
Signature ✓
No Policy

PPDS?

Overall summary: Allergen system in place and compliant ☐ Allergen system requires development ☐

TRAINING

Name, Qualification, Date (e.g. Food Safety in Catering (Level 2), Supervisory Level 3, Hygiene Awareness)

Is training/supervision appropriate: Yes ☐ No ☐Yes ☐ No ☐

Fitness to work Policy: 48hr symptom free?

Can staff demonstrate high standards of cleanliness/hygiene? Yes ☐ No ☐

OTHER MATTERS:Pest Control: Own checks ☐ Contract ☐

Last visit:-

Nostell Estate

Food waste and refuse storage and disposal, inc waste oil (name of company/locked storage/frequency of collections):

Nostell Estate

Arrangements for raw meat and fish waste: (animal by-products)

Any products of animal origin being traded to other businesses (e.g. dairy, cooked meat, pies, fish); any cold store activities?

YES ☐ Consider whether approval requiredNO ☐**Officer Notes from inspection*****i.e. Temperatures checked at time of inspection/High risk food or allergen free meal flow chart/Premises layout***

OOD Food - photo
 Wooden shelves - dirty, need painting
 unboxed food in freezer
 No date on serving

FOOD HYGIENE RATING SCORING	Score	Score Justification
Hygiene/Safety	10	(1)
Structure	15	(2) (3)
Confidence in Management	10	(4) (5) (6) (7)

RED FLAG issues	Yes ☐ No ☐ Summarise: -		
	(1) OOD Food (2) No LHD (3) Shaking (4) GRAB (5) Allergies (6) Unboxed food (7) Not hygienic		
	CLOSING MEETING Persons present		
	Actions Discussed		
		FHRS LEFT	FHRS TO FOLLOW
		Time left	

Health and safety matters of evident concern?

Electrical (electrical wiring, sockets, earthing)

Gas (LPG, ventilation, canopy extraction, interlocked, fail safe equipment, black or yellow hoses, location of gas appliances)

Meat Cutting Equipment (Bandsaws, Mincers etc)

REFER TO H&S TEAM? YES ☐ NO ☐