



Monitor at Fullwood Primary School (3739)

Summary

Inspected by	Jennifer Spratt
Inspection date	01/12/14 13:11
Address	C/O ISS FS Education 21-24 Burford Close off hatley Essex IG6 1ER
Type	School

Signoff Notes

Signed by	jenni spratt	Amarjit lalli
Signature		

Overall scores

Questionnaire	Score	Max	Percentage
Ten Point Checklist	27	27	100%

Question group scores

Group	Score	Max	Percentage
Ten Point Checklist			
Menu & Service	5	5	100%
Health & Safety	3	3	100%
Personal Hygiene	4	4	100%
Cleaning	5	5	100%
Premises & Equipment	4	4	100%
Office Procedures	3	3	100%
Log Book	3	3	100%

Ten Point Checklist

Food Storage			
Question	Score	Max	Observations
Stores clean and tidy	Yes	0	
Products stored off the floor	Yes	0	
Opened packets sealed and labelled	Yes	0	

Fridges & Freezers			
Question	Score	Max	Observations
Cabinets clean inside and out	Yes	0	
Units operating at correct temperature	Yes	0	
Food correctly stored to reduce risk of cross contamination	Yes	0	
Food correctly labelled	Yes	0	
Food within ?use by? date	Yes	0	

Food Production			
Question	Score	Max	Observations
HACCP guidelines followed	Yes	0	
Correct recipe followed	Yes	0	
Food not cooked too far in advance of service	Yes	0	
Probe Calibrated	Yes	0	

Menu & Service			
Question	Score	Max	Observations
Correct menu followed	Yes	1	
Ready to start service on time	Yes	1	
Good appearance of food on counter	Yes	1	Looks nice but using bs tins Just one off as traning
Staff friendly & encourage children to try dishes	Yes	1	
Adequate choice available to end of service	Yes	1	

Health & Safety			
Question	Score	Max	Observations
Work environment safe ? lights, floor, ventilation	Yes	1	
COSHH information available & correct chemicals used	Yes	1	Changed cossh sheets
First Aid Box complete	Yes	1	

Personal Hygiene			
Question	Score	Max	Observations
Staff wearing correct clean uniforms & appropriate shoes	Yes	1	
Jewellery removed, nails short & hair enclosed within hat	Yes	1	
Hand washing facilities & toilets clean & well stocked	Yes	1	

Hand washing carried out at appropriate times	Yes	1	
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Cleaning			
Question	Score	Max	Observations
Daily Cleaning Schedule in Log Book Completed	Yes	1	
Kitchen cleaned effectively	Yes	1	
Equipment cleaned effectively	Yes	1	
Adequate supply of correct cleaning materials	Yes	1	
Weekly Food Storage & Cleaning Inspection in Log Book Completed	Yes	1	

Premises & Equipment			
Question	Score	Max	Observations
Equipment all working correctly	Yes	1	
All faults reported	Yes	1	
Premises, lights & ventilation in good working order	Yes	1	
No evidence of pests	Yes	1	

Office Procedures			
Question	Score	Max	Observations
Office tidy and paperwork filed	Yes	1	
All records maintained and available	Yes	1	
Timesheet completed correctly	Yes	1	

Log Book			
Question	Score	Max	Observations
Log Book fully completed daily	Yes	1	
Opening & closing checks completed daily	Yes	1	
Weekly Exception & Corrective Action Report Completed	Yes	1	